



# MAS-ICNA CONVENTION 2024

McCormick Place Convention Center | Chicago, Illinois

Knowledge Retreat **DEC 24-25** | Convention **DEC 26-28** | Departure **DEC 29**

## BAZAAR EXHIBITION INFORMATION

### BAZAAR DATES

*Load-in:* Tuesday, December 24, 2024

*Bazaar Show:* Thursday, December 26 to Saturday, December 28, 2024

*Load-out:* Sunday, December 29, 2024

### CONTACT INFORMATION

*Phone:* (877) 627-1060, option 3

*Email:* [bazaar@masicna.com](mailto:bazaar@masicna.com)

### CONVENTION CENTER

McCormick Place Convention Center – North Hall B1  
2301 S Dr Martin Luther King Dr  
Chicago, IL 60616 USA

### BAZAAR HOURS & REGISTRATION

- a. Bazaar will be open to attendees on Thursday 12/26/2024 to Saturday 12/28/2024 from 10:00AM until 10:00PM.
- b. Exhibitors may enter the Bazaar at 9:00AM and must leave the Bazaar at 11:00PM.
- c. Exhibitors must wear proper convention vendor badges at all times; NO EXCEPTIONS.
- d. Exhibitor must provide to MAS, in advance, the names of those persons (employees, staff, volunteers, etc.) who will staff the booth(s). To avoid delay in receiving badges, Exhibitors must submit names by December 1, 2024 to the Bazaar team.
- e. Exhibitors will receive two (2) Convention Registrations per booth. Convention Registration can be used to access lectures and kids programs. Exhibitors may purchase additional Convention Registrations for family members at a special discounted rate. Please contact Bazaar team for details.

### BAZAAR LOAD-IN/OUT

- a. Bazaar Load-in will be on Tuesday 12/24/2024 from 8:00AM to 2:00PM.  
No vehicles will be allowed into loading area after 1:00PM. NO EXCEPTIONS.
- b. Bazaar Load-out will be on Sunday 12/29/2024 from 9:00AM to 2:00PM.  
All Exhibitors must have their booths cleared and vehicles loaded prior to 2:00PM.  
No vehicles will be allowed into loading area after 1:00PM. NO EXCEPTIONS.
- c. Bazaar hall will remain open on Tuesday 12/24/2024 until 3:00PM for Exhibitors to setup booth(s).  
Bazaar hall will reopen on Thursday 12/26/2024 at 8:00AM for Exhibitors finalize setup of booth(s).  
No unloading will be allowed on Thursday 12/26/2024. NO EXCEPTIONS.
- d. Bazaar hall & Convention Center will be closed on Wednesday 12/25/2024 to Exhibitors and the public.  
There will be no unloading or setup allowed. NO EXCEPTIONS.
- e. Exhibitors that do not adhere to the load-in/out times will be charged a fee of \$750. No refunds will be issued.
- f. Subleasing of space is absolutely prohibited, no exceptions.

### EXHIBITOR VEHICLES & DELIVERY

- a. There are two options for loading/unloading at McCormick Place.
  - i. Automobile, Small Utility Vehicle, and Cargo Van (ASUV) Program (**Complimentary**)  
Please see guidelines at <http://www.mccormickplace.com/exhibitors/asuv.php>
  - ii. Truck Marshalling for Box Truck, Straight Truck and Trailer (non-ASUV vehicles) (**Fee Based**)  
Information regarding Truck Marshalling reservations and fee payment will be sent to Exhibitors 60 days prior to Bazaar.
- b. Information regarding parking and rates can be found at <http://www.mccormickplace.com/getting-here/parking-rates>
- c. Packages can NOT be shipped directly to McCormick Place. Any packages shipped directly to McCormick Place will be refused. The General Services contractor can arrange to receive your package and deliver to your booth. Information regarding parcel delivery will sent to Exhibitors 60 days prior to Bazaar.



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## BAZAAR EXHIBITION AGREEMENT TERMS & CONDITIONS

The 2024 MAS-ICNA Annual Convention Exhibition Bazaar (“Bazaar”) is held by the Muslim American Society (“MAS”). The Bazaar is scheduled to be held in Hall B1 at the McCormick Place Convention Center, located at 2301 South Dr. Martin Luther King Jr Drive, Chicago IL 60616 (“Facility”) on December 26-28, 2024. “Exhibitor” means, individually and collectively, the entity that is applying to exhibit at the Bazaar, the authorized representative of that entity who is executing this contract on its behalf and, where applicable, that entity’s officers, employees, contractors and agents.

