

MWAA Policies and Rules

Registration

Those who wish to participate in the MWAA 2016 Conference will register in one of four categories:

1. Attendee
2. Exhibitor/Sponsor
3. Roaming Exhibitor
4. Speaker/Staff

Attendee Registration

Attendees are individuals who register to attend the MWAA conference to learn more about the industry, discussing industry developments with colleagues and make contacts with other members of the industry. Attendees may not solicit business, sell products or services or recruit agents or resellers.

ISO owners or employees may be either attendees or vendors/exhibitors, based on

1. Whether the ISO has previously been a vendor/exhibitor at MWAA or any sister regional acquirers conference – If an ISO has ever been a vendor/exhibitor at an MWAA conference or any of our sister conferences, the ISO is always a vendor/exhibitor.
2. The ISOs at the MWAA conference – If the ISO solicits business, sells products or services or recruits agents or resellers at the MWAA conference, the ISO is a vendor/exhibitor

Attendees are required to provide certain registration information. By registering for the MWAA Conference and paying the registration fee, the attendee agrees to the policies and rules of the MWAA Conference. The MWAA provides select registration information to all sponsors before and after the MWAA conference.

Vendor/Exhibitor Registration

It is MWAA policy that every person or company that solicits business, sells products or services or recruits agents or resellers is considered an exhibitor and must pay a vendor/exhibitor fee. Once a company has exhibited at the MWAA, that company is considered a vendor/exhibitor and must pay a vendor/exhibitor fee at all MWAA events.

Soliciting is defined as conducting any of the following activities anywhere on the conference hotel property or anywhere in the conference hotel lobby, hallways, meeting rooms or exhibit hall:

1. Distributing literature, brochures, corporate name/logo items, merchandise or electronic media that promote a company, an association, a group or its products or services.
2. Wearing or carrying a button, badge or sign that promotes a company, an association or group or its products or services (logo apparel is normally permitted but the MWAA reserves the right to determine acceptability).
3. Verbally prospecting for buyers of a company's products or services; making a sales pitch, presentation or proposal that promotes a company, its products or services, whether verbally or through images.

Recruiting is defined as conducting any of the following activities anywhere on the conference hotel property or anywhere in the conference hotel lobby, hallways, meeting rooms or exhibit hall:

1. Distributing literature, brochures, corporate name/logo items, merchandise or electronic media that promote becoming an agent of or seeking employment with a company or membership in any group.
2. Wearing or carrying any button, badge or sign that promotes a company, an association or group or its products or services (logo apparel is normally permitted but the MWAA reserves the right to determine acceptability).
3. Verbally prospecting for agents, sales persons, sales managers or any employees; making a sales pitch, presentation or proposal that promotes seeking an agent or reseller relationship or employment relationship with a company, an association or a group.

The act of exchanging business cards with another individual at the MWAA conference is not by itself considered soliciting or recruiting.

Exhibit Hall

Exhibitors may select their exhibit space or table online. Exhibitor registration is first come, first served. Exhibitors must pay the MWAA fees via credit or debit card online during the registration process. The MWAA will not invoice exhibitors for payment by check.

Through its online registration process the MWAA allows vendors to see where other companies have registered their exhibits in the Exhibit Hall. The MWAA does not prohibit exhibitors from locating their exhibit next to a competitor nor does the MWAA prevent competitors from locating their exhibit next to a exhibitor.

The MWAA rules for displays for table top exhibits are given in the document [MWAA 2016 General Sponsor and Exhibitor table top rules.pdf](#) available on this web site.

General Sponsors in Exhibit Hall

The MWAA encourages vendors to consider becoming a General Sponsor. General Sponsors receive their choice of 8 foot table exhibit space in choice exhibit hall locations. For a complete list of benefits offered to General Sponsors please see the document [2016_Sponsorship_Levels_Document.pdf](#) and [MWAA 2016_Events_Sponsorships.pdf](#) available on this web site.

General Sponsor registration is first come, first served. General Sponsors must pay the MWAA fees via credit or debit card online during the registration process. The MWAA will not invoice General Sponsors for payment by check.

