

Exhibit Rules & Regulations

Exhibit Facility

The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of Sunday River. The Exhibitor shall indemnify and hold harmless Sunday River and MFCA and their agents, servants and employees from any and all such losses, damages and claims.

There are no other agreements of warranty between the Exhibitor and MFCA except as set forth in this document. The rights of MFCA, under this contract, shall not be deemed waived except as specifically stated, in writing, and signed by an authorized officer of MFCA.

Overnight Accommodations

Please use the Overnight Accommodations form or contact Sunday River Grand Summit Resort Hotel & Conference Center at 1-800-207-2365 to book your overnight room. Use group code (**Code: 86F8YK**) to ensure you receive the group rate. To make your reservation online and pay via credit card - <https://sundayriver.com/booklodging?Group=86F8YK&resultFilterValue=&Checkin=03/26/2025&Checkout=03/28/2025&pid=43728>

Security and Insurance

The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control, in transit to or from within the confines of the facility. **Security will be provided in the Exhibit Area, after hours, to ensure the security of all equipment, displays and materials.**

Care of Building and Equipment

Exhibitors or Agents must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes, and other laws that are in effect at the exhibit area. The Exhibitor shall also comply with all reasonable requests of officials of Sunday River or MFCA with respect to installation, conduct and disassembly of its exhibit.

Cancellation of Event

In the event it is necessary to cancel all, or a portion of the Professional Development Conference and/or the exhibits due to any cause beyond the direct control of the MFCA including, but not limited to, damage to, or destruction of, the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed for actual direct costs not incurred by MFCA.

Cancellation of Exhibit Space

All cancellations must be in writing to training@memun.org and are subject to a NON-REFUNDABLE cancellation fee of \$100.00 per exhibit space. Cancellations received before March 19, 2025 are subject to the \$100.00 cancellation fee. **Cancellations received after March 19, 2025 are 100% NON-REFUNDABLE.**

Exhibit Confirmation

An email confirming your exhibit booth registration and your booth assignment will be sent to you prior to the event.

Canvassing and Distribution of Advertising Matter

Canvassing by a non-exhibiting firm is strictly forbidden.

Location of Exhibits

The 2025 Professional Development Conference will be held at the Grand Summit Resort Hotel & Conference Center, Sunday River, Newry, Maine. MFCA reserves the right to make such modifications and changes in exhibit space assignments and floor plan as may be necessary to meet the needs of the exhibitors and registrants. Space is limited, and exhibit space will be assigned by date received on a "**first come - first paid**" basis.

Exhibit Space Equipment and Service Information

Please note that the exhibit area is designed for tabletop displays only. If you have a large-type booth, it must fit within the parameters of the 8-foot exhibit space. Electrical cords are not provided by the facility or MFCA. Exhibitors are responsible for providing their own. Each exhibit space rented will include an 8' x 6' space, 8' skirted table and two chairs, standard 110 power, and Wi-fi.



Grand Summit

Hotel & Conference Center

Exhibit Rules & Regulations

Exhibitors' Representative Admission

Includes (2) drink tickets for Wednesday's Appreciation Social Hour (wine, beer or soda), Thursday Continental Breakfast, Admittance for 2 to Thursday's lunch, (2) tickets to Thursday's New England Barbecue and (2) tickets to Friday's New England Breakfast.

Installation and Removal Time

Exhibitors will be allowed to set up between the hours of 9:00 AM to 3:30 PM on Wednesday, March 26, 2025. **Displays must be installed by 8:00 AM on Thursday, March 27, 2025.** There is no space available for storage of empty cartons, crates, etc. **Due to location of the Exhibit Area, no exhibitor will be allowed to remove their exhibit, or any part of it, until Friday, March 28, 2025 at 11:00 a.m.**

Exhibit Hours

Wednesday, March 26, 2025: 5:00 - 6:00 p.m. (Appreciation Social Hour)

Thursday, March 27, 2025: 7:30 a.m. - 4:00 p.m.

Friday, March 28, 2025: 7:30 - 11:00 a.m.

ADA Message

In order to ensure your complete participation in this Conference, we would appreciate your informing us of any special requirements you need in advance.

Your space will be confirmed upon receipt of complete registration and payment.

Maine Fire Chiefs' Association, 60 Community Drive, Augusta, ME 04330

Tel: (800) 452-8786 or 207-623-8428

Directions to Sunday River

From the South: Exit the Jetport and follow signs to I-95, the Maine Turnpike. Take I-95 North to Exit 63 / Gray for Route 26. Take Route 26 North to Bethel. Follow Rt. 2 East for 2.6 miles. Take a left onto Sunday River Road, marked by the large Sunday River Brewery (big building with red roof). Follow Sunday River Road to a fork with a "Sunday River Ski Resort" sign. Fork left for the Grand Summit Resort Hotel, base lodges, and; amenities (1 mile).

From the North: Take I-95 South to Exit 157/ Newport for Route 2. Follow Route 2 West to Sunday River Road, marked by the large Sunday River Brewery (big building with red roof), a few miles before reaching Bethel. Follow directions above.