Michigan Chapter
NDIA
National Defense Industrial Association

EXHIBITOR Registration Form—4th NDIA Michigan Chapter Fall Business Event
THIS FORM IS FOR EXHIBITORS ONLY.

Exhibit Space Reservations:

Booth Fee: $ 1,350 Includes 2 Conference Discounted Registrations

_____ Booth Number / Table Top Number _____ (NDIA Use Only)

Table Top Fee: $650 Includes 1 Conference Discounted Registration

Exhibitor Services:

Y _____ N _____ My company will need electricity.

Y N _____ My company will use the drayage (freight handling) service.

_____ **For Exhibitor Services, I understand that I must work directly with Art Craft Display, Inc.**

Booth Staff / Table Top Staff: Note: Submit Company Information for Conference Program

Identify the number of person(s) that will attend. Includes all sessions, meals, snacks, hospitality. Booths: Fee includes 2 people maximum with each booth. Table Top = Fee includes 1 (one) person with each Table Top. **Please provide the names of the Booth / Table Top Display Staff below that are included with this Registration. Additional participants must register at regular conference fees at http://ndia-mich.org. NOTE: NDIA will include company logo and information in conference program for all Exhibitors. Submit logo and company description (100 words or less) to NDIA by 30 August 2010 to Cory Monson at monsone@gdls.com .**

No. 1 Name _____ No. 2 Name _____

No. 3 Name _____ No. 4 Name _____

Exhibitor Information:

Contact Name: _____ E-mail: _____

Exhibitor (as it will be on booth ID sign and in conference literature): _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone--Land line: _____ Cell: _____ Fax: _____

Exhibitor Payment: Please make check payable to NDIA – Michigan Chapter (FBE)

1. Booth $ _____

2. Table Top $ _____

3.Total Amt $ _____

Check No. _____

Credit Card: American Express _____ VISA _____ Master Card _____

Name on Card: _____

Card No.: _____ Exp. Date: _____

Phone Number of Card Holder:

Land line: _____ Cell: _____

Authorized Signature: _____

Mail this form with your payment to:

Mr. Cory Monson- NDIA FBE
133 Cedarwald
Oakland, MI 48306

IF QUESTIONS, PLEASE CONTACT: Cory Monson
586.825.8770 / 586.615.8836 (cell)
monsone@gdls.com

Michigan Chapter
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4th NDIA Michigan Chapter Fall Business Event
"Understanding Your Customer: Bring Your 'A' Game"
Sept. 13-15, 2010 Detroit Marriott Troy, Troy, MI

Exhibitor Information – Rules and Policies

1. **On-Site Registration and Badging –** Exhibitor registration will begin on Monday, Sept 13 at 1:00 pm in the lobby of the hotel. NDIA Michigan Chapter will use the names shown on the exhibitor registration form for the badges. Therefore, please enter the names on the form that you wish to have on the badges. Photo identification will be required at the time of registration.

2. **Exhibit Set-up and Teardown -** Exhibitor move-in to exhibit area is scheduled for 1:00 – 5:00PM Monday, Sept 13. Move-out is scheduled to begin on Wednesday, Sept 15. Move out earlier in the day is at your discretion based on your business decision or other factors.

3. **Floor Display Times -** The floor will be available Tuesday and Wednesday at 7:00am. Closing time on Tuesday would generally follow the event calendar but 6 pm would be a good time to close down. Exhibit review time periods will be shown on the Conference Program Agenda.

4. **Registration Fees – Exhibitor Registration fees are identified on the Exhibitor Registration Form.**
   Exhibitor Booth fee entitles 2 people full access to all sessions, workshops, meals, snacks, and hospitality. **Table Top Display** fee entitles 1 person full access to all sessions, workshops, meals, snacks, and hospitality. All other company representatives (whether supporting exhibits or not) must register at regular attendee price of $395 using the online registration process found at **http://ndia-mich.org**.

5. **Lunch -** Buffet lines will be set up in the main foyer outside of the Main Ballroom. Lunch will be eaten at the tables in the ballroom, the site of the conference presentations and panels. Because each exhibitor can attend all symposium sessions, it is expected that the exhibitor will have secured a seat at a table. There will be no reserved seating for exhibitors for lunch.

