

October 16-17, 2018 at the Shanty Creek Resort in Bellaire, Michigan

Exhibitor Registration

Please read the following guidelines before completing and submitting this registration form.

- Hospitality Rooms** – Hospitality rooms are not allowed. Your involvement as a material, equipment, or service provider is important to the success of the event, but we ask that you confine all sales-related interaction to the exhibit floor to preserve the educational intent of the event. Any exhibitors found to be in violation of this policy will not be invited back.
- Check-in and Set-up** – Exhibitors must check in at the exhibit floor upon their arrival. The exhibit space will be open for registration and setup on October 16 from 8:00 a.m. to 12:00 noon. Only registered exhibitors will be allowed in the exhibit area during this time, and all setup must be completed by 12:00 noon.
- Exhibit Floor Hours** – The exhibit floor will be open for all conference attendees from 2:00 p.m. to 5:00 p.m. on October 16.
- Exhibit Space** – The individual exhibit space is an 8' x 10' unit. Large displays might require more than one unit of exhibit space, so plan accordingly. Exhibitors may distribute giveaway items at their own booth and/or conduct their own raffles, but they are responsible for getting prizes to their raffle winners.
- Exhibitor Move-out** – Exhibitor move out will take place from 5:00 p.m. to 7:00 p.m. on October 16. All exhibitor equipment and materials must be removed from inside the facility by 7:00 p.m. Outdoor displays may be left until the end of the conference.
- Exhibitor Fees** – The early exhibit registration fee is \$350 for one 8' x 10' unit of exhibit space; the standard exhibit registration fee is \$450. The fee includes conference passes for two representatives. Additional passes cost \$45 each. Registrations may be paid with a credit card or with a mailed check.
- Registration Deadlines** – The early exhibit registration fee is available to exhibitors who register and pay in full by August 31. Exhibitors who register after August 31 will be charged the standard exhibit registration fee. All registrations and payments are due by September 17.
- Cancellations** – Before September 17, registrations cancelled within seven days of the Center for Technology & Training's receipt of that registration are eligible for a full refund; otherwise, cancelled registrations will be partially refunded at 50%. After September 17, cancelled registrations are not eligible for a refund.
- Inclusions** – The registration fee includes a draped exhibit space, one eight foot table with linens, two chairs, and access to a 110V electrical outlet. The fee also includes listing of your company (with your company logo) in the participant workbook and two full conference passes, which include access to all technical sessions and all meals and entertainment listed on the agenda.
- Outdoor Exhibit Space** – All registered exhibitors are invited to bring large vehicles and other equipment for display in the outdoor equipment area. *Outdoor exhibit space must be reserved.* Reservation requires specification of what will be exhibited and its size.
- Additional Equipment Needs** – Extra tables, chairs, extension cords, tape, and similar items will be available free of charge on a first-come, first-served basis.

Door Prize Raffle Donations

Door prize donations are encouraged and appreciated. The Center for Technology & Training is seeking three door prizes and a grand prize for drawings at 3:00, 4:00, and 5:00. All prizes will be claimed at the donating company's exhibit space.

If you would like to make a donation of a substantial and/or unique raffle prize, please list your proposed donation(s) below. Any company that makes a raffle donation will be given a space for their company logo in the conference's participant booklet, on the exhibitor poster, and on the door prize poster. **Please note: Smaller swag items (e.g., t-shirts, baseball caps, golf balls) can be handed out at your exhibit booth.**