The MWAA rules for exhibit hall displays for General Sponsor exhibits are given in the document [MWAA 2016 General Sponsor and Exhibitor table top rules.pdf](#) available on this web site.

Premium Sponsors in Exhibit Hall (Harvest Moon and Golden Wheat Sponsor)

The MWAA encourages exhibitors to consider becoming a Premium Sponsor. Premium Sponsors receive their choice of 8' table exhibit space for a Harvest Moon Sponsor or 10'x10' booth space for a Golden Wheat Sponsor in choice exhibit hall locations. For a complete list of benefits offered to Premium Sponsors please see the document [2016_Sponsorship_Levels_Document.pdf](#) and [MWAA 2016 Events Sponsorships.pdf](#) available on this web site.

Premium Sponsor registration is first come, first served. The MWAA encourages Premium Sponsors to pay the MWAA fees via credit or debit card online during the registration process. Registration is not complete until payment has been received. First preference is given to Premium Sponsors who pay online. However, the MWAA will invoice Premium Sponsors for payment by check by special request to the MWAA. Please send invoice requests to the MWAA Treasurer Mark Dunn at mark@midwestacquirers.com All payments by check must be received within ten days after the invoice is sent. Please note that the MWAA does not refund Premium Sponsorship payments.

The MWAA rules for exhibit hall displays for Premium Sponsor exhibits are given in the document [MWAA 2016 Premium Sponsor rules.pdf](#) available on this web site.

Please note: Because the MWAA has only a few Premium Sponsor spaces available and the Premium Sponsorships require a long time to secure, the MWAA does not refund any sponsorship payments to Premium Sponsors.

Roaming Exhibitors

Some vendors prefer not to have a display in the exhibit hall. Other vendors want to attend the show but there may be no more exhibit spaces or tables available. These vendors may attend the conference by registering as Roaming Exhibitors. Roaming Exhibitors may solicit business, sell products or services or recruit agents or resellers in the conference hotel during the hours of the conference. Roaming Exhibitors may hand out sales literature, company brochures or presentations in the conference hotel during the hours of the conference. Roaming Exhibitors may hand out sales literature, company brochures or presentations in the aisles of the exhibit hall when the exhibit hall is open, provided they are not interfering with the activities of exhibitors in front of their exhibit tables or in front of a Premium Sponsor's booth space.

Speaker/Staff

Only pre-approved speakers or MWAA staff may register in this category.

Refunds

The MWAA Board will provide refunds to any individual or company (not Premium Sponsors, see above) that has registered for the MWAA 2016 Conference, paid and submitted a request for refund, provided the payment and the request for refund were both received before the close of business, Tuesday, May 31, 2016. The MWAA does not refund sponsorship payments to Premium Sponsors. Requests for refunds should be sent via email to Mark Dunn, MWAA Treasurer at mark@midwestacquirers.com

MWAA Review of Registration

MWAA staff reviews all registrations. The MWAA Board and Officers reserve the right to change or cancel the registration of any individual or company at its sole discretion to enforce the rules and policies of the MWAA.

Registration Information Policy

All data collected in the registration process becomes the property of the MWAA. The MWAA shares select advance registration information with all sponsors two weeks prior to the MWAA conference. The MWAA shares select registration information with all sponsors two weeks after the MWAA Conference.

By completing the MWAA registration, the exhibitor, sponsor, attendee, speaker or staff agrees

1. to allow MWAA to use the registration data to promote the MWAA and its services,

2. and to allow MWAA to provide the registration data to paid sponsors of MWAA,
3. and to allow paid sponsors to use the registration data to contact any individual or company that is registered.

Minors and Children

The MWAA conference does not allow admittance of any persons under the age of 18, including children of attendees, exhibitors, sponsors, speakers and staff.

Acceptance of the MWAA policies and rules

By completing the registration and making payment of the registration fee, the individual or company shows its acceptance of these MWAA policies and rules for the current year.

Violations of MWAA policies and rules

The MWAA Officers and Board do not wish to impose penalties on any individual or company. However, anyone violating, circumventing or attempting to violate or circumvent the policies and rules of the MWAA Conference may be banned by the MWAA Officers and Board, at their sole discretion, from the conference. Banned companies or persons will not receive refunds for fees paid.