

21ST ANNUAL

BUILDING MICHIGAN COMMUNITIES CONFERENCE

EXHIBITOR KIT

INCREASED AFFORDABLE HOUSING • CREATIVE FINANCING • EQUITY & INCLUSION • COMMUNITY ENGAGEMENT

DRIVING OUR FUTURE FORWARD

APRIL 29 – MAY 1, 2019 LANSING CENTER, LANSING, MI

EXHIBITOR CHECK LIST

TARGET DATE:	DONE:	ITEM DESCRIPTION:
ASAP	<input type="checkbox"/>	Review overnight requirements and place reservations with either the: 1.) Hyatt Place/Eastwood 888-492-8847, room rate is \$139.00, cut off date is April 19, 2019 2.) Radisson Hotel 517-482-0188, room rate is \$148, cut off date is March 29, 2019
ASAP	<input type="checkbox"/>	Review advertising sheet, due March 29, 2019 .
ASAP	<input type="checkbox"/>	Review Exhibitor Handbook and familiarize yourself with all forms, services, requirements, rules etc.
ASAP	<input type="checkbox"/>	Review needs for booth furniture and other decorator services and process orders through Art Craft Display Co. Advance order deadline is April 15, 2019 .
ASAP	<input type="checkbox"/>	Review needs and, if necessary, plan for shipping of exhibit materials to Art Craft Display Co. If you ship to Art Craft Display prior to the conference, your materials will be delivered to your booth.
ASAP	<input type="checkbox"/>	Review needs for electrical service, internet service, telephone service or food service and process orders with Lansing Center. https://www.lansingcenter.com/services-forms .
April 28, 2019	<input type="checkbox"/>	Exhibit set up 4:00PM - 6:00PM
April 30-30, 2019	<input type="checkbox"/>	Exhibit set up 8:00AM - 10:00AM on Monday, April 29, 2019. Exhibit area will be "open" during Monday and Tuesday. Specific exhibit hours are as follows (subject to change): • Monday, April 29: 10:00AM-11:30AM; 2:00PM-2:30PM; 3:30PM-4:00PM; 5:00PM-6:30PM. • Tuesday, April 30: 7:30AM-8:30AM; 9:30AM-10:00AM; 1:00PM-1:30PM; 2:30PM-3:00PM; 4:00PM-5:00PM.
April 30, 2019	<input type="checkbox"/>	Exhibits must remain intact until 5:00PM Tuesday, April 30, 2019. Tear down is 5:00PM-7:00PM.
May 15, 2019	<input type="checkbox"/>	Complete the Exhibitor Evaluation. This will be sent in an email to the exhibit contact.

NOTICE OF ONLINE EXHIBITOR KIT

ART CRAFT DISPLAY, INC. HAS BEEN SELECTED TO SERVE AS THE OFFICIAL EXHIBITION SERVICE CONTRACTOR FOR THIS EVENT. YOUR EXHIBITOR KIT FOR THIS EVENT IS AVAILABLE ONLINE. IF YOU DO NOT HAVE INTERNET ACCESS, ART CRAFT DISPLAY CAN FAX OR MAIL THE KIT BY CALLING (517) 485-2221. IF YOU NEED ADDITIONAL EQUIPMENT OR SERVICES YOU CAN DOWNLOAD ORDER FORMS USING THE FOLLOWING PROCEDURES:

ADVANCE ORDER DEADLINE IS: MONDAY, APRIL 15, 2019 BY 5:00PM
GO TO: WWW.ARTCRAFTDISPLAY.COM
CLICK ON: GET EXHIBITOR KIT
ENTER EVENT CODE: 302831

THE FOLLOWING ITEMS ARE INCLUDED AS PART OF YOUR BOOTH FEES AND ARE PROVIDED BY ART CRAFT DISPLAY.

- Exhibit booth draping with 8' high backs and 3' high sides (blue/silver)
- (1) 2' x 8' covered and skirted display table (blue skirt)
- (2) Folding Chairs
- (1) Wastebasket

ABOUT THE SHOW

THE BUILDING MICHIGAN COMMUNITIES CONFERENCE WILL TAKE PLACE ON APRIL 29-30, 2019. THE EVENT WILL BE HELD AT THE LANSING CENTER, LANSING, MI. ATTENDANCE IS EXPECTED TO EXCEED 1,500 PARTICIPANTS FROM MICHIGAN WITH NATIONALLY KNOWN SPEAKERS AND GUESTS.