### 1. AGREEMENT

After the Exhibition space contract is reviewed, accepted and processed by MAS, Exhibitor will be issued a confirmation letter which, in conjunction with and subject to the terms of this contract, grants an exclusive, non-transferable license to only use a specifically assigned space at the Bazaar within the guidelines of the rules & regulations and for the exclusive purpose as defined in the herein agreement. MAS reserves the right to reject applications, terminate contract, and/or cancel booth(s) reservation with or without cause at any time prior to or during Bazaar if in the best interests of MAS and/or Bazaar.

### 2. FEES & CANCELLATION

Payment for all fees in full is due upon reservation. Full refunds will be issued for cancellations made by Exhibitor prior to October 1, 2024. From October 1, 2024 to November 10, 2024, only a 50% refund will be issued. No refunds will be issued after November 10, 2024. All cancellation requests must be made in writing via email to [bazaar@masicna.com](mailto:bazaar@masicna.com). No refunds will be issued to Exhibitors who violate any term of this agreement.

### 3. ASSIGNED BOOTH

The assigned 10 foot by 10 foot space (*with the exception of “Standard-Level” booths are 8 foot x 10 foot space*) includes a single booth consisting of (1) draped backdrop, (2) small draped dividers, (1) company I.D. sign, (1) 8 foot draped display table, (1) wastebasket and (2) chairs. Exhibitors may not move from an assigned booth to another booth, assume additional booth space, or move booth tables, chairs, drapes or accessories from and between other booths without a properly authorized ‘booth change’ form. Booths must be set up and dismantled according to the schedule which will be provided in the ‘Booth Space Confirmation.’ All displays must be confined to the booth and cannot obstruct the view or access of surrounding displays. Any demonstrations, discussions, or other activities must be confined to the booth. Audio, video, and multimedia equipment will be monitored by Bazaar personnel to ensure that a comfortable sound level is maintained. Any exceptions must be requested 30 days prior to the Bazaar. MAS reserves the right to modify or relocate Exhibitor’s space at any time if in the best interests of the Bazaar.

### 4. SUBLEASING OF SPACE

Subleasing of space is absolutely prohibited, no exceptions. Exhibitors may not assign, sublet or apportion to others the whole or any part of the space assigned, and may not display goods or services other than those manufactured or regularly distributed by them. Failure to comply will result in forfeiture of space and no refunds will be issued.

### 5. EXHIBITOR UTILITIES & ADDITIONAL SERVICES

Exhibitor is responsible for placing all electrical and utility orders directly with the Electrical & General Services contractors. MAS will make available Exhibitor Manual & Utility Order Forms to Exhibitors at least one month prior to the Bazaar.

**Charges related to load-in and load-out are the responsibility of the vendor or order directly from General Services contractor.**

### 6. FIRE & SAFETY LAWS

Federal, state and local fire and safety laws must be strictly observed. Fireworks and any other incendiary devices & helium are expressly prohibited. Fuel tanks or heating appliances such as microwaves, ovens, and related items are also prohibited. Flammable or hazardous fluids, substances, or materials of any nature are prohibited in the booth and in the storage area behind the booth. No decorations of paper, pine boughs, leafy decorations, tree branches or other flammable materials are allowed. All decorative materials, including cloth decorations, must be flame-proofed and comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is expressly prohibited. Electrical equipment and wiring must comply with fire department and underwriter rules and meet all safety codes. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.



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## BAZAAR EXHIBITION AGREEMENT | TERMS & CONDITIONS *(continued)*

### 7. RESTRICTIONS

No food or beverages may be sold in the Bazaar or given away free or as samples. Exhibitors who want to offer food and beverage samples must seek authorization in advance. Any Exhibitor who offers samples without prior authorization or found to be selling food or beverages will have their exhibit closed. Any literature (fundraising or otherwise) is restricted to the assigned booth and must be pre-approved in writing by MAS. Solicitation of any kind by any Exhibitor or group (for-profit or non-profit) is expressly prohibited outside of the assigned booth.

### 8. ACCESS TO EVENT & EXHIBIT SPACE

Registration is required by everyone wishing to access event and exhibit spaces. Exhibitor must provide to MAS the names of those persons who will staff the booth(s). Representatives manning the exhibit will be owners, employees, agents or volunteers of Exhibitor, and such representatives must wear proper badge identification provided by MAS. Conference badge must be displayed at all times in the exhibit hall. Re-use or trading of conference badges to anyone by the Exhibitor is expressly forbidden. MAS reserves the right to limit or deny access to any attendees and Exhibitors.

