

Act now!

**Only 26 exhibit spaces
available!**



...because, when they're gone, they're gone!

October 15-16, 2019 at the Shanty Creek Resorts in Bellaire, Michigan

Exhibitor Information*

Please read the following guidelines before completing and submitting this registration form.

1. **Hospitality Rooms** – Hospitality rooms are not allowed. Your involvement as a material, equipment, or service provider is important to the success of the event, but we ask that you confine all sales-related interaction to the exhibit floor to preserve the educational intent of the event. Any exhibitors found to be in violation of this policy will not be invited back.
2. **Check-in and Set-up** – Exhibitors must check in at the conference registration table upon their arrival. The exhibit room will be open for registration and setup on October 15 starting at 8:00 a.m. *Please plan accordingly* to be ready for the opening of the exhibitor show at 3:00 p.m. Only registered exhibitors will be allowed in the exhibit room during this time.
3. **Exhibit Floor Hours** – The exhibit floor will be open for all conference attendees from 3:00 p.m. to 6:00 p.m. on October 15.
4. **Exhibit Space** – The individual exhibit space includes an 8-foot wide table. Floor space around the center exhibit-space cluster will be demarcated by floor taping into approximately 10-foot-wide by 6-foot-deep areas. *Wide displays might require more than one unit of exhibit space*, so plan accordingly. **Only 26 spaces are available.** Exhibitors may distribute giveaway items at their own exhibit space and/or conduct their own raffles, but they are responsible for getting prizes to their raffle winners.
5. **Exhibitor Move-out** – Exhibitor move out will take place from 6:00 p.m. to 8:00 p.m. on October 15. All exhibitor equipment and materials must be removed from inside the facility by 8:00 p.m. Outdoor displays may be left until the end of the conference.
6. **Exhibitor Fees** – The early exhibit registration fee is \$350 for one unit of exhibit space; the standard exhibit registration fee is \$450 for one unit. This fee includes conference passes for two representatives. *To register, please begin by visiting <https://ctt.mtu.edu/winterops-exhibit-info>* to claim an exhibit space assignment. After you submit the form, you will receive a confirmation e-mail within five business days containing a link to the payment portal; exhibitor fees must be paid through Shanty Creek Resorts, and you will have seven business days from the receipt of the confirmation e-mail to pay in full. Once payment is received by Shanty Creek Resorts, your exhibit space assignment will be guaranteed.
7. **Registration Deadlines** – The early exhibit registration fee is available to exhibitors who register and pay in full by July 31. Exhibitors who register after July 31 will be charged the standard exhibit registration fee. All registrations and payments are due by September 16.
8. **Cancellations** – Before September 16, registrations cancelled within seven days of the Center for Technology & Training’s receipt of that registration are eligible for a full refund; otherwise, cancelled registrations will be partially refunded at 50%. After September 16, cancelled registrations are not eligible for a refund.
9. **Inclusions** – The registration fee includes one 8-foot-wide table with linens and two chairs, 7-foot-high back draping, and access to a 110V electrical outlet. The center exhibit-space cluster includes a demarcated floor space of 10-feet wide by 6-feet deep. The fee also includes listing of your company (with your company logo) in the participant workbook and two full conference passes, which include access to all technical sessions and all meals listed on the agenda.
10. **Outdoor Exhibit Space** – All registered exhibitors are invited to bring large vehicles and other equipment for display in the outdoor equipment area. *Outdoor exhibit space must be reserved.* Reservation requires specification of what will be exhibited and its size.
11. **Additional Equipment Needs** – Extra tables, chairs, extension cords, tape, and similar items will be available free of charge on a first-come, first-served basis.

Door Prize Raffle Donations*

Door prize donations are encouraged and appreciated. All prizes will be claimed at the donating company’s exhibit space.

