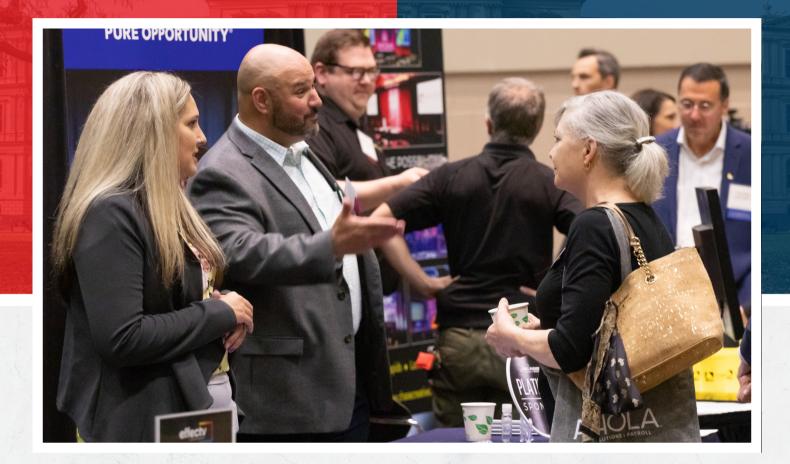
# SMALL BUSINESS ASSOCIATION OF MICHIGAN ANNUAL MEETING & SMALL BUSINESS SUMMIT



## THURSDAY, JUNE 13, 2024

8AM-2PM LANSING, MI Exhibitor Guide



## The Small Business Association of Michigan's Annual Meeting & Small Business Summit is the state's premier event for small business owners and entrepreneurs.

Over 32,000 small business owners will be invited to the event. What better way to promote your product or service than at an event geared toward these decision-makers. Our typical attendance is 450 - 500.

Booths are assigned on a first-paid, first-served basis. Every effort will be made to avoid assigning competing companies in nearby booths.



#### EXHIBIT COST **\$599**

Includes booth space and two tickets to the luncheon. Additional event tickets can be purchase a la carte. Booth space includes:

- One 8' table and two chairs (skirt provided by request)
- Recognition in on-site event program
- Option to purchase electricity directly through the Lansing Center at https://www.lansingcente r.com/servicesforms/utilities-order-form
- Complimentary WiFi access

## SBAM EXHIBITOR LIAISON:

Heather Hamilton Director of Membership Retention & Sales Enablement

517-492-1230 heather.hamilton@sbam.org

## **EXHIBITOR REGISTRATION FORM**



My display will be: 🛛 Tabletop Exhibit	Free Standing Display
Organization:	
Contact Name:	
Title:	
Phone Number:	
Mailing Address:	
City State ZIP:	
Email Address:	
Does your booth require: Table Skirt	
Names and Email Addresses of Attendees: (2 Lu	
Name	Email Luncheon
*We will do our best to accommodate your needs.	*We will do our best to accommodate your needs.
Exhibit Cost: \$599	
Payment Method: Credit Card Check Encl	osed Sponsor Using Exhibit Space
Card Number:	
Expiration Date:	Guideline governing the SBAM Annual Meeting & Small Business Expo. Please return completed form to <b>Heather Hamilton</b> at
Name on Card:	
Signature:	
I would like to purchase additional luncheon ticket	S.
Early Bird: \$75 Members / \$100 Non-Members   At	fter May 17th: \$85 Members / \$125 Non-Members
Total Amount Enclosed:	

\*\*VIP & Elite members receive a complimentary ticket to the luncheon. Please contact Heather Hamilton for more information at 517-492-1230 or heather.hamilton@sbam.org



#### **MOVE IN**

Wednesday, June 12, 3:00-5:00 p.m. OR Thursday, June 13, 7:00-8:00 a.m.

### TEAR DOWN

After the luncheon at 2:00 p.m. on Thursday, June 13

DAY OF: If you are experiencing symptoms related to illness, please do not attend this event. Alternative staff may attend in your place.

Exhibitor applications must be accompanied by payment. Cancellations 30 days or less prior to the event will not be refunded. If for any reason the application is not accepted by SBAM, all money paid will be returned to the applicant.

Exhibits will be confined to the exhibit area assigned by SBAM and must conform to fire regulations, not obstruct passageways, or block the view of other exhibits. All business and distribution of literature will take place only in the exhibitor's designated area.

Exhibitors may not give, exchange, or sublet any or all of their assigned space(s).

The exhibitor agrees to indemnify and hold harmless SBAM and the Lansing Center (event facility) from and against any and all liability and expenses for personal injury and property damage or loss arising from or out of, the use by the exhibitor of its exhibit space or its activities in connection therewith.

Space will be assigned according to the order requested and payment received. Every effort will be made to avoid assigning competing companies to nearby booths.

No refund will be made if the space engaged is not used, nor will any refund be made for space used part-time. A refund for the space contracted will be made only if the cancellation request is made in writing to the SBAM office at least 30 days prior to the event.

The exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, etc in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them. Neither SBAM nor the Exhibit Facility assumes any responsibility for destruction, loss, or damage to the exhibitor's property from any cause. The exhibitor hereby agrees to assume all risks relating to such property.

Booth rental includes one 8' table and two chairs; two tickets to the luncheon; recognition in the event program.

The exhibit facility does not provide storage space for exhibits. Exhibit equipment and display materials that can be hand-carried may be brought in and set up by the exhibitor without any conflict with facility employees.

SBAM shall have the final determination and enforcement of all rules, regulations, and conditions. It is mutually agreed that the rules and regulations are part of this contract to which the exhibitor agrees to be bound.