



Exhibitor Policies

Please read all policies thoroughly.

Show Details

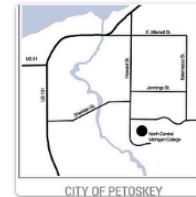
Event Date and Time: Wednesday, April 10, 2024 from 10:00 – 3:00.

Set Up: Tuesday, April 9, 3:00 - 7:00 and Wednesday, April 10, 8:00 - 9:45.

All booths must be set up and ready to go by April 10 at 9:45.

Tear Down and Load-Out: Wednesday, April 10, 3:00 - 6:00.

No filming is allowed without permission from the Planning Committee.



Directions to Loading Area

North Central Michigan College is located at:

1515 Howard Street, Petoskey MI 49770

The event will take place in the Student and Community Resource Center (SCRC) #6 on the map.

There are two locations for loading your materials, the loading dock shown by the blue arrow on the map or the traffic circle shown by the blue circle on the map.

We will have helpers with carts available, however, there are only a few carts.



Exhibitor Parking

On the day of the event, please park in lot 5 or the far end of lot 6 to allow our attendees easier access to the event.

Booth Description

- Booth area varies, each exhibitor will have:

- 2 chairs
- 6' or 8' table

- NO linens are provided.

- Booths do not have access to electricity unless requested during registration.

- Access to internet is available through the NCMC guest wifi, no password needed. If you need secure wifi access please plan to bring your own hotspot.

Building Regulations

- No items may be attached or hung on the wall, draping or permanent fixtures.

- Outside food and beverage are not permitted in the gym area with the exception of candy or water to be handed out to guests.

- Raffles are allowed however, food prizes are not permitted.

Security

The building will be locked at night and while there is some security around the NCMC campus, there is no dedicated security for the SCRC building. Please do not leave valuables in the building overnight.

Insurance and Liability

The Project Connect Planning Committee is not responsible for lost or stolen items. Exhibiting companies are required to have a certificate of insurance covering liability for exhibit contents, and personnel within the exhibit space. Upon entering the event, Exhibitors will be required to sign a waiver stating the Exhibitor assumes all responsibility and shall indemnify and exempt North Central Michigan College and the Project Connect Planning Committee from all claims for damages.