SHOW DATES AND HOURS

Exhibit area will be "open" during the entire conference. Specific exhibit hours are as follows
(Hours subject to change):

SUNDAY, APRIL 29:

EXHIBIT SET UP ___ 4:00PM-6:00PM

MONDAY, APRIL 29:

EXHIBIT SET UP ___ 8:00AM-10:00AM

NETWORKING TIME 10:00AM-11:30AM; 2:00PM-2:30PM;
3:30PM-4:00PM; 5:00PM-6:30PM

TUESDAY, APRIL 30:

NETWORKING TIME 7:30AM-8:30AM; 9:30AM-10:00AM;
1:00PM-1:30PM; 2:30PM-3:00PM;
4:00PM-5:00PM

EXHIBIT TEAR

DOWN 5:00PM-7:00PM

SHOW INQUIRIES

For more information about the show, please contact:
Jennifer Dickie
1390 Eisenhower Place, Ann Arbor, MI 48108
Phone: 734-677-0503, Fax: 734-677-2407
email: jdickie@managedbyamr.com

SECURITY

Security will not be provided in the exhibit hall area. It is your responsibility to remove all valuable items when your booth is not being attended. The doors will be locked at night.

RULES AND REGULATIONS

CANCELLATIONS

In the event of cancellation by the exhibitor at any time, or if the rental space is unoccupied on opening day, the exhibits manager shall have the right to retain the exhibit fee as liquidated damages. Exhibitors may not sublease, reassign, or apportion any part of the assigned space.

SPACE ASSIGNMENT

Booths will be assigned by the Building Michigan Communities Conference Committee. The Building Michigan Communities

Conference reserves the right to shift space assignments after the contract is signed if it is found necessary to do so. Space is leased with the understanding that the exhibitor will hold Building Michigan Communities Conference harmless from any and all liability that may result from any case whatsoever.

BOOTHS AND DECORATIONS

The rental plan for space is as shown in this packet. Each booth has dimension of 10' wide by 10' deep. The height of the back wall shall be 8' and side rails 3'. No construction in the exhibit space shall be in excess of 8' in height. Any construction in excess of 4' in height must be kept within 4' of the rear of the booth. Display board and other tall exhibits shall not be placed in a manner that will interfere with other exhibits.

DISMANTLING

The Exhibitor agrees not to dismantle the booth or do any packing before 5:00PM, Tuesday, April 30, 2019, and further agrees to have all material removed by 7:00PM, Tuesday, April 30, 2019.

COMPLIANCE WITH FIRE REGULATIONS

Fire hose cabinets must be left accessible and be in full view at all times. This exhibit hall is a smoke free environment.

INSURANCE

In all cases, Exhibitors wishing to insure their goods must do so at their own expense.

LIABILITY

Neither Building Michigan Communities Conference, the Exhibits Manager, the Lansing Center, the Decorator, nor others associated with the management of the conference, will assume responsibility for the safety of the property of the exhibitor, its officials, agents or employees, from theft, damage by fire, accident or other causes, but will use reasonable care to protect against such loss.

GENERAL

These rules are subject to change by Building Michigan Communities Conference, and all points not covered herein are subject to its decision. These rules have been formulated for the best interest of the Exhibitors, as well as the Building Michigan Communities Conference, and exhibitors are respectfully requested to cooperate in observance of them.

ADVERTISING SPECIFICATIONS

ADVERTISING DEADLINE IS MARCH 29, 2019!

ACCEPTABLE FILE FORMATS

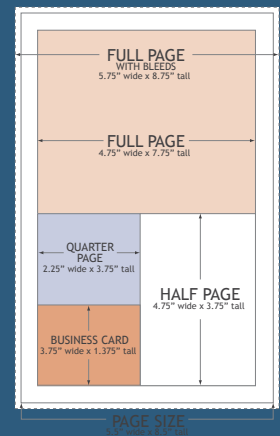
When submitting advertisements please submit your artwork in electronic format only. High resolution PDF files are preferred and can be emailed to: mkelley@managedbyamr.com. If you are unable to provide a high resolution PDF file, please contact the Building Michigan Communities Conference office at 734-677-0503. Important Note: Please be sure to embed all fonts and graphics when converting to a PDF file. If you have any questions regarding artwork, please contact Shawn Detlor at 734-677-2270 or sdetlor@managedbyamr.com.

AD SIZES

The finished trimmed size of the on-site program will be 5.5" wide by 8.5" tall.

Following are the available ad sizes:

<u>Size</u>	<u>(width x height)</u>
Full Page with Bleed <i>(additional 1/8" bleed on all sides)</i>	5.5" wide x 8.5" tall
Full Page	4.75" wide x 7.75" tall
Half Page	4.75" wide x 3.75" tall
Quarter Page	2.25" wide x 3.75" tall
Business Card	3.75" wide x 1.375" tall



COLOR ADS

One-color ads should be supplied as grayscale artwork. Four Color Process ads should be supplied in CMYK color mode.

PROOFS

Please note: It is the advertiser's responsibility to provide a hard-copy proof of the ad by fax or email to ensure proper printing and conversion. If the final output is printed incorrectly, and a customer supplied proof is not supplied, BMCC/AMR Alliances are not responsible for any errors that may have occurred.

SETUP FEES

Set up of advertisements is available for a \$75 initial design fee (includes 1 hour). Additional hours will be billed at \$50/hour.

SUBMITTING ADVERTISEMENTS

Please email your high resolution PDF to:
jdickie@managedbyamr.com

If you have questions regarding artwork, please contact Shawn Detlor at sdetlor@managedbyamr.com.