

2025 MMLA CONVENTION EXHIBIT CONTRACT

1. The 66th Annual Convention of the *Midwest Modern Language Association* (hereafter referred to as the *MMLA*) will be held **November 14-16, 2025**, at **Marquette University** in Milwaukee, Wisconsin. All table tops will be 6' x 3', and rental charges will be waived.

Exhibitor contracts should be emailed to **mmla@luc.edu**.

2. The MMLA agrees to set up a coffee/tea service station on Friday (November 14) and Saturday (November 15). These events will entail no cost to exhibitors, but sales representatives should plan to be in the exhibit hall during these events.

3. It is mutually agreed that it is the duty and responsibility of each exhibitor to install and dismantle their exhibit. Exhibit setup and close times will be shared as the convention schedule is confirmed. During the evening hours when the exhibit area is closed to the public, the exhibit hall will be locked. If the room cannot be locked, security measures will be provided by the *MMLA*. Neither the *MMLA* nor **Marquette University** is responsible for items left in the exhibit hall, either during the times the exhibit is open or when the exhibit hall is closed.

4. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

5. Shipping and Receiving Details. Ship to:

Robin Brunette
Marquette University
Dept. of Languages, Literatures and Cultures, #474
1310 West Clybourn Street
Milwaukee, WI 53233

Labels should include:

Event Name: MMLA Convention
Event Date: 11/14/25-11/16/25
Your contact name and arrival date
Box Number(s): 1 of #

Please time shipping so that boxes arrive in the week of the meeting.

6. The exhibitor agrees to protect, save, and keep the *MMLA* and **Marquette University** forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between **Marquette University** and the *MMLA* regarding the exhibition premises. Further, the exhibitor shall at all times protect, indemnify, save and keep harmless the *MMLA*, **Marquette University**, and their representatives or employees against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees or exhibit materials from any cause whatsoever, either prior to, during, or subsequent to the exhibit, which arise out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof. The exhibitor must agree that **Marquette University** and the *MMLA* shall not be responsible or liable for injury to any person(s) or for loss or damage to any property belonging to the exhibitor or any person(s) while in transit to or from **Marquette University** or while at **Marquette University**. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims

arising out of injury or damage to the exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants, and employees from any and all such losses, damages, and claims.

7. Please sign one copy of this contract in the space provided below, signifying your acceptance of the terms of this contract, and return these pages by scanning and emailing the signed contract to **mmla@luc.edu**. Below (print clearly or type) please provide the requested information, including the names of your representatives at the convention. The **MMLA** will have badges made in advance, which may be picked up, without payment of the registration fee, at the **MMLA**'s registration desk at **Marquette University**.

Firm: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Name: _____

Signature _____ Title: _____

Date: _____

Number of tables requested: _____

Representatives Who Will Be Attending the Convention:

