



Mid-Michigan Pet Expo

March 22-24, 2024

Show Rules, Hours, & Details

- * Proper insurance coverage written out in the vendor contract must be submitted no later than 3/15/24.
- * Vendor passes for the expo will be provided at checkin on Friday, 3/22/24.
- * Assignment of the exhibitor space is within the sole discretion of Show Management, which reserves the right to alter the location of booths if deemed in the best interests of the overall exposition. Your event map will arrive no later than the week of the expo.
- * You are permitted to bring tables, signs, or other displays, as long as you stay within your designated boundaries.
- * Tables and chairs are not provided. If you would like to add on tables and chairs, 1 table and 2 chairs are an additional \$15 total. This must be reserved prior to the start of the expo.
- * The back walls of Exhibitor's display will have pipe and drape provided if your space backs up to another vendor. If your booth is standalone or against a wall, there will be no pipe and drape. Your space will be marked on the floor. You are permitted to bring booth barriers that do not extend the booth boundaries.
- * Side walls that are 8' tall may extend no more than 5' from the back of the booth. Slide walls that are 4' tall may extend the entire length of the booth. You may have overhead coverage such as pop up canopies, as long as they have a 7' tall or more clearance.
- * No dismantling or removal of booths is permitted prior to the official announced closing time on the final day of the Show. There are no exceptions to this rule, and booths breaking down early are subject to a fee.
- * Subletting of contracted exhibit space is NOT permitted. Special arrangements must be made in advance for two or more firms sharing the same exhibit space.
- * Loudspeakers, radios, television sets, or the operation of any equipment which is of sufficient volume to be disruptive to neighboring exhibits will not be permitted, unless previously agreed upon.
- * Dispensing of food and drink of any kind is subject to prior written consent of Show Management. Exhibit facilities have dedicated concessions with the right to dispense food and drinks.
- * Exhibitor is required to have the exhibit space staffed during all Show hours. Exhibitor personnel may not sell or distribute literature or operate in any space except within the confines of the Exhibitor's booth.
- * Helium filled balloons are not permitted.
- * Live animals accompanying booths must provide required documents and health records.
- * Exhibitor and/or their display may be photographed by Show Management representatives. Exhibitor agrees such photos are the property of Show Management and may be used for show related purposes without reimbursement to the Exhibitor.
- * All booth materials must be fireproof and conform to the appropriate municipal Fire Department requirements. No fireworks, open flames, liquefied petroleum gas or flammable liquids are allowed.
- * Show Management reserves the right at any time to prohibit exhibitor conduct, product, or material which it considers contrary to the best interest of the show as a whole.
- * If the Exhibitor or its agents or employees cause any damage to any portion of the Facility, Exhibitor will pay to Show Management such sum as shall be necessary to restore the damaged area.
- * Exhibitor assumes all risks and responsibilities for accidents, loss, injury, or damages to person or property and agrees to indemnify and hold harmless Mid Michigan Pet Expo, their parent company, and all representatives from all claims or losses including attorney fees arising from Exhibitor's participation. Exhibitor will furnish a Certificate of comprehensive general liability insurance coverage which will assist in protecting it against all risks assumed or incurred in connection with its exhibit.
- * In case the Show is cancelled, does not open in a timely manner, or must prematurely close due to fire, weather, or other case, the Exhibitor waives any claim for damages or compensation except of the pro-rated return of the about too the booth rental fee.
- * Exhibitor shall comply with all the applicable laws and regulations as well as all Dort Financial Event Center rules and the Event. In the event the Exhibitor violates any of the laws in this paragraph, Mid Michigan Pet Expo and their parent company has the right to immediately terminate this Agreement and remove Exhibitor from the Event.



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Move in times for Thursday, March 21:

- * Move in times for Exhibitor set up will be from 12 to 5p. Exceptions for vendors with large amounts of inventory can be made for early set up. Please contact us for early arrival.

Move in times for Friday, March 22:

- * Move in times for vendors will be from 8a to 12p, your specific time will be listed as we near the event. Vendors may arrive at your scheduled time or after. All set up must be complete and ready to go by 1p. Show hours 2-7pm. Doors will be open to vendors and exhibitors until 7:30pm.

Move in times Saturday, March 23:

- * Show hours 9a-6p. Doors will be open to vendors and exhibitors at 8am until 6:30pm.

Move out times Sunday, March 24:

- * Show hours 9a-4p. Doors will be open for exhibitors at 8am. Move out will begin immediately following the show. **Please do not begin teardown prior to 4pm.**

Instructions:

Exhibitors will move in through the overhead door and the pedestrian door located on the north side of the building off Averill St. **THIS CAN GET VERY CLUSTERED VERY FAST!**

Drop offs must be completed, and your vehicles moved immediately. If you have a large load of inventory to unload, please contact us to make arrangements for your arrival. It's imperative we do not block this unloading dock.

Driving into the building is not permitted.

You must load and unload your own booth contents, labor force is not available for assistance. Please bring your own dollies and carts if necessary. **Please move your vehicle away from the door as soon as your display has been unloaded. Parking near the loading dock is strictly prohibited.**

For move out, please park your vehicle in the lot until your display has been dismantled. When your display is fully torn down and ready for loading, then pull your vehicle momentarily to the overhead door area. Please do not block the door.

The overhead door will be manned for opening/closing, and there will be a parking lot attendant to help with a seamless load in/out process!