

EXHIBITOR/SPONSOR REGISTRATION

MICHIGAN REALTORS®

THE CONVENTION

Amway Grand Plaza Hotel & DeVos Place, Grand Rapids • Sept 27-29, 2017

I. COMPANY INFORMATION

Company name _____ Contact name _____

Contact e-mail _____ Contact phone _____ Contact fax _____

ADDRESS FOR WEB SITE & PRINTED MATERIALS

Address _____ Preferred Company Name for Print _____

City/State/Zip _____ Preferred website for Print _____

II. EXHIBIT BOOTH

Fee includes standard setup (see general info) and two complimentary convention registrations. Floor plan available at www.mirealtors.com

Select Your Booth 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

Qty _____ 10' x 10' Premium Booth \$1025 Qty _____ 10' x 10' Standard Booth \$925 Cost \$ _____

III. EXHIBITION INFORMATION

Important Dates

July 31, 2017- Cancellation prior to this date will incur a \$100 cancellation fee, with the remainder of booth fees refunded.

August 1-31, 2017- Cancellation within this timeframe will receive 50% refund.

After September 1, 2017- No refunds provided.

Your Booth

Each 10' x 10' booth will be provided:

- An 8-foot draped table, draped back wall, and draped side panels.
- Two (2) chairs.
- One (1) waste basket.
- Two (2) complimentary booth registrations.

Important Times

(Michigan Realtors® reserves the right to alter the hours listed.)

Move-in: Sept 27 9:00 am - 3:00 pm
 Sept 27 2:00 pm Cheers! You're awesome meeting. Exhibitors attend.
 Show Hours: Sept 27 5:30 pm - 7:00 pm Welcome Reception in Expo
 Sept 28 8:00 am - 9:00 am Coffee with Exhibitors
 Sept 28 12:00 pm - 1:15 pm Networking Lunch in the Expo/Expo Open
 Sept 28 11:00 am - 2:00 pm Expo Open
 Sept 28 3:30 pm - 6:00 pm Expo Open
 Move-out: Sept 28 6:00 pm - 9:00 pm

Names and E-mails of Representatives (Please Print)

1. _____
2. _____

IV. EXHIBITOR CARDS

Yes I would like my company included on the Exhibitor Card for an additional \$50.

Each attendee will be provided with an Exhibitor Card listing all participating exhibitors. Attendees will be required to visit each participating booth to have their card stamped. Those attendees with completed cards will be eligible to win prizes.

V. SPONSORSHIP OPPORTUNITIES

Prospectus available at www.mirealtors.com

Choose Level	Platinum	Diamond	Gold	Silver	Bronze	Supporting	Unique Sponsorships	Cost	\$ _____
	\$10,000	\$7,500	\$5,000	\$3,000	\$1,500	\$500			

Unique Sponsor Item* _____ Cost \$ _____

*Visit www.mirealtors.com for available direct & unique sponsor opportunities or call 800.454.7842

VI. PAYMENT

Required with registration

Check mailed (Invoice requested) _____

VISA _____

MasterCard _____

AMEX _____

DISCOVER _____

Card Number _____

Exp. Date _____

TOTAL \$ _____

Cardholder Signature _____ Print Cardholder Name _____

VII. EXHIBIT SERVICES

Additional fees apply

Electrical, internet, and telecommunication services are handled directly through the host facility and are not included in the booth fee/exhibit package. Information on how to purchase additional services will be posted to The Convention page at www.mirealtors.com. If exhibit activities are contingent upon electrical, telecommunication services, and/or strong internet signals, we encourage you to weigh options available through the facility well in advance of the Expo dates to ensure availability on site.

Additional or alternate booth furnishing not included in the booth fee/exhibit package and other contracted services can be purchased and arranged through the exhibit services provider selected for the Expo. The exhibit services packet will be made available on the event page at www.mirealtors.com.