### 9. CODE OF ETHICS

Exhibitors and their staff are expected to follow Islamic standards of behavior & ethics when dealing with customers & soliciting business. Products or services sold or displayed/demonstrated in actual, kind or in printed or audio-visual manner must meet Islamic standards that MAS wishes to observe. MAS reserves the right to terminate the Contract and therefore close any exhibit and eject any Exhibitor or Exhibitor's staff immediately from the Bazaar and Facility who/which participate(s) in illegal or un-Islamic activities of any kind, is/are involved in any way with disruptive or dangerous activities, violate(s) any of the terms or conditions of this agreement, or do(es) not immediately comply with instructions given by the MAS Bazaar coordinator. MAS reserves the right to define such violations at its sole discretion. Exhibitor is responsible for any costs and damages associated with contract termination and/or removal from facility.

### 10. LIMITATION OF LIABILITY

Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of its exhibit material in accordance with the floor loading specifications. Exhibitor assumes all risks of loss, injury, theft, destruction or damage of any kind or nature whatsoever to any exhibit or component thereof; including but not limited to goods, merchandise, cash, records, or any other property. Exhibitor assumes complete liability resulting from personal injury or property damage caused by equipment operated within his/her display area and agrees to maintain necessary general liability insurance coverage for such operation and display within that area. Further, exhibitors are expressly bound, at their expense, to repair any damage that they may cause to the Bazaar fixtures or the McCormick Place Convention Center through unauthorized modifications or movements or their exhibit.

### 11. INSURANCE

The Exhibitor acknowledges that neither MAS nor the McCormick Place Convention Center maintain insurance covering the Exhibitor's property and personnel and it is the sole responsibility of the Exhibitor to obtain business interruption, property damage, and personal injury insurance insuring any losses by the Exhibitor. Exhibitor must carry adequate insurance coverage for all property and personnel of the Exhibitor, insuring against loss by all risks. Exhibitor agrees to furnish evidence of such insurance upon request by MAS. Exhibitor should take precautionary measures, such as the securing of small or easily portable articles of value.

### 12. OBSERVANCE OF LAWS

Selling, marketing, or distributing unauthorized or illegally produced materials is strictly prohibited. Any and all Exhibitors found with pirated music, media programs, contraband goods, or any other illegal products will result in their goods being confiscated, forfeiture of their Bazaar space, and will immediately be escorted out of the Bazaar. MAS bears no responsibility or liability for loss or damage of any sort if Exhibitors are found with illegal programs or products. Exhibitors shall observe all applicable laws, rules and regulations, and ordinances of any applicable government authority and all rules of the facility. Each party shall abide by and observe all applicable laws, rules and regulations, and ordinances of any applicable government authority and all rules of the facility. Furthermore, Exhibitor releases and discharges MAS and its officers, directors, employees, agents, independent contractors and representatives from any and all liabilities arising from, or in any way related to, the selection, rejection, or removal of Exhibitor from the facility and enforcement of the Agreement.



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## BAZAAR EXHIBITION AGREEMENT | TERMS & CONDITIONS *(continued)*

### 13. COPYRIGHTS/MUSIC PERFORMANCE RIGHTS LICENSES

Exhibitor must obtain music performance rights licenses through ASCAP and/or BMI (and/or any other necessary performing rights associations), if Exhibitor intends to use copyrighted music in its booth. MAS is not responsible for the music used by Exhibitor, and without limiting Exhibitor's indemnification obligations otherwise set forth in the Agreement, Exhibitor hereby agrees to indemnify, defend and hold harmless MAS for any and all claims related to any copyright violations that result from Exhibitor's failure to obtain the appropriate licenses.

### 14. PHOTOGRAPHY & RECORDING

Exhibitor authorizes MAS and its representatives to photograph and/or record all or any part of the Bazaar including, without limitation, Exhibitor's exhibit space and personnel, and Exhibitor hereby grants MAS the worldwide, perpetual, royalty free right and license to reproduce, distribute, transmit, publicly perform and publicly display all such photographs and recordings, and any derivative works thereof, in any medium, now existing or hereafter developed in the future.

