

The Michigan Meetings and Events Network's "New Trends and Solutions" Expo 2009 "TOM"

First Annual Convention – TRADE SHOW BOOTH REGISTRATION RULES, REGULATIONS & GENERAL INFORMATION FOR TRADE SHOW BOOTHS

1. 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 only for "TOM" and is limited to 48 booths.**
2. Installation of Exhibits may begin at 9:00AM, Monday September 28, 2009 and should be totally in place no later than 8:00 a.m. Tuesday morning, September 29, 2009. Booth removal may begin at 10:00 p.m. September 29, 2009. Trade Show hours are **Tuesday, 9/29/09 9:00AM-9:00PM** ALL BOOTHS MUST BE COMPLETELY REMOVED BY Midnight 9/29/09
3. Commercial Exhibits at the Michigan Meetings and Events Network (M.M.E.N.) Convention are restricted to products and/or services DIRECTLY related to: Meetings, Corporate Events, Weddings and Social Events, Design and Entertainment of such events Exhibitors **MUST** have a booth and remain in their booth and in Trade Show Area.
4. Exhibits will be confined to your booth area assigned by M.M.E.N. 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.
5. Exhibitors may not give exchange or sublet any or all of their booth space.
6. The exhibitor agrees to indemnify and hold harmless the M.M.E.N., organizers and its partners and sponsors, including all parties acting on behalf of the M.M.E.N. and The Inn at St. Johns, in Plymouth, MI 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.
7. 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.M.E.N. or its representatives or Hotel & Venue assume any responsibility for destruction, loss, or damage to Exhibitor's property.
8. 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.
9. The Michigan Meetings and Events Network, its designated representatives and/or The Inn at St. Johns reserves the right to request and/or remove any exhibit from the exhibit hall and/or hotel.
10. **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 Meetings and Events Network & Its Members and Board of Directors; the Inn at St. Johns & Its Employees**. If you cannot get this insurance from your own carrier, Liberty Group, Inc. will offer this coverage at our cost. (Call for quote)
11. **Each Exhibitor and ALL of the persons operating the Exhibit and your Guest/Sales/Suite Room MUST pay the Expo Registration Fee.** Complete the enclosed Convention Registration form.
12. **The FEE for Booth Space is \$500.00 \$475 for Members of Partnered group members. Booth fees are refundable only if we are able to resell your space should you need to cancel.**
13. A check for the Booth Space Fee and Liability Insurance is to be made **Payable to Michigan Meetings and Events Network. LLC.**
14. **Your Application for Booth Space will not be considered until ALL Booth, and Registration Fees, Prof of Liability Insurance Coverage, & this Completed Form are returned to MMEN office listed on bottom of page.**
15. All Booths are assigned on a FIRST COME-FIRST RECEIVED BASIS.
16. NO reptiles, animals, insects, etc. are allowed anywhere in The Inn at St. Johns complex.
17. Under no circumstance can an exhibitor tear down before 9Pm on 9/29/09 and will be fined \$250 as this hurts the other exhibitors who are following the rules.

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: _____ Category _____

Signature: _____ Title: _____ E-mail: _____

(Company) Name: _____ Sales Contact: _____

Full Street & PO Box Number: _____ CITY _____ STATE: _____ ZIP: _____

Yes, I need Liability Insurance from Liberty Group Inc. No, I will furnish Proof of Liability Insurance

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

to **248-673-9076 Mail to "Expo" 2139 Cole Street, Birmingham, MI 48009**

RSVP@doubleexposureinc.net <http://www.michiganmeetingsandeventsnetwork.com/>

Michigan Meetings & Events Network, LLC

PHONE FAX RESERVATION ORDER – \$100 DEPOSIT TO HOLD YOUR SPACE

YOUR CATEGORY (S) 1 _____ 2 _____

Company: _____ Contact Name: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone :() _____ Fax: () _____
 Mobil: () _____ Email: _____

Member of: ISES NACE ABC MBPA MAFE MF&B

Save \$25.00 (choose only one) Your Sales Contact: _____

SPONSORSHIP RESERVATION

				Member
_____ Education & Speaker	\$5000.	\$4975.	\$ _____	
_____ Expo Sponsor	\$3000.	\$3975.	\$ _____	
_____ Stage Sponsor	\$2500.	\$2475.	\$ _____	
_____ Logistic Sponsor	\$1500.	\$1475.	\$ _____	

EXPO BOOTH RESERVATION

_____ Non-Sponsored Exclusive-booth	\$2000.	\$1975.	\$ _____
_____ Non-Sponsored Single-booth	\$ 500.	\$ 475.	\$ _____
_____ Non-Sponsored Double-booth	\$ 875.	\$ 850.	\$ _____
_____ Non-Sponsored Triple-booth	\$1200.	\$1150.	\$ _____

Add Electricity Limited availability \$25. \$ _____

T.O.M. BOOTH RESERVATION CATER SOURCE RECIPE COMPETITION

_____ Tasting (TOM) Single-booth	\$ 400.	\$ 375.	\$ _____
_____ Tasting (TOM) Double-booth	\$ 775.	\$ 750.	\$ _____
_____ Tasting (TOM) Triple-booth	\$1100.	\$1075.	\$ _____

All TOM Booths come with Electricity

NON-SPONSORED ADVERTISING RESERVATION

TOM Booths can have a 1/4 ad for only \$100.

_____ Full Page \$2000. _____ Half Page \$1000.
 _____ 1/4 Page \$500. _____ Business Card \$250.

_____ Booth registration comes with a free directory listing

Total amount to be paid \$ _____

Please make all checks payable to: Michigan Meetings & Events Network LLC

Mail to: EXPO C/O Double Exposure, Inc. 2139 Cole Street, Birmingham, MI 48009

We accept all Major Credit Cards with a 3 percent processing fee:

Please check the appropriate box below

1. _____ I (name) _____ have read the above terms and I authorize an agent of Michigan Meetings and Events Network, LLC. to charge the amount of \$100. To the following credit card to reserve _____ balance of \$ _____ will be paid on or before August 1, 2009
2. _____ Attached is my credit card number to hold for security measures. If a check does not arrive three days before the expo authorize Michigan Meeting and Events Network, LLC to charge the amount of \$ _____ for full payment.
3. _____ A check will be sent in the mail for payment on or before _____

Credit Card type: _____ Credit Card Number: _____ Exp: _____ Security code _____

X _____
 Signature of cardholder Date Print name

Please sign and fax back this form to 248-673-9076 Questions call 248-519-2334