



Exhibitor Agreement

2020 Michigan Onsite Wastewater Conference Kellogg Hotel and Conference Center, East Lansing **January 14-16, 2020**

This agreement is due to Dan Milan at milantech@milansupply.com by Dec 14, 2019

Terms & Conditions:

- 1) For each exhibit booth reserved, exhibitors will be provided with the following:
 - a) One (1) clothed 8' table
 - b) Access to a nearby 115V electrical outlet service (suggested to bring additional extension cord)
Note: Please contact Kellogg Center direct for special voltage requests; additional billing probable.
 - c) Name badges for each registered company representative
 - d) One (1) complimentary ticket to the MSTA banquet & dinner on Wednesday evening
 - e) Recognition at Tuesday's sponsored lunch
 - f) A mailing list of the conference registrants following the conference, if requested
- 2) Exhibit set-up can begin Tuesday, January 14th at 9:00 am. **Exhibits must be set up prior to 2:30 p.m.**
- 3) **Exhibits must stay up until approximately 3:30 p.m. on Wednesday, January 15th.** All exhibitors must vacate the exhibit hall by 6:00 p.m. on Wednesday, January 15th.
- 4) Each exhibit booth and associated displays or products shall not exceed 8'L x 4'W x 8'H. All exhibits shall comply with all applicable state, city, local, fire, and public health laws, codes, and ordinances. Exhibits shall be dignified in character and, in the judgment of the Conference Committee, not offensive to the general public. The Conference Committee reserves the right in its sole discretion to reject and/or remove any exhibit or portion thereof which is not in keeping with this rule or purpose of the conference.
- 5) Exhibitors are expected to be available at their booths during all breaks between educational sessions with the exception of lunch breaks. All breaks between educational sessions will be in the exhibit hall, including the sponsored social hours Tuesday and Wednesday evenings. Exhibitors are allowed and encouraged to attend any of the educational sessions offered at the conference.

By signing this agreement, the exhibiting company and its representatives agrees to abide by the terms, conditions, and rules of the facility as well as the Conference Committee as set forth. The Conference Committee reserves the right to make exhibit space location changes as deemed necessary.

Signature

Date

Printed Name

Company

Additional Information:

- MSTA appreciates any door prizes that the exhibitors wish to donate for their banquet on Wednesday evening. This is voluntary, and can include promotional items, products, gift certificates, or any other items you would like to donate.
- The full conference program is available at www.meha.net, www.msta.biz, and www.mowra.org after November 15, 2019. Contact the Kellogg Hotel for room accommodations at 1-800-875-5090. Michigan Onsite Wastewater Conference rate is available. Convention room rates are in effect till December 12th, 2019, at \$103.00 for single or double occupancy. Call early to ensure room block availability.

MSU Kellogg Center Group Reservation Code # 2001ONSITE.

Exhibitor Display Hours

Tuesday, Jan 14th, 2:30pm – 5:30pm
Wednesday, Jan 15th, 8:00am – 3:00pm

Michigan Onsite Wastewater Conference
Shipping Information

The Kellogg Hotel & Conference Center has asked that any equipment shipment arrives no earlier than **Friday, January 7th, 2020**.

SHIPPING INFORMATION:

The following information must appear on each box:

HOLD FOR: Name of your Company / Contact person who is attending the conference

NAME OF ONSITE CONTACT: Joel Kwiatkowski

NAME OF CONFERENCE: Michigan Onsite Wastewater

DATE OF CONFERENCE: January 14-16, 2020

MEETING ROOM: Big Ten Room Exhibits

NAME OF CONFERENCE COORDINATOR AT Kellogg Center: Rhonda Bucholtz

SHIP TO:

Kellogg Hotel and Conference Center

Michigan State University

219 S. Harrison Road

East Lansing, MI 48824

Shipping and Packages

All freight handling needs to be done through the Kellogg Conference Center.

Shipments must be prepaid and will not be accepted more than 7 days prior to the event.

PLEASE NOTE: The Kellogg Hotel and Conference Center DOES NOT accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the hotel or conference center. The group or individual is responsible for insuring its property of loss or damage.

American Rentals - Large Equipment Shipment Storage and Delivery Offer!

American Rentals offers large shipment help and assistance.

American Rentals

Contact Person: Mike Heinritz

Phone: 517-321-1110 or 1-800-637-1110

Email: mikeh@wereintents.com

Ship to:

Mike Heinritz

American Rentals

4901 W Grand River Avenue

Lansing, MI 48906