



# MWEA's 93<sup>rd</sup> Annual Conference

## "Michigan's Water Quality Event"

June 24-27, 2018

Boyne Mountain Resort – Boyne Falls, Michigan

### **EXHIBITOR CONTRACT**

**REGISTER ONLINE: [www.mi-wea.org](http://www.mi-wea.org) OR send contract to [mwea@mi-wea.org](mailto:mwea@mi-wea.org) OR Fax to 517-641-7388.**

*This represents a contract between the undersigned and the MWEA.*

**\*NEW for 2018 – there will be an Annual Conference App with an interactive exhibit floor map, contact info for vendors, and more. Enter info exactly how you would like it to appear on the Event App:**

COMPANY Name: \_\_\_\_\_ Company Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Direct Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Company Website: \_\_\_\_\_

Twitter Account: \_\_\_\_\_ Facebook Account: \_\_\_\_\_

LinkedIn Account: \_\_\_\_\_ Google+ Account: \_\_\_\_\_

Brief description of product or service to assist with booth placement: \_\_\_\_\_

#### **WHAT'S INCLUDED**

The Exhibit Fee includes standard booth equipment (see below). **It DOES NOT include the meal on exhibit night.** If you are staying overnight at Boyne Mountain, you will receive meal tickets when you check in. If you are not staying at Boyne Mountain, you can purchase exhibit night meal ticket(s) at the hotel registration desk when you arrive.

#### **BOOTH EQUIPMENT**

- 8' x 10' Exhibit Booth space
- Exhibit booth draping with 8' high backs and 3' high sides
- One covered and skirted 2' x 6' display table
- Two chairs and One waste basket
- \*\* Electrical Outlet – only if you select YES and pay the additional fee

**EXHIBIT SETUP  
TIMES  
See Page 3**

For details on modifications to the Standard Booth Equipment, go to the conference page on the MWEA Website.

#### **EXHIBIT REGISTRATION**

**Costs to Exhibit in Main area within Civic Center** (see map on back of page 3)

Early registration:     \$550 X \_\_\_\_\_ (# of booths) paid in full by March 9, 2018  
                                    \$590 X \_\_\_\_\_ (# of booths) paid in full from March 10 – May 11, 2018  
 Late registration:     \$690 X \_\_\_\_\_ (# of booths) paid in full after May 11, 2018

**Cost to Exhibit Outside** – (exhibits/equipment will be placed outside the Entrance of the Civic Center)

\$1200 X \_\_\_\_\_ Includes Outside Exhibit of equipment from Sunday, 24 – Wednesday, June 27

#### **ADDITIONAL CHARGES**

Number of Additional Exhibitors at your booth \_\_\_\_\_ @ \$30 each (list names below)

Electric in booth: \_\_\_\_\_ \$10 for 110-volt \_\_\_\_\_ \$20 for 220-volt

**EXHIBITOR NAMES**

The Exhibit Fee includes registration for one individual for Monday Night Exhibits. It does not include general conference, lodging, meals, or other activities. The charge for additional exhibitors at your booth is \$30 each. Fill in the names of your representatives as they should appear on their **name badge**:

Name: \_\_\_\_\_ (free)      Name: \_\_\_\_\_ (\$30)

Name: \_\_\_\_\_ (\$30)      Name: \_\_\_\_\_ (\$30)

**TOTAL AMOUNT DUE**

TOTAL DUE FOR EXHIBIT BOOTH(S) \$ \_\_\_\_\_

TOTAL DUE FOR EXTRA EXHIBITORS \$ \_\_\_\_\_

TOTAL DUE FOR ELECTRIC \$ \_\_\_\_\_

GRAND TOTAL DUE FOR BOOTH(S), EXTRA EXHIBITORS and ELECTRIC \$ \_\_\_\_\_

**AGREEMENT**

I agree to participate in the 2018 MWEA Annual Conference Exhibit Night and agree to pay the appropriate Exhibit fee, as explained above. I agree to all of the terms of the "Liability and Responsibility Clause" which is a part of this contract.

Authorized by \_\_\_\_\_  
*Print*

Company: \_\_\_\_\_  
*Print*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**METHOD OF PAYMENT**

**Check** (payable to MWEA) Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Charge my:**  **Visa**  **MasterCard**  **American Express**

Amount: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Daytime Phone (    ) \_\_\_\_\_

Signature \_\_\_\_\_

Register Online at  
[www.mi-wea.org](http://www.mi-wea.org) or send  
payment and contract to:

**MWEA**  
**PO Box 397**  
**Bath, MI 48808**  
**Fax (517) 641-7388**

**LIABILITY and RESPONSIBILITY CLAUSE**

In signing the Exhibitor's Contract, the Exhibitor agrees to assume total responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the exhibit site; and shall indemnify and hold harmless the MWEA and the conference site host facility and the agents, servants, and employees of each organization, for any and all such losses, damages, and claims.

MWEA abides by all the music licensing organizations' (ASCAP, BMI, etc.) requirements. You are responsible for securing the appropriate license(s), for any and all music played at your booth during the vendor show.