VIII. RULES & REGULATIONS

We agree to abide by all rules, regulations and general information provided with this agreement, or as otherwise provided in writing by Michigan Realtors®. We also agree to accept booth or facility relocation should it become necessary for causes beyond the control of Michigan Realtors® or advisable in the best judgment of Michigan Realtors®. Prospective exhibitors and sponsors will be notified with 15 days of application. Please visit www.mirealtors.com for copy of rules & regulations.

Signature _____ Date _____

HOW TO REGISTER • email: jmorden@mirealtors.com • Fax 517.334.5568 • Phone 800.454.7842 • 720 N. Washington Avenue, Lansing, MI 48906

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Exhibit Size Standard booths will be configured and sold in increments of 100 square feet (10' x 10').

Exhibit Booth Price Standard booths - \$925; Premium booths - \$1025. Carpet, a draped back wall, draped side panels, eight foot draped table, two chairs, and waste receptacle, and two complimentary registrations are included with the booth fee.

Application Reservations for booth space at Michigan Realtors® The Convention & Expo must be made on the appropriate contract form with payment. Michigan Realtors® reserves the absolute right to decline any application for space, for any reason. No booth assignment will be confirmed until the application form and deposit have been received and accepted.

Payments Payment must accompany the application for exhibit space. No space will be assigned without a payment. Failure to remit will result in cancellation of space. In no event will an exhibitor be allowed to set up their booth at the show prior to payment of their fee. If the application is not accepted the exhibitor will receive a full refund.

Exhibit Space Floor Plan Every effort will be made to maintain the general configuration of the floor plan for this expo. However, Michigan Realtors® reserve the right to modify the plan if necessary, as determined solely by Michigan Realtors®.

Show Colors Draping and backdrops are chosen by Michigan Realtors® and may not be altered in any way.

Installation of Exhibits Consult Convention Web site for set up times.

Dismantling and Removal of Exhibits The dismantle period will be published on the Michigan Realtors® website and communicated to vendors in advance of the show. In no case will dismantling be allowed before the published designated time. If an exhibitor violates this regulation, it may be assessed a \$250 fine or be denied exhibit space in future expos.

Initials _____

Exhibit Staffing Two (2) complimentary, non-transferable, exhibitor registrations will be provided with each booth sale. These representatives should pre-register prior to the show. All other company attendees must register and pay the appropriate registration fees for expo attendance. All exhibitors must wear badges at all times. Badges are the property of Michigan Realtors® and are not transferable.

Care of Booths/Facility No signs or other articles may be posted, nailed, or otherwise attached to any of the walls, pillars, doors, draping, or other parts of the booth or building facility. No attachments may be made to the floors by nails, screws, or other devices. Damages to booth area or facility arising by failure to observe this rule shall be paid by the exhibitor.

Initials _____

Unacceptable Exhibits The exhibitor agrees not to utilize any displays which Michigan Realtors® determines, in its absolute discretion, would endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Michigan Realtors® to criticism or liability. Exhibits must not obstruct the view or interfere with the exhibit of others. The Association reserves the right to reject or terminate exhibit privileges of any exhibitor due to conduct of personnel, method of operation, materials, or for other causes which the Association believes are not compatible with the purpose of the show. No balloons.

Initials _____

Demonstrations and all other activities must be confined to the limits of the exhibitor's booth. Giveaways, magazines, merchandise, and souvenirs may be distributed only within the exhibitor's booth. Exhibitors may not leave merchandise or printed material in the event registration area, lounges, meeting rooms, or other facilities in the convention center.

Advertising materials, signs of firms other than those who have reserved space, are prohibited. Canvassing, solicitation of business except by exhibiting firms, is prohibited.

The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment, or materials from other firms other than their own in the exhibit space without written consent of Michigan Realtors®.

Unethical conduct or infraction of rules on the part of any exhibitor or its representatives, or both, will subject the exhibitor or its representatives to dismissal from the exhibit hall, in which event it is agreed no refund shall be made by Michigan Realtors® and that no demand for redress will be made by the exhibitor or its representatives.

