

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 17 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 12:00 p.m. to 5:00 p.m. on October 17.
- Exhibitor Move-out** – Exhibitor move out will take place from 5:00 p.m. to 7:00 p.m. on October 17. 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 Exhibitor Registration fee is \$350 for each 8' x 10' unit of exhibit space. Large displays might require more than one unit of exhibit space, so plan accordingly. 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. Full payment for early registrations is due by August 11. Full payment for registrations made after August 11 is due by October 2.
- Deadline for Early Registration** – Exhibitors are encouraged to register and pay by August 11 to ensure a listing on the initial exhibit space layout and a discounted registration fee. Registrations after August 11 will be charged the full registration fee of \$400.
- Cancellations** – Canceled registrations may be partially refunded. Cancellations received by September 22 will receive a 50% refund. Cancellations received after September 22 will not be refunded.
- Exhibit Space 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 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.
- 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.

Indoor Exhibit Space Request

Item	Cost	Qty	Subtotal
Before August 11			
<input type="checkbox"/> 8 x 10 space (includes two full conference passes)	\$350.00	_____	_____
After August 11			
<input type="checkbox"/> 8 x 10 space (includes two full conference passes)	\$400.00	_____	_____
<input type="checkbox"/> Additional conference pass(es)	45.00	_____	_____
TOTAL	\$		

Contact Information

Company Name

Street Address

City, State, Zip

Representative 1

Representative 2

Additional Representatives

Telephone

Email

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

Signature

Date

Printed Name

Location Preference

(use numbers/letters from map on Page 2)

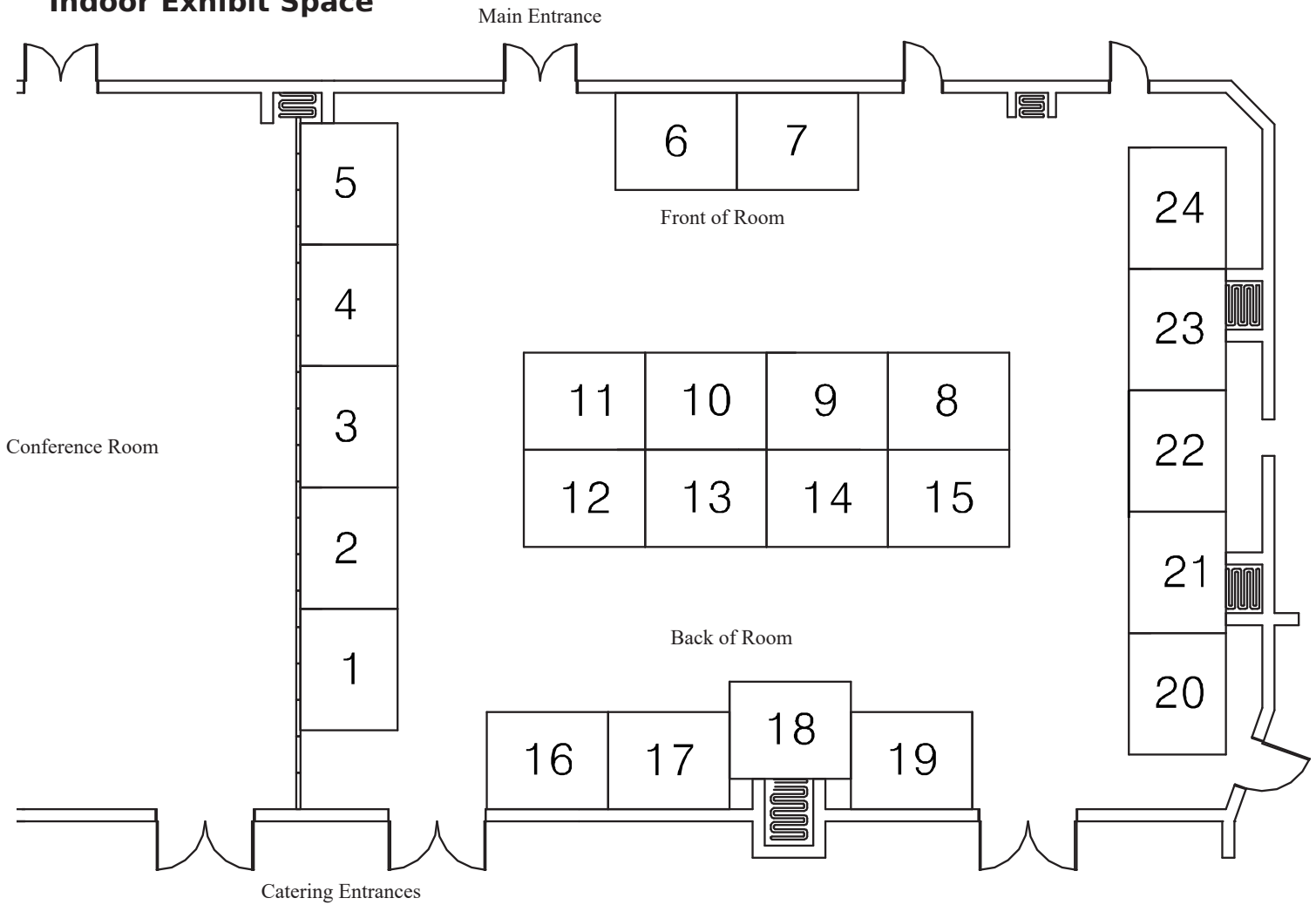
1st Choice	2nd Choice	3rd Choice

Request for Outdoor Space

(no additional charge)

_____ ft. X _____ ft.
Please indicate approximate size needed

Indoor Exhibit Space



Visit <https://ctt.mtu.edu/WinterOps> for up-to-date information on booth availability.

Door Prize Raffle Donations

Raffle donations for door prizes are encouraged and appreciated. If you would like to make a donation, please list any donated items below. Any company that makes a raffle donation will be given a space for their company logo on the back page of the 2017 Michigan Winter Operations Conference Booklet, pocket agenda, exhibitor poster, and door prize poster, which is available to each of the Conference attendees. To have your company's logo included, email a high quality jpeg file to ctt@mtu.edu with this application.

Item(s) _____

Credit Card Authorization Form

I am authorizing the Center for Technology & Training to charge my credit card for the 2017 Michigan Winter Operations Conference Exhibitors Registration Fees.

Company Name

Billing Address

City, State, Zip

Card Holder Name

- Visa
 Mastercard

Card Number

Expiration Date

Three-digit Security Code

Email Receipt to

Amount (USD \$)

Requested Booth Number (first-come, first-serve basis)

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

Signature

Date

Printed Name

To register, send this completed form to the CTT at ctt@mtu.edu or fax: (906) 487-3409.

We will call you to confirm the space and to arrange payment. If you have questions, please call (906) 487-2102.