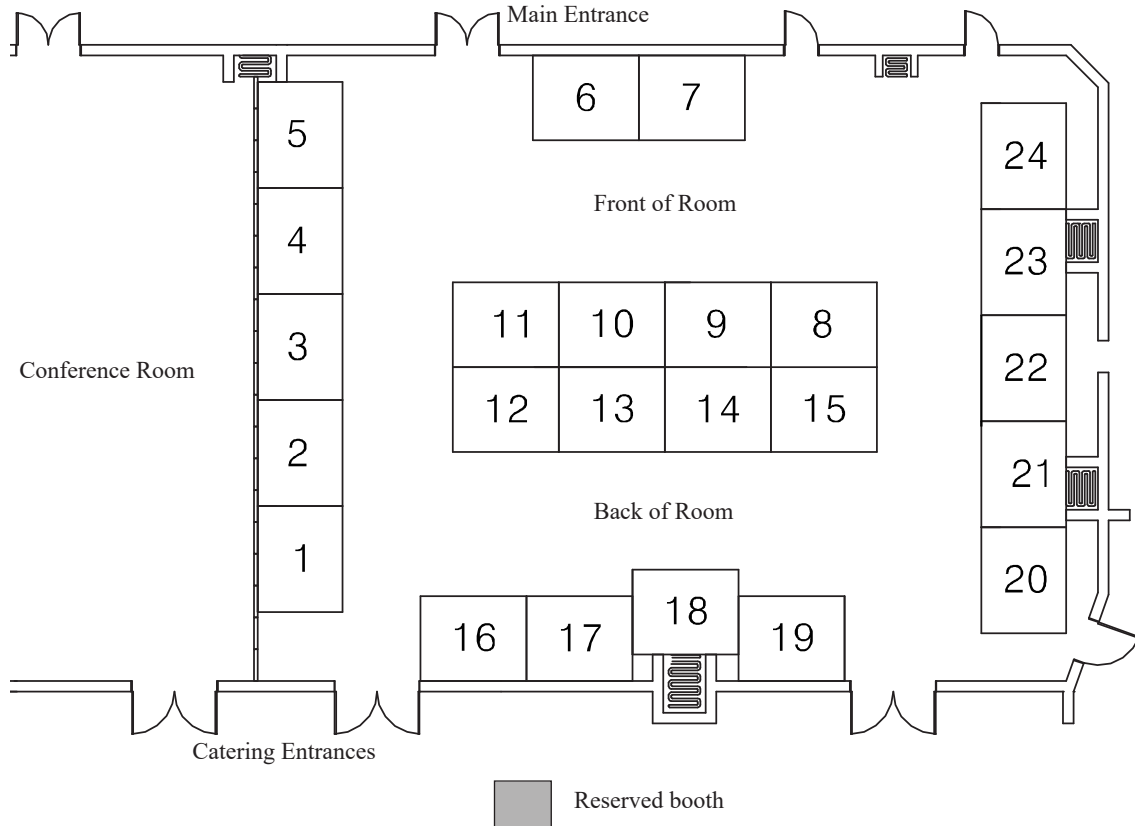
Item(s) _____

Please send this form along with a high-quality .jpg or .tif file of your company's logo to ctt@mtu.edu along with your application.

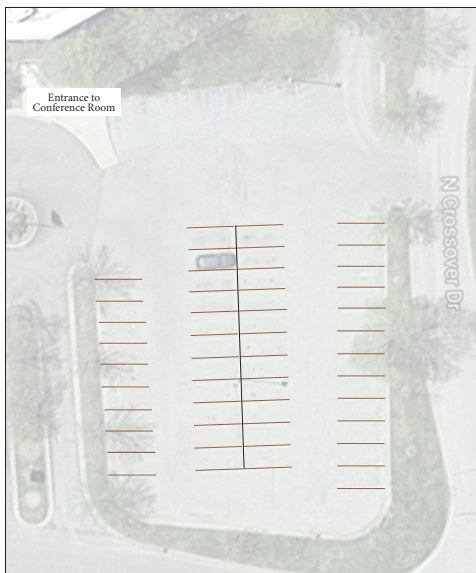


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2018 Indoor Exhibit Space



2018 Outdoor Exhibit Space



Refer to ctt.mtu.edu/winterops for current booth availability.

Indoor Exhibit Space Request

Item	Cost	Qty	Subtotal
By August 31			
<input type="checkbox"/> 8 x 10 space (includes two full conference passes)	\$350.00	_____	_____
After August 31			
<input type="checkbox"/> 8 x 10 space (includes two full conference passes)	\$450.00	_____	_____
<input type="checkbox"/> Additional conference pass(es)	\$45.00	_____	_____
TOTAL		_____	_____

Contact Information

Company name _____

Street address _____

City, State, Zip _____

I have read, I understand, and I agree to the guidelines above.

Signature _____ Date _____

Printed name _____

E-mail _____ Telephone _____

Attending representative 1 _____ Job title _____

E-mail _____ Dietary requests _____

Attending representative 2 _____ Job title _____

E-mail _____ Dietary requests _____

Attending representative 3 _____ Job title _____

E-mail _____ Dietary requests _____

Booth Preference

Enter choices for your preferred booth using the booth numbers in the map on page 2. We cannot guarantee a booth, but we will do our best to accommodate your preference.

1st: _____	2nd: _____	3rd: _____
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Outdoor Space

You may request at no additional charge.

What you are bringing: _____

Approximate size: _____ ft. x _____ ft.

Payment for the 2018 Michigan Winter Operations Conference Exhibit Fees

- Check enclosed (made payable to *Center for Technology & Training*).
- Please send an invoice.
- I authorize the Center for Technology & Training to charge my credit card for the 2018 Michigan Winter Operations Conference exhibitors registration fees. The credit card details are:

Company name _____

Billing address _____ City _____ State _____ Zip _____

Amount (USD \$) _____ Card holder name _____

Visa
 Mastercard

Card number _____ Expiration date _____ Three-digit security code _____

I have read, I understand, and I agree to the guidelines above.

Signature _____ Date _____

Printed name _____ E-mail receipt to _____

To register: Send this completed **form** to the CTT at ctt@mtu.edu or fax to (906) 487-3409. We also request a high-quality .jpg or .tif of your company's **logo** to be sent to ctt@mtu.edu.

Confirmation will be e-mailed to the attending representative 1. If you have questions, please call (906) 487-2102.