Signature \_\_\_\_\_

## SETUP TIMES & EXHIBIT HOURS

Setup Times: Setup is Monday, June 25<sup>th</sup> - you will be notified of your setup time after booth placement  
Booth Exhibit Time: Monday, June 25<sup>th</sup> from 5:00 pm – 8:30 pm  
Outside Exhibit Days: Sunday – Wednesday, June 24-27

## EXHIBIT THEME – *Disney*

Each year a theme is chosen for Exhibit Night. This year's theme is "Disney". Decorate your booth and/or dress in your favorite movie, cartoon or character. Attendees will be asked to vote for the booth that best illustrates the theme  
**The winning booth will receive \$100 off the price of their booth for the 2019 MWEA Annual Conference.**

## ADDITIONAL INFORMATION

The Exhibit Fee includes standard booth equipment (see page 1 of exhibitor contract). It **DOES NOT include general conference, lodging or meal on exhibit night**. If you are staying overnight at Boyne Mountain, your room reservation includes meal tickets and you will receive them when you check in. If you are not staying at Boyne Mountain, you can purchase exhibit night meal ticket(s) at the hotel registration desk when you arrive.

Booth space will not be reserved until the exhibit fee is paid in full. Booth assignments will be determined in May and vendors will be notified of their booth assignment by email at that time.

All contact persons will receive Annual Conference attendee names and mailing addresses only. These will be sent via email post-event.

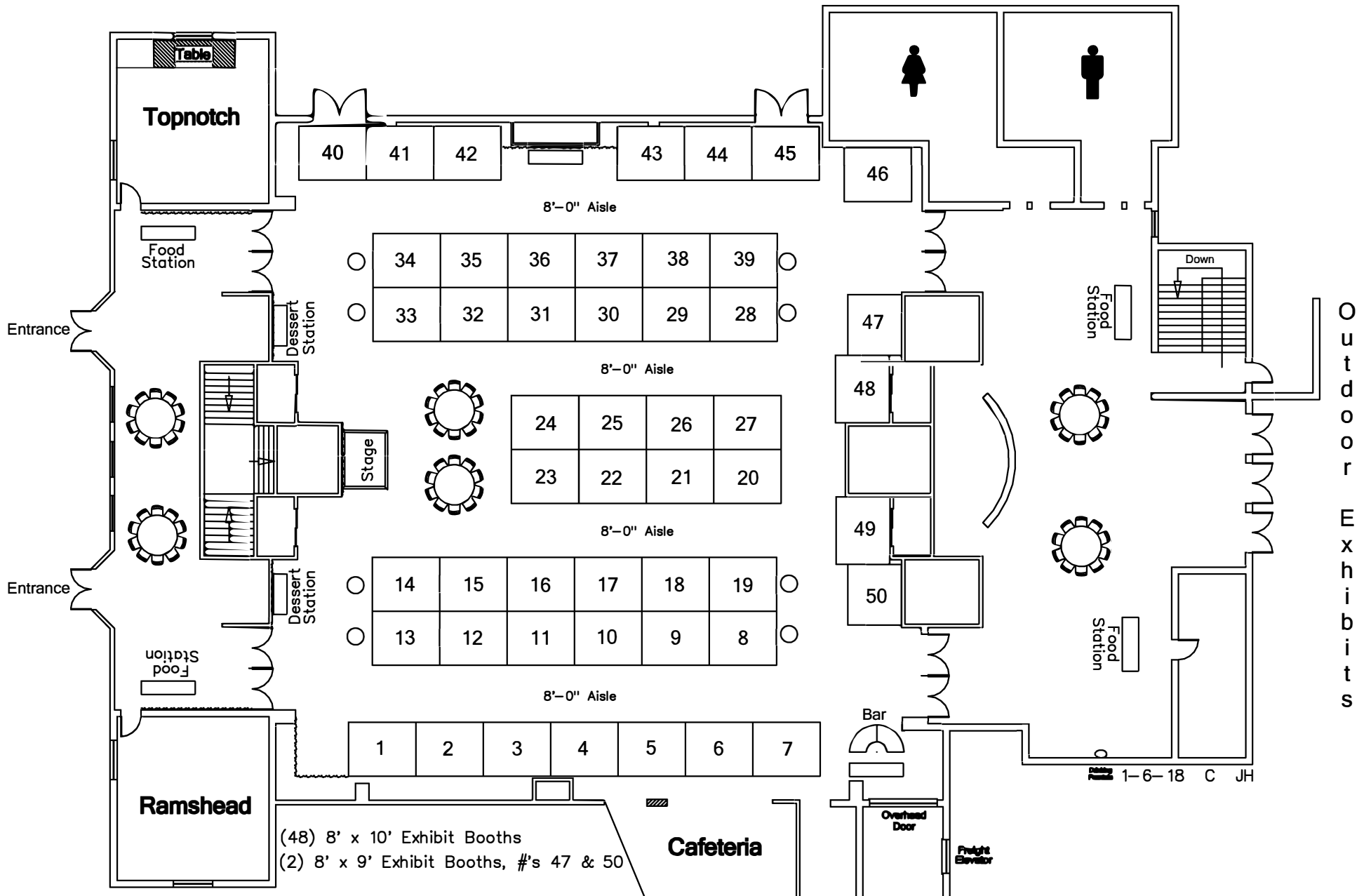
Hotel Reservations are handled by Boyne Mountain. **The Hotel Reservation Form should be faxed directly to Boyne Mountain for processing. The Hotel Reservation form will be available on MWEA website.**

To participate in the golf outing or to attend the conference, a separate Golf or Conference Registration Form must be filled out (appropriate fees apply).

Conference and Golf Registration will be available in March on the MWEA website at [www.mi-wea.org](http://www.mi-wea.org).

# 2018 MWEA Annual Conference

Exhibit Day: June 24th, 2018 • Boyne Mountain Civic Center – Upper Level



Note: Floor plan subject to change