

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 purchased 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.lansingcenter.com/services-forms/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: _____

Please provide a brief 25-word description of your company for the on-site exhibitor floorplan:

Does your booth require: ☐ **Table** ☐ **Skirt**

Names and Email Addresses of Attendees: (2 Lunch Tickets Provided)

Name _____

Email _____

☐ **Attending Luncheon**

Name _____

Email _____

☐ **Attending Luncheon**

_____ ☐ **Dietary Restrictions***

*We will do our best to accommodate your needs.

_____ ☐ **Dietary Restrictions***

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Exhibit Cost: \$599

Payment Method: ☐ Credit Card ☐ Check Enclosed ☐ Sponsor Using Exhibit Space

Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

☐ By checking this box I agree to the Application Guideline governing the SBAM Annual Meeting & Small Business Expo. Please return completed form to **Heather Hamilton** at heather.hamilton@sbam.org or 101 S. Washington Sq Ste 900 Lansing MI 48933

☐ I would like to purchase additional luncheon tickets.

Early Bird: \$75 Members / \$100 Non-Members | After 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.