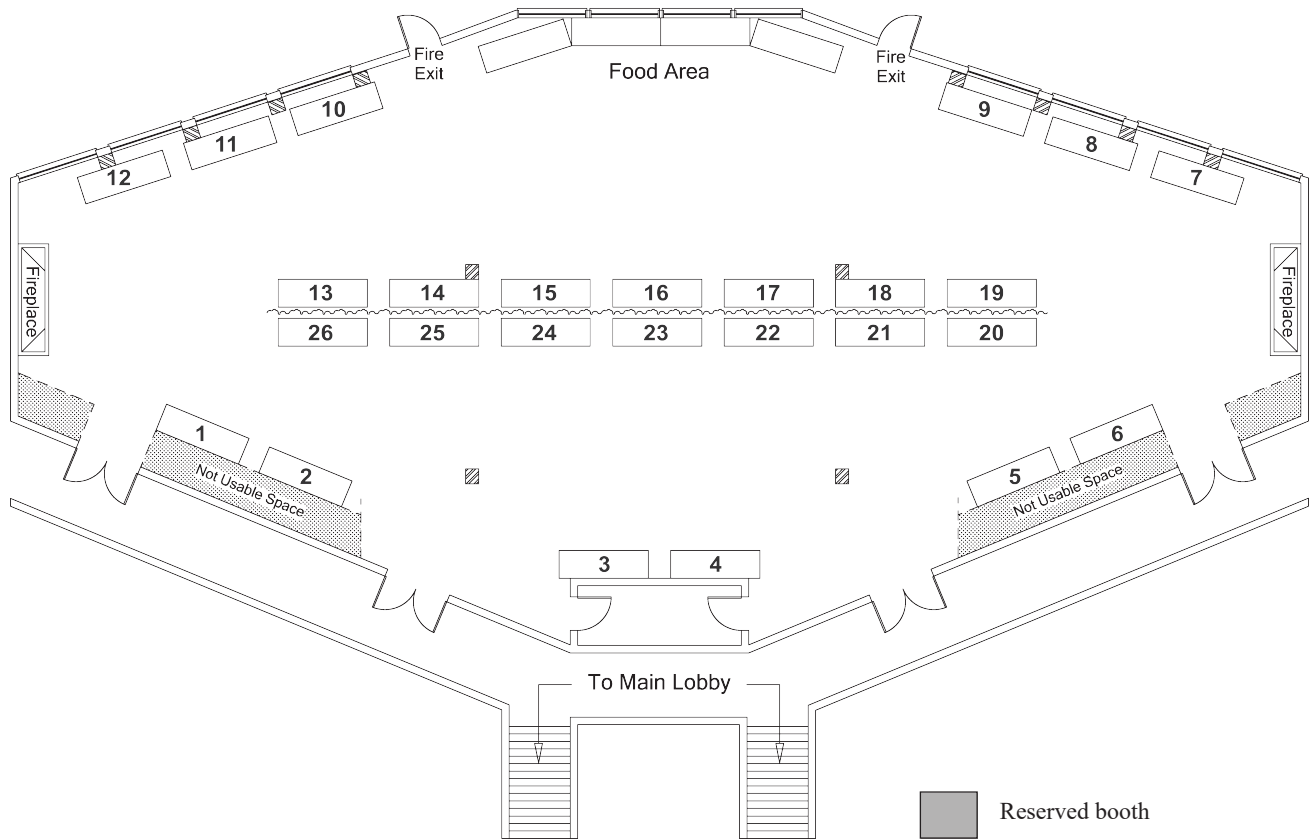
If you would like to make a donation of a substantial and/or unique raffle prize, please submit a name of your donation item to the Center for Technology & Training. Limit of one donation per agency. Any company that makes a raffle donation will be given a space for their company logo in the conference’s participant booklet, on the exhibitor poster, and on the door prize poster. *Please note: Smaller swag items (e.g., t-shirts, baseball caps, golf balls) can be handed out at your exhibit space.*

* This information is subject to change prior to the opening of exhibitor registration



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2019 Indoor Exhibit Spaces



2019 Outdoor Exhibit Space



Refer to ctt.mtu.edu/winterops for current booth availability.