



MWEA's 93rd 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 OR send contract to 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 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 25th - you will be notified of your setup time after booth placement
Booth Exhibit Time: Monday, June 25th 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.