

Michigan Association of Fairs & Exhibitions

125th Annual Convention – TRADE SHOW BOOTHS & EXHIBIT AREA REGISTRATION

Amway Grand Plaza Hotel

January 7, 8, 9, 2010

Grand Rapids, Michigan

Please PRINT or TYPE ALL INFORMATION & RETURN TWO COPIES TO:

M.A.F.E., PO Box 127, Munger MI 48747-0127

Phone: 989.450.5942

RULES, REGULATIONS & GENERAL INFORMATION for TRADE SHOW BOOTHS

- Booths are ONLY available to ASSOCIATE MEMBERS who have their current dues paid in full. All Booths will be 10' wide by 8' deep by 8' high. Exhibits MUST fit into this space. Included: 8' tall back drape and 3' tall side drapes, one 2' x 6' skirted table, two folding chairs and one booth ID sign. **Electricity is included** in fee. Exhibitor kit will be forwarded to participants for additional needs.
- Installation of Exhibits may begin at 10:30 p.m. Wed., Evening, January 6, 2010 and should be totally in place no later than 11:00 a.m. Thur. morning, January 7, 2010. Booth removal may begin at 3:00 p.m. January 9, 2010. Trade Show hours are Thur. 1-6 pm, Fri. 10am-6 pm, Sat. 10am-3 pm. **ALL BOOTHS MUST BE COMPLETELY REMOVED BY 5:00 p.m. on SATURDAY, January 9, 2010.**
- Commercial Exhibits at the Michigan Association of Fairs & Exhibitions (M.A.F.E.) Convention are restricted to products and/or services DIRECTLY related to Fairs/Festivals. Exhibitors **MUST** have a booth and remain in their booth and in Trade Show Area.
- Exhibits will be confined to your booth area assigned by M.A.F.E. and must conform to fire regulations, not obstruct passageways or block the view of other exhibits. All distribution of literature will take place ONLY in the exhibitor's designated area.
- Exhibitors may not give exchange or sublet any or all of their booth space.
- The exhibitor agrees to indemnify and hold harmless the M.A.F.E., all parties acting on behalf of the M.A.F.E. and the Amway Grand Plaza Hotel, Grand Rapids from and against any and all liability and expenses for personal injury and property damage or loss arising from, or out of the use by the exhibitor of its exhibit space or its activities in connection therein.
- The exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, pictures, draperies, etc. in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws or any other device which would damage or mar them. Neither the M.A.F.E.; its representatives or Hotel assume any responsibility for destruction, loss or damage to Exhibitor's property.
- The exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention & public safety while participating in this show; compliance is mandatory for all exhibitors & is the exhibitor's sole responsibility. Booth decorations must clear the floor.
- The Michigan Association of Fairs & Exhibitions, its designated representatives and/or Amway Grand Plaza Hotel reserves the right to request and/or remove any exhibit from the exhibit hall and/or hotel.
- You MUST submit Proof of Liability and Property Damage Insurance** along with your completed application and check. The Certificate of Insurance MUST list as **additional insured: Michigan Association of Fairs & Exhibitions & Its Members and Board of Directors; Mid State Exposition Services Inc & Its employees; the Amway Grand Plaza Hotel & Its Employees.** If you cannot get this insurance from your own carrier, Liberty Group, Inc. will offer this coverage at a cost of **\$75.00.**
- Each Exhibitor and ALL of the persons manning the Exhibit and/your Guest/Sales/Suite Room MUST pay the Convention Registration Fee. Complete the enclosed Convention Registration form.
- The FEE for Booth Space is \$300.00 if Contracted before November 20, 2009. After November 20, 2009 the FEE for Booth Space is \$375.00. The fee for Booth Space is NON-REFUNDABLE.** Electricity is included.
- A check for the Booth Space Fee and Liability Insurance is to be made **Payable to: M.A.F.E.**
- Your Application for Booth Space will not be considered until ALL Booth, Membership Dues, Convention Registration Fees, Proof of Liability Insurance Coverage & this Completed Form are returned to the M.A.F.E. Office. **Mail to:** M.A.F.E., Po Box 127, Munger, MI 48747-0127.
- All Booths are assigned on a FIRST COME-FIRST RECEIVED BASIS.
- NO reptiles, animals, insects, etc. are allowed anywhere in the Amway Grand Plaza Hotel complex.**

I, the duly authorized representative of the undersigned company, on behalf of said company subscribe to and agree to all terms, conditions, authorization and covenants contained in the above Rules, Regulations and General Information.

NAME: (Please Print/Type) _____ Phone: _____

Signature: _____ Title: _____ E-mail: _____

Associate Member (Company) Name: _____

Full Street & PO Box Number: _____

CITY _____ STATE: _____ ZIP: _____

Yes, I need Liability Insurance from Liberty Group Inc (\$75.00). No, I will furnish Proof of Liability Insurance

CHECK NUMBER: _____ DATE ISSUED: _____ TOTAL: \$ _____

Days Your Booth will be manned
Thursday _____
Friday _____
Saturday _____

FAIR 195

FEST 195

ASSOC 195

Please make a copy for your records

www.michiganfairs.org