Food and Beverage Any and all food and beverage items served must be approved by the Expo facility. Food and beverage guidelines are enforced. Generally, only sample size, pre-packaged items are permitted and attendees cannot be charged.

Exhibitor may not hold social functions during official exhibit hours. Exhibitors

may not host or sponsor any event off the show floor that attracts attendees during exhibit hours.

Liability Space is provided with the understanding that the exhibitor will indemnify, defend, and hold Michigan Realtors® harmless from any claims, damages, or disputes, including reasonable attorney fees and costs incurred by Michigan Realtors®, arising from the exhibitor's activities prior to, during, and after the exhibition.

The exhibitor must carry workers compensation and general liability insurance for the entire duration of the show, including move-in and move-out. The exhibitor shall provide certificate of insurance to the Michigan Realtors® upon request.

Each exhibitor is charged with the knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and sole responsibility is that of the exhibitor.

The exhibit company, exhibit representative, and agent shall be held jointly and severally liable for any and all debts incurred for all exhibit costs, fees or charges.

Force Majeure The Michigan Realtors® will not be liable for any failure to provide exhibit space or any interruption in the duration or extent of exhibition hours if such failure or interruption is due to acts of God, strikes, fire, natural disaster, emergencies, or similar or related causes beyond the control of Michigan Realtors®.

Security Adequate and reasonable security service will be provided when the exhibit hall is closed. Neither the management of the expo facility nor Michigan Realtors® shall be liable for damage, loss, or destruction to the exhibits or exhibitors' property by reason of fire, theft, accident, or other destructive causes. Each Exhibitor is responsible for insuring exhibits and exhibit contents, supplies, and equipment. Exhibitors will be allowed entrance to the exhibit hall prior to the hall being opened and must leave the hall immediately upon closing of the show.

Prize Drawings Exhibitors may conduct prize drawings from their booths to increase booth traffic or to collect business contact information. Exhibitors are responsible for managing their own drawings. Winners can be announced from the expo floor during the last hour of the closing reception. Consult the on-site welcome packet for prize drawing announcement procedures. Michigan Realtors® is not responsible for notifying winners or delivering prizes.

Additional Services All other services are available to exhibitors at additional cost through the official exhibit services contractor(s). An information packet and services order form will be provided to all exhibitors for such items as additional tables, chairs, spotlights, telephone service, internet connection, etc. Charges for additional services shall be payable to the service contractor by the exhibitors.

Electrical wiring must conform to the National Electrical Code Safety Rules.

Internet and telecommunication services are not included in the booth fee/exhibit package and are ordered and handled through the host facility/exhibit services provider. If your exhibit activities are contingent upon electrical, telecommunication services, and/or strong internet signals, contact the facility to order well in advance of the Expo dates to ensure availability on site.

Cancellations and Refunds Cancellations must be made in writing to Michigan Realtors®. A cancellation fee of \$100 per booth will be charged to an exhibitor who cancels its contract prior to July 31, 2017. Cancellations from August 1-31, 2017 will forfeit 50% of the fee paid. Cancellations after August 31st, 2017 obligates the exhibitor to full payment of the booth. Cancellations shall be deemed effective on the date written notice is received by Michigan Realtors®.

Miscellaneous The exhibitor expressly agrees to be bound by all the terms, conditions and specifications herein listed and by the Rules, Regulations and General Information established by Michigan Realtors® and as from time to time thereafter modified, and expressly agrees that this contract and such rules and regulations contain the entire agreement between the parties hereto and supersedes any prior agreement, written or oral. This contract shall be interpreted under the laws of the United States and the State of Michigan.

Reservation of Right to Make Changes Any matters not specifically covered herein are subject to decision by the Michigan Realtors®. Michigan Realtors® reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

EXHIBITOR AGREEMENT

We agree to abide by all rules, regulations and general information provided with this contract, or as otherwise provided in writing by Michigan Realtors®. We also agree to accept booth or facility relocation should it become necessary for causes beyond the control of Michigan Realtors® or advisable in the sole judgment of Michigan Realtors®.

Signature _____

Date _____