

EXHIBITOR INFORMATION

BOOTH FEES

Each booth is \$450 if paid by September 30, \$500 if paid by October 31, \$600 if paid after October 31. To reserve your space, complete the online application process here: <http://tinyurl.com/MEMSPA2017Ex>

CANCELLATION/REFUND:

Cancellations must be submitted in writing. A \$90.00 cancellation fee will be retained. No refunds will be made for cancellations received AFTER October 31.

SET UP

Wednesday, December 6, 2017, 4:00-6:00pm and Thursday, December 7, 2017, 8:00-11:45am. Our one-day format allows exhibitors to set up, tear down and leave the same day. MEMSPA will not be responsible for exhibits set up the night before. Registration with the Exhibit Coordinator will be available during set up hours. **Exhibits must be set up by 11:45am on the day of the show.**

SHOW TIME

Thursday, December 7, 2017, 12:00-3:00pm. Please do not tear down until the close of the exhibit show.

EXHIBITOR KITS

Upon receipt of your application and **payment**, we will send an email confirmation of acceptance as well as forms for optional equipment and shipping from our display company.

BOOTH EQUIPMENT

The following items will be provided with your booth package: 7' X 10' draped exhibit booth ♦ One 6' covered and skirted table ♦ Two chairs ♦ One wastebasket ♦ Booth ID sign ♦ Booth number.

UTILITIES

Electricity is available in the exhibit hall for a flat fee based on wattage (see electrical form). All electrical service must be ordered from MEMSPA and paid in advance. If you require electricity, please fill out and fax or email the Convention & Exhibit Services Form to the MEMSPA office at 517.694.8945 or annette@memspa.org.

BOOTH ASSIGNMENTS

Space assignments will begin in **early November**. Assignments are determined by past record of participation, amount of space required, special needs and a general grouping of the exhibits in the best interest of exhibitors and MEMSPA attendees, as determined by MEMSPA.

OVERNIGHT ACCOMMODATIONS

A hotel online reservation link will be made available.

LUNCH

In appreciation of your support, MEMSPA will provide up to two box lunches per booth. Additional lunches will be available for purchase.

PRIZE DRAWING - ATTENDEES

As an added incentive to keep our members in the exhibit hall, we hold prize drawings throughout the show. Attendees must be present to win. Donating a prize for this drawing is a great way to promote your company and your product.

EXHIBITOR DRAWING

As a special "thank you" for your participation, all registered exhibitors will be entered into a special drawing to be held at the close of the show. **YOU MUST BE PRESENT TO WIN!**

REGULATIONS GOVERNING MEMSPA EXHIBITORS

- ❖ Commercial exhibits at the MEMSPA State Conference are restricted to materials and/or services directly related to education, or approved by the MEMSPA office. This Association reserves the right to decline or prohibit any exhibit which, in its judgment, is not suitable to the character of the exhibition. This reservation is all-inclusive and pertains to any person, company, product, or printed material.
- ❖ Exhibit fees must accompany application for space(s). **Full payment due with application.** Fees will be returned in the event space is oversubscribed. No booths will be reserved without payment.
- ❖ **LIABILITY AND INSURANCE** - MEMSPA, the convention hall management, or any officers or staff members will not be responsible for the safety of exhibitors' displays or property from theft, damage by fire, accident, or other causes, at any time. Insurance can be purchased at your own expense.
- ❖ Banners, back-drops, etc., must meet fire regulations and not obstruct passage-ways or block the view of other exhibitors.
- ❖ It is understood that all business and distributions by the exhibitors will take place only in the designated permit area. Please show respect to neighboring booths by staying within your area. Thank you.
- ❖ Exhibitors may not give, exchange, or sublet any or all of their assigned space to another exhibitor without the approval of MEMSPA.
- ❖ Hospitality rooms hosted by exhibitors shall not be scheduled in conflict with conference programming (**please confirm all hospitalities with MEMSPA**).