

mgi north america

ANNUAL CONFERENCE



May 20 - 22, 2020 • Austin, Texas



LOCATION

W Austin

200 Lavaca Street
Austin, Texas 78701
512-542-3600

SET UP

Wednesday, May 20,
in the late afternoon.

DISMANTLE

Friday, May 22,
in the afternoon,
after the conference ends.

MGI North America is a regional member of MGI Worldwide. MGI Worldwide is one of the world's top 20 global networks of accounting firms, with over 260 offices in over 90 countries. Since 1947, MGI has been bringing people and businesses together across borders. Today, MGI is one of the world's oldest and largest international accountancy networks.

mgiworldwide



Audience

The MGI North America 2020 Annual Conference attracts more than 40 partners who are managing or senior partners of prominent firms and/or who are key decision-makers or have influence in the buying decisions for their firm.

We have a limited number of exhibit spaces and set-up the exhibit area in very close proximity to breakfasts, breaks and lunches. All exhibitors are invited to all breakfasts and lunches.

MGI encourages its members to network one-on-one with exhibitors and posts a link to each exhibitor's website on the MGI-NA site for the following year.

SPONSORSHIP OPPORTUNITIES

Sponsorship Levels	BASIC	BRONZE	SILVER	GOLD
Standard Exhibit Space—6' table	✓	✓	✓	✓
Conference breakfasts, lunches and breaks	1 rep	1 rep	2 reps	3 reps
Attendee mailing list	✓	✓	✓	✓
Luncheon or breakfast sponsorship including signage promoting your sponsorship		✓	✓	Choice
Dinner sponsorship including signage promoting your sponsorship			✓	Choice
Exclusivity in your category			✓	✓
Introduction by MGI officer and a brief presentation by your company representative			✓	✓
Dinner—Thursday night	1 rep + add \$200/pp additional	1 rep + add \$200/pp additional	2 reps	3 reps
Dinner—Friday night	Not included add \$200/pp	1 rep + add \$200/pp additional	2 reps	3 reps
INVESTMENT	\$3,500	\$5,500	\$8,000	\$10,000

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SPONSORSHIP OPPORTUNITIES

Exhibiting/Sponsoring Company:

Pre-Conference Logistics Contact:

Name	<input type="text"/>		
Title	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>

Representative(s) Attending the Conference

Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

Sponsorship Level Please check the sponsorship level you are interested in. Opportunities are available on a first-come, first-serve basis.

- ☐ **Basic Sponsor:** \$3,500
- ☐ **Bronze Sponsor:** \$5,500
- ☐ **Silver Sponsor:** \$8,000
- ☐ **Gold Sponsor:** \$10,000

**Add-
Ons**

- ☐ **Additional rep(s) for conference days**
(breakfasts, lunches & breaks):
\$200 per person
- ☐ **Additional rep(s) for Thursday dinner w/ open bar:**
\$200 per person
- ☐ **Additional rep(s) for Friday dinner w/open bar:**
\$200 per person

Payment

☐ **Check Enclosed**

RETURN TO:

MGI-NA

ATTN: Joseph A. Tarasco, MGI-NA Regional Director

116 Lane Gate Road, Suite 101

Cold Spring, NY 10516

Phone: 845-265-9046

E-mail: joe.tarasco@mgiworld.com

Signature

Payment and Cancellation Policy:

In order to guarantee space reservation, complete this application and return it with your check payable to MGI-NA. Please contact Joe Tarasco with any questions or concerns involving payments. Cancellation of exhibit space received fewer than 45 days prior to the conference will not entitle the exhibitor to a refund on the canceled space. A charge of 20% of the fee will be deducted from any refund on cancellations received 45 or more days prior to the conference. All cancellation requests must be in writing to Joe Tarasco at joe.tarasco@mgiworld.com.

Purpose of the Exhibit

The exhibition is for the purpose of education and to provide a service to MGI North America membership.

Standard Exhibit Space

The exhibition space will be provided in the form of a 6' foot table. Each exhibitor will be provided with:*

- Designated exhibition space
- One draped table
- Two chairs
- One wastebasket

**Subject to change*

Upon acceptance of applications for exhibit space, exhibitors will be sent:

- Information on shipping procedures and set-up and dismantle instructions
- Information on securing electricity, audio-visual equipment and other supplies
- A list of attendees three weeks pre- and post-conference (for one-time use)

Exhibit Hours

Exhibit hours are established by MGI. Generally, exhibits will be open during breakfasts, lunches, breaks and welcome receptions, as well as any other hours specifically designated for exhibit viewing. Unless otherwise noted, exhibits may not be open while the conference sessions are in progress. Exhibit hours are scheduled; however, these times are approximate and subject to change pending the final conference agenda.

To maintain the educational integrity of the program, exhibitors are asked to adhere to the exhibit hours indicated. Once conference sessions begin, discussion with participants should be ended and participants encouraged to return to the sessions. This will enable conference participants to receive the maximum benefit from the conference program and the exhibits.



Exhibit Set-up and Dismantling

Exhibitors are responsible for setting up and dismantling their exhibits during established time periods. Setup is either the evening before or the morning of the first conference day. Dismantling usually is the final break of the last conference day.

Note: early dismantling is not permitted. Firms that dismantle prior to the end of the exhibit time will not be given priority when choosing booth locations at next year's conference or may be denied exhibit privileges at future MGI programs.

