

# **Exhibitor's Agreement**

**Fall 2011 Conference  
Growing Strong Together  
November 6-7, 2011  
Radisson Plaza Hotel  
Kalamazoo, Michigan**

## **Setup**

The programmed exhibit area will be available to attendees on Sunday, November 6, 2011, 10:00 A.M. Exhibitors will have access to the exhibit area prior to 10:00 A.M. on November 6.

## **Dismantle Date**

The reserved exhibit space will need to be completely cleaned up and exhibits cleared from the Hotel by Monday, November 7, 2011 at 5:00 P.M.

## **Exhibit Rental**

A rental of \$250.00 per table will be charged (\$225.00 per table if purchased before August 17). There is a charge for electricity at the rate of \$15 per day for 110V. You are encouraged to bring your own extension cord/power strip. These items are available through the hotel at your responsibility. Internet access is available to purchase through the hotel. Please email Jan Schoenherr at [schoenherrjan@gmail.com](mailto:schoenherrjan@gmail.com) if you would like to be included in an internet package you could share with other vendors. Cost would depend on the number of vendors sharing the expense.

The rental agreement includes the exhibit facility as programmed, general maintenance and continental breakfast. It does not include drayage and placement of display equipment, decoration and related services, guard services, labor, storage, gas or water supply. For further information regarding additional equipment rental or additional service by the hotel, please contact Jan Schoenherr at [schoenherrjan@gmail.com](mailto:schoenherrjan@gmail.com).

## **Storage**

Storage space is not available for material and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period.

## **Shipping and Receiving**

You may ship material to the Radisson 2 – 3 days before the event. Please label your materials, “To: (EXHIBITOR NAME), BOOTH #, Michigan School Counselor Association, C/O Radisson Plaza Hotel & Suites, 100 W. Michigan Ave., Kalamazoo, MI 49007, Number of boxes (i.e. 1 of 2).” There is a storage charge of \$3.00 per day for each box and \$20. per day for each skid arriving earlier than 3 days prior to the event.

## **Decorations/Banners**

Nothing shall be posted on, nailed to, or otherwise attached to the walls, floors, ceiling of the hotel without prior arrangements made with the Conference Chair.

MSCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or contrary to the association's mission. Additionally, MSCA reserves the right to require exhibitors to remove promotional materials from the show floor that are deemed objectionable.

A copy of this signed agreement shall be on file with the Conference Chair and Exhibitor Chairperson.

\_\_\_\_\_ Exhibitor \_\_\_\_\_ date

\_\_\_\_\_ MSCA \_\_\_\_\_ date

***Reservations cannot be held without a completed form and fee payment.***