6. **General Contractor - NDIA Michigan Chapter** has contracted with Art Craft Display, Inc. as the General contractor for exhibitors. You will work through Art Craft for your drayage and other services such as furniture not provided by NDIA Michigan Chapter. The Art Craft Display contact:

   Doug Goin
   Art Craft Display, Inc.
   46350 Grand River Ave. Suite B
   Novi, MI 48374
   Phone: 248.380.0843.5353
   dougg@artcraftdisplay.com

7. **Shipping Display Materials -** We do **NOT** encourage you to ship your display material directly to the hotel because it does not have a formal shipping and receiving department for such shipments.

If you can not handcarry your display materials, we encourage you to use Art Craft's drayage services.

8. **Overnight Security –** There is overnight security guard for the hotel, but he will not be dedicated to our display area. However, the separate rooms can be locked after we finish for the day and will be unlocked as early in the morning as required. NDIA does recommend that all exhibitors secure their valuables out of the display area at the close of the conference session each evening.

9. **Company Information for Conference Program: NOTE:** NDIA Michigan Chapter will include company information in the Conference Program for all Exhibitors (including Table Top Displays). This format includes: company logo with company name, brief description of company expertise, products or services and Point of Contact information, website, address, contact information. NDIA Michigan Chapter reserves the right to edit to fit the size of 100 words or less. **THIS INFORMATION IS TO BE SUBMITTED** TO Mr. Cory Monson at monsone@gdls.com with cc: to Ms. Cathy McNabb at mcnabbc@gdls.com and Ms. Barbara Motala at motalab@gdls.com by **30 August 2010. If any questions, please contact Cory Monson at 586. 825.8770 / 586.615.8836 (cell).**

10. **Additional Information and Policies:**

A. Exhibit space will be allocated on a first-come, first-served basis. Priority will be determined by date and time of receipt of the request with preference given to Event Sponsors.

B. Spare must be fully paid for within 30 days of the reservation confirmation or immediately if less than 30 days to the event.

C. If you cancel after August 15th, payment will only be refunded if NDIA Michigan Chapter can resell your space.

D. The standard booth size is 8 feet deep and 10 feet wide unless stated differently at the time of confirmation of the reservation. All exhibits must fit within the confines of their assigned space so as not to impede with traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal.

E. All display fixtures must fit within the standard booth size. Sponsor reserves the right to Prevent aisle obstructions or ready access to nearby exhibitor booths, table tops, or other displays.

F. Exhibitors agree to abide by the installation and dismantling times set forth by the NDIA Michigan Chapter and to have at least one person staffing their booth during the Published exhibition hours.

G. Exhibitors shall not assign, sublet, or share the whole or any part of the space Contracted to them. Exhibitors agree t limit the service and/or materials displayed In their exhibit area to those purveyed by the exhibitor, except that other proprietary Equipment might be used solely for the purpose of demonstrating the materials or Services of the exhibitor.

H. Exhibit fees cover only those items described in this exhibitor information. Any other booth furnishings and equipment must be contracted through the general contractor or the hotel/convention center.

I. The sponsor reserves the right to impost limitation on noise levels and any other method of operation that becomes objectionable. Any distribution of literature or Samples shall be limited to the exhibitor's booth.

J. The sponsor reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space or the need to add display space.

K. If the sponsor is prevented from holding the exhibition for any reason (such as damage to the building, strikes, acts of God, etc) or if an exhibitor cannot occupy the assigned exhibit space due to reasons beyond the sponsor's control, then the sponsor has the right to cancel the exhibition or any part thereof with no further liability to the exhibitor other than a refund of exhibitor space.

L. The sponsor will provide reasonable watchman and guard service at its discretion. However, management of the host facility and the sponsor will NOT be liable for the damage, loss or destruction to the exhibitors by reason of fire, theft, accident, or other destructive causes or will employees be accountable or liable for accidents to Exhibitors, their agents, or employees.

M. The exhibitor shall be liable to the host facility and/or sponsor for any damage to the Building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor.

N. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, Defend and hold harmless the sponsor and the host facility and their officers, Employees and agents against all claims, losses and damages to persons and property, government charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, including any outside exhibit areas.

O. Exhibitor acknowledges that the sponsor does not maintain and is not responsible For obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain Interruption and property damage loss insurance to cover such occurrences.

P. The sponsor reserves the right to interpret these regulations as it deems proper to ensure the success of the conference and to further the educational and promotional purposes of the conference, including the posting of exhibitors on the NDIA Michigan Chapter website.

Q. Exhibitors demonstrate their agreement to comply with Exhibitor Rules and Policies as set forth by the NDIA Michigan Chapter sponsor with exhibit space reservation and payment.