The exhibit fee includes:

- Rental of the standard exhibit space (previously described)
- Admission to conference breakfast and lunch for one representative from the exhibiting company
- Registration list, including the names and addresses of conference participants before and after the conference for one-time use

MGI does not endorse products offered by any vendor unless otherwise stated.

**Exhibit fees do not include hotel accommodations.*

Assignment of Exhibit Space

In assigning exhibit space, full consideration will be given to competing products and general grouping of exhibits for proper display and comparison. Every effort will be made for the equitable assignment of space.

MGI reserves the right to relocate any exhibit for the benefit of of the exhibitor or for the betterment of the exhibition. No firm, organization, individual or company without assigned exhibit space will be permitted to display or distribute products or literature, or solicit business within the exhibit hall. Exhibitors will not be permitted to assign, sublet, or share with any others any part of the space allocated to them without written approval from MGI.

Eligible Exhibits

MGI reserves the right to determine the eligibility of any company or product for inclusion in the exhibition and to reject, eject or prohibit any exhibit, in whole or in part, or exhibitor with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit fee unearned at the time of the ejection. If an exhibit or exhibitor is ejected for violation of these Terms and Conditions or any other stated reason, no return of the fee shall be made.

Use of Space

Vendors may use exhibit booths or backdrops, provided they can be accommodated within their individual exhibit space and do not violate fire safety laws. Exhibits must be constructed so as not to obstruct the general view or the view of neighboring exhibits. Interference with the lighting and space of other exhibitors is prohibited.

MGI reserves the right to restrict exhibits which, because of method of operation, materials, or for any reason, become objectionable. All sound equipment must be regulated so that it does not disturb neighboring exhibits or the conference sessions. MGI reserves the right to determine at what point sound constitutes interference with other and must be discontinued.

Character of Display

Any materials not in keeping with the character and standards of MGI may not be distributed or utilized by any exhibitor. MGI reserves the right to prohibit or evict any exhibit which, in the opinion of MGI, detracts from the general character of the exhibition as a whole. This reservation includes persons, things, conduct, printed matter or anything of a character which MGI finds objectionable. In the event of such restriction or eviction, MGI and its agents shall not be liable for any refunds of rentals or other exhibit expenses.

Professional Conduct

Exhibitors should adhere to professional standards of behavior. All solicitation, demonstration and other promotional activities must be confined to the limits of the exhibit space.

Staffing

Exhibits should be staffed during the specified exhibit hours by knowledgeable representatives. Exhibitors must supply MGI with the name(s) of all representatives who will attend the exhibition. MGI will not provide staffing for the exhibits.

Badges

Exhibitor representatives must wear appropriate badges at all times in the exhibition hall. The badges will be available at the conference registration desk during the exhibit set-up period.

Security

Although MGI and the hotel may maintain a security force, exhibitors are responsible for the safety and security of their exhibits and should consider removing from the exhibition hall or otherwise securing all equipment, supplies and other materials at the close of each conference day.



Shipping/Drayage/Storage

Exhibitors are responsible for shipping materials to and from the conference. Any and all costs associated with the shipping, drayage, and storage of exhibit materials are the responsibility of the exhibitor.

Fire, Safety and Health

Federal, state and local laws covering fire, safety and health must be strictly observed. Aisles and fire exits must not be blocked by exhibits. Storage of boxes and materials beneath exhibit tables may also be restricted. All materials used in decoration must be flame-proof. Electrical wiring must conform to the National Electrical Code Safety Rules. Please follow the instructions of the hotel personnel and/or the contracted exhibition company regarding conformity with fire, safety and health codes.

Care of Facilities

Exhibitors or their representatives must not injure or deface the walls or floors of the building. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

Hospitality Suites

Hospitality suites must be scheduled so as not to conflict with any scheduled conference activities and be approved by MGI. Publicity for hospitality suites is the responsibility of the suite host and must comply with these Terms and Conditions.

Cancellation of Exhibit Space

Cancellation of exhibit space received less than 45 days prior to the conference will not entitle the exhibitor to any refund on the canceled space. A charge of 20% of the exhibit fee will be deducted from any refund issued on cancellations received 45 or more days prior to the conference. All cancellation requests must be in writing.

Termination of Exhibit

In the event the premises where the exhibit is to be held, in the sole determination of MGI, become unfit for occupancy or are substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, emergency declared by any government agency or any other act beyond the control of MGI, this agreement may be terminated by MGI. In the event of such a termination, the exhibitor waives any and all damages and agrees that MGI may, after deducting all costs and expenses including a reserve for claims, refund to the exhibitor as and for complete settlement and discharge of all said exhibitor's claims and demands his pro rata amount of all funds paid by exhibitors.

Liability

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save MGI, the owner of the host facilities, and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy, or use of exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the owner of the host facilities, its employees and agents.

In addition, the exhibitor acknowledges that MGI and the owner of the host facilities do not maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Interpretation and Amendments

MGI reserves the right to interpret or amend these regulations as it deems proper to ensure the success of the exhibition.

FOR MORE INFORMATION, CONTACT:

Joseph A. Tarasco, MGI-NA Regional Director
116 Lane Gate Road, Suite 101
Cold Spring, NY 10516
Phone: 845-265-9046
E-mail: joe.tarasco@mgiworld.com