



MASSACHUSETTS TREE WARDENS AND FORESTERS ASSOCIATION

Annual Conference - Exhibitor Guidelines

The Massachusetts Tree Wardens and Foresters Association (MTWFA) invites commercial vendors to exhibit at our annual conference and to showcase equipment, materials of the trade, education information, training opportunities, and industry-related technology supporting the advancement of work in the field of arboriculture.

In exchange for a fee paid to the MTWFA, the MTWFA grants exhibitors the opportunity to network with tree wardens and other attendees by displaying their merchandise, distributing literature, and/or demonstrating products. The association also provides a limited platform for federal, state, and private non-profit agencies to disseminate public information.

- The MTWFA Executive Board shall set the fees for exhibitor booths.
- The MTWFA Conference Committee shall schedule dedicated time slots throughout the conference when attendees may meet and talk with the vendors.
- The MTWFA reserves the right to inspect the booth areas and require vendors to implement fire safety measures for equipment, as set by the conference facility and local fire safety laws.
- Each exhibitor agrees to provide a Certificate of Insurance. Such certificate shall be submitted to the MTWFA prior to setting up the booth in the Exhibit Hall.
- A non-profit agency may qualify for a complimentary single booth. The number of complimentary booths is based on available space in the Exhibit Hall. The MTWFA shall grant such booths on a "first come-first served" basis.
- A non-profit agency that has an official spokesperson who is a confirmed speaker on the MTWFA conference program shall be entitled to a complimentary booth, for that conference only.
- If paid commercial exhibitors fill the available space rented by the MTWFA in the conference facility's Exhibit Hall, non-profit agency exhibitors with complimentary booths will be relocated to another space. Such space shall be within the confines of the MTWFA conference area, as agreed upon by the conference facility in consultation with the MTWFA onsite representative.
- All exhibitors agree to arrive during the established setup times, prepare their own booths, and break down and remove all equipment and materials from the premises no later than four (4) hours after the conference adjournment.
- All exhibitors are responsible for the safety of their displays and equipment within their respective booth areas.
- The MTWFA privacy policy prohibits the electronic distribution of contact information of its members and event attendees.