



Marketplace Trade Show Registration

Michigan Festivals & Events Association

27th Annual Convention, Oct 31—Nov 3, 2019

“The Art & Business of Celebrations”

DoubleTree by Hilton Hotel (989) 891-6000

1 Wenonah Park Place, Bay City, MI 48708

Registration Form and Payment Due by October 19, 2019

Return by mail/fax/email to the MFEA Office

Tradeshow Hours: Registrants must be an MFEA Member to exhibit.

Friday, November 1, 3:45pm-6:00pm • Saturday, November 2, 12:00pm-3:00pm

FULL REGISTRATION: Includes Educational Workshops, Networking, Trade Show Entry, Refreshment Breaks, Showcasing, Silent Auction and all Meal Functions (Friday Welcome Luncheon, Saturday “Serve the Curve” Lunch, Saturday Dinner and Sunday Brunch.) *Please contact the MFEA office with any special dietary needs.*

BOOTH WORKERS: Your organization will receive (1) complimentary booth worker to assist with setup and tear down. Booth workers are allowed in the Trade Show area only and their registration does NOT include MFEA Hospitality Suite, Meal Functions or the Showcasing.

You can upgrade the complimentary booth worker to a full registration for a reduced rate of \$125.

EXHIBITOR INFORMATION (Please type or print clearly)

Organization Name			
Contact			
Address			
City		State	Zip
Phone:	Fax:	Email:	

MARKETPLACE TRADE SHOW REGISTRATION FEES...LIMITED NUMBER OF BOOTHS/TABLES

Total

			Total
SECTION A	*** New for 2019 : Receive \$100 back on your booth if you do not break down early. ***		
	Marketplace Trade Show Booth (1 full registration & 1 booth worker included) <small>7' x 10' Booth. Designated Hours. \$100 rebate to those that do not break down early.</small>		\$475
	Additional Marketplace Trade Show Booth(s) - \$100 N/A on additional booth purchases		\$200
	Additional Full Registrations		\$125
	Upgrade complimentary booth worker to a Full Registration		\$125
	I would like a full set of membership mailing labels Yes ___		\$60
	Electricity needed 110v for booth		\$20
Registration Form and Payment due by October 19, 2019			Total Section A

REGISTRANTS INFORMATION (Please type or print names as you wish them to appear on the name badges)

Registrant #1 = Full Registration Included in Trade Show Booth	Name:	<input type="checkbox"/> First time attendee
Phone:		Email Address:
Registrant #2 = Complimentary Booth Worker Included in Trade Show Booth <small>(not a full registration unless you pay \$125 to upgrade)</small>	Name:	<input type="checkbox"/> First time attendee
Phone:		Email Address:
Registrant #3 Full Registration	Name:	<input type="checkbox"/> First time attendee
Phone:		Email Address:
Registrant #4 Full Registration	Name:	<input type="checkbox"/> First time attendee
Phone:		Email Address:

ADDITIONAL BOOTH INFORMATION - PLEASE INFORM MFEA OF THESE NEEDS BY OCTOBER 18, 2019

YES, I will need **standard (110v) electricity** in my booth. Additional fee of \$20
Please **LIST ALL** booth equipment requiring electricity below:

Electricity requirements beyond 110v have an additional charge

- 110v Extension cords and power strips are additional \$20.00 per each per day
- 220v outlets—contact hotel for prices

MFEA is NOT responsible for lost, stolen, or damaged items.

Please contact the MFEA office.

COMPLIMENTARY EXHIBITORS LISTING & WEBSITE—Please email us at convention@mfea.org a **10-word or less** description of your product/services, logo (Jpeg format) name, address, email, website and phone number (if preferred attach a separate sheet and mail/fax in):

YES, I will be offering MFEA Convention Specials/Discounts during Saturdays Trade Show Hours 12:00p.m. - 3:00p.m.

CONVENTION PROGRAM ADVERTISING OPPORTUNITIES

	Program Ad Size	Price	Total
SECTION C	Business Card (color - 1.8" high x 3.5" wide)	\$150	
	Quarter Page (color - 4.75" high x 3.5" wide)	\$200	
	Half Page (color - 4.75" high x 7.375" wide)	\$350	
	Inside Front Cover Full Page (4-color -10" high x 7.375" wide)	\$700	
	Inside Back Cover (4-color -10" high x 7.375" wide)	\$700	
Program Ads & Payment Due to MFEA Office by Sept. 11, 2019		Total Section C \$	
QUESTIONS? Contact MFEA • P (989) 845-2080 • F (989) 845-5074 • convention@mfea.org			

TRADE SHOW BOOTH CANCELLATION POLICY

100% Refund: Full refunds will be sent if **written** cancellation is received by **October 2, 2019**.
50% Refund: A 50% refund will be sent if written cancellations are received by **October 09, 2019**.
0% Refund: There will be no refunds on cancellations made after **October 09, 2019**.

EMERGENCY CANCELLATION POLICY

Emergency cancellation notices must be **submitted in writing** to the MFEA office and will be reviewed by the 2019 Convention Committee for refund consideration.

Section Totals	\$
Section A	\$
Section B	\$
Section C	\$
Grand Totals \$	

PAYMENT INFORMATION

- Check—make payable to Michigan Festivals & Events
- Please bill my organization, Attn: _____
- Charge My Credit Card (Visa, MasterCard, Discover)

Credit Card # _____ Exp. ____ / ____

Signature: _____

CC Billing Zip Code: _____

Convention Lodging

Call the **DoubleTree by Hilton Hotel Bay City Riverfront** at **1-989-891-6000**
or go to www.mfea.org/convention/lodging/

To book your accommodation. Or [Click Here to book your stay](#)

◆ Hotel Guestrooms — \$111.00 plus taxes and fee

Reservations made October 11, 2019 and later will be accepted on a space available basis at regular rates .

