

The Manistee Area Chamber of Commerce & Launch Manistee Present



2018 REGISTRATION FORM

THURSDAY, MARCH 15, 2018 9 AM - 3 PM • EVENT CENTER, LITTLE RIVER CASINO RESORT, MANISTEE

Company Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Advertising/Sponsor Contact: _____ Phone: _____

Name of person handling Registration for Expo: _____

Email of person handling Registration for Expo: _____

Please specify any companies you prefer NOT to be located near: _____

Provide a brief description of your booth set-up:

Exhibition Booth Pricing	Chamber Member	Non-Member	# of Booths
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Business Booth	\$300	\$565	_____
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Inside the Event Center, includes 8' x 10' booth black pipe and draping (10' high back), 8' food table (up to 2 tables) with cloth and drape, 2 chairs, electricity hook up

Non Profit Booth	\$150	\$325	_____
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Includes 8' x 10' booth, 8' table with cloth and drape, 2 chairs

Additional Items for Exhibit Space:

Additional tables with cloth and skirting	\$25 each	_____
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Extra Chairs	No Charge	_____
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Please list those staffing your booth for name tags. PRINT CLEARLY.

PRESENTING SPONSORS



Are You Hiring? Seasonal ___ Part Time ___ Full Time ___ Min. Age Requirement ___ Volunteers ___

REGISTRATION PAYMENT:

MAIL or EMAIL your completed contract application, payment and any other applicable documents we requested to: dianna@manisteechamber.com

Manistee Area Chamber of Commerce
11 Cypress Street
Manistee, MI 49660

Booth Price \$ _____
Additional Items \$ _____
GRAND TOTAL \$ _____

ONLINE: www.manisteechamber.com

CREDIT CARD: Visa MasterCard Discover American Express

Credit Card #: _____ Exp. Date: _____ CVV Code: _____

Amt. Charged \$: _____ Name on Card: _____

Authorized Signature: _____

VENDOR CHECKLIST, be sure to include:

- Payment for booth
- Signed Contract
- Copy of Restaurant Food Handlers License (if applicable)

You are allowed to warm and/or serve samples to give away as a taste or you can do a non-cooked item. You **MUST** return a copy of your food handler's license with your contract and payment in order to serve anything. This is meant to be a free sampling...you may not sell any food to be consumed. You may sell pre-packaged items. Contact the Chamber at 231-723-2575 to discuss your location choice.

Exhibitor Acceptance: The undersigned exhibitor agrees that the printed matter of this entire contract has been read and that the terms and conditions set forth therein are fully understood and shall constitute a binding contract when this instrument is signed by both parties (faxed/electronic signatures are accepted as originals). Space is assigned on a first come, first served basis. Expo management agrees to make the above described space available to the exhibitor for the purpose aforesaid, subject to Fire Marshall and facility management approval of floor plan. Exhibitor agrees to comply by the rules and guidelines as described in the attached document. Acceptance of this contract is at the discretion of Manistee Area Chamber of Commerce.

Authorized Signature: _____ Phone: _____

Date: _____

By signing this contract, I consent to receive marketing materials by fax, email, and US mail from the Manistee Area Chamber of Commerce at the numbers.addresses provided on this form.

FOR EXPO MANAGEMENT ONLY:	
Accepted by: _____	Date Received: _____
Booth Assignment: _____	Confirmation Sent: _____
Total Rental: \$ _____	Amount Received: _____



Terms & Conditions, Rules, Guidelines and Information

1. Do not leave unlocked vehicles unattended. Unloading may be done through the entrance to the rear of the Conference Center and/or loading dock of Event Center. Smaller exhibits may unload at the main entrance. You are encouraged to bring your own carts. Please move your vehicle to the Hotel/Casino parking areas as soon as possible so others may use the unloading areas. NO cars are to be left in the back of the casino or to park in the Employee parking lot. You will be towed. Please do not drive over the grass.
2. Your draped booth consists of one table with cloth and skirt, two chairs and electricity. If you require additional tables or chairs, request these when reserving your booth space.
3. Music and pre-recorded material at your booth should be played only at a level that will not disturb the exhibitors next to you. Failure to respect the needs of others may result in your booth being closed. Everything relating to your company MUST remain inside your booth.
4. We encourage you to hand out your brochures and business cards at your booth. Nothing may be handed out at the door as our guests enter. Advertising materials, samples, literature, etc. should be handed out at your booth only. (Handing out printed material from other vendors/service people is prohibited.)
5. Booths should remain open until the Expo has been completed. Break down of booths will NOT be allowed prior to closing. Failure to follow these guidelines could impact your ability to exhibit in the future.
6. You may not bring food on the property. No food or eating is allowed at your booth.
7. No food or beverage may be brought in and distributed to guests with the exception of registered restaurant vendors who have supplied the Chamber and Resort with a Food Handlers License.
8. We cannot be responsible for the security of your valuables. It is recommended that you do not leave your booth unattended.
9. Exhibitors are welcome to visit the gaming floor if they are 21 years of age or older and able to provide a photo ID.
10. ALL MONIES DUE MUST BE PAID IN FULL AT THE TIME APPLICATION IS SUBMITTED.
11. If for any reason you need to cancel your booth, cancellation forfeiture will be charged as follows: \$200 for members and \$500 for Non Members until February 15, 2018. After February 15, 2018, the forfeiture will be the full amount paid.