### 15. INDEMNIFICATION

Exhibitors (and respective Representatives) agree to indemnify, defend and hold harmless the Muslim American Society, Islamic Circle of North America, Show Providers any of its affiliates its staff, volunteers & agency's from and against all actual or alleged claims, actions, lawsuits, proceedings, damages, penalties, demands, losses, expenses, legal fees, costs or liabilities of any kind or nature whatsoever (collectively, "Claims"), including but not limited to any Claim for property damage and/or personal injury, in connection with, caused by or arising out of the attendance at and/or participation in the Convention by (a) Exhibitor, (b) its representatives (or any other party acting on Exhibitor's behalf), or (c) any of Exhibitor's servants, invitees, patrons or guests (all of the foregoing in clauses (b) and (c), collectively, "Related Parties"), whether as a result of (i) Exhibitor's or any Related Party's act, omission, negligence or willful misconduct, (ii) Exhibitor's or any Related Party's actual or alleged violation of any policy of, or actual or alleged breach of any agreement with, MAS or any other Show Provider, (iii) Exhibitor's or any Related Party's actual or alleged violation of any applicable Laws, (iv) Exhibitor's or any Related Party's actual or alleged infringement of any third party rights, including without limitation, the infringement of any patented, trademarked, franchised or copyrighted music, materials, devices or dramatic rights used or incorporated in the Convention by Exhibitor or any Related Party, or (v) otherwise, and in each case, whether or not foreseeable. This provision shall survive any termination or expiration of the Agreement.

16. **COVID-19.** Exhibitor acknowledges that COVID-19 has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is thought to spread mainly through close contact from person-to-person. MAS cannot guarantee that Exhibitor's personnel and guests will not become infected with COVID-19 at the Bazaar. Exhibitor shall indemnify the Indemnified Parties against all Claims by Exhibitor's personnel and guests arising out of or related to infection with COVID-19, whether before, during or after attendance at the Bazaar. MAS may require individuals registered by Exhibitor to acknowledge the risks of COVID-19 infection and waive liability prior to participation at the Event.

17. **HEALTH & SAFETY GUIDELINES:** Exhibitor understands that safety is of utmost importance to the Event attendees, Exhibitors, Sponsors, and Event & Facility Staff. Additionally, Exhibitor understands and agrees to adhere to the Health & Safety Guidelines that are established by the CDC, Local Health Authorities, Facility and MAS. If any Exhibitor and/or respective representative do not follow the Health & Safety Guidelines during the Event, they will immediately be removed and forfeit all deposits, rent, and other monies paid. This provision is subject to change at any time by MAS. Additionally, Exhibitor will be fined an additional \$500 for violating these mandated Guidelines.

### 18. AGREEMENT TO TERMS, CONDITIONS, AND RULES

Exhibitor and representatives of Exhibitor (owners, employees, agents, contractors, volunteers of Exhibitor) agree to observe and abide by the foregoing terms, conditions, and rules, and by such additional terms, conditions, and rules established by MAS from time to time for the efficient and safe operation of the Bazaar, including, but not limited to, those contained in this Agreement. The terms and conditions in any attachment, such as Bazaar map and classification, to this contract are part of this contract. There is no other agreement or warranty between the Exhibitor and MAS except as set forth in this document and any addenda/exhibits hereto. The headings used in this Agreement are for organizational purposes only and are not to be used in the interpretation of the substance of this Agreement. The rights of MAS under this Agreement shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of MAS.





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19. **CANCELLATION OF EVENT.** If MAS cancels the Bazaar due to circumstances beyond its reasonable control, then it shall refund to Exhibitor the amounts paid under this contract, minus a share of the costs incurred by MAS, in full satisfaction of liabilities to Exhibitor. If MAS cancels the Bazaar for any other reason, then MAS shall refund to Exhibitor the amounts paid under this contract, in full satisfaction of liabilities to Exhibitor.

### 20. GOVERNING LAW

This Agreement is governed by the laws of the State of Illinois without reference to any conflict of laws principles that would require the application of the laws of any other jurisdiction. Any controversy or claim arising out of or relating to this agreement or in any way involving MAS and the Convention, shall be settled by binding arbitration administered by the American Arbitration Association. The number of arbitrators shall be three. The place of arbitration shall be Chicago, Illinois and Illinois law shall apply. Each party hereto hereby waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this Agreement.

### 21. AUTHORIZATION

As an authorized agent of this business or organization, I have read and understood this contract and agree to abide by its terms and conditions. By signing below, I hereby acknowledge that I fully understand, read, and agree to the Terms and Conditions of this Agreement, and am authorized to execute this Agreement on behalf of the Exhibitor.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date