

# MICHIGAN ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## ANNUAL CONFERENCE EXHIBIT POLICIES

1. The commercial exhibit at the 2017 MiAEYC Early Childhood Conference is intended to support the educational goals of MiAEYC. Acceptance of exhibits and advertisements is entirely at the discretion of MiAEYC and the Director of Professional Programs. Unsuitable exhibits deemed objectionable because of choice of materials, noise, or method of operation may be rejected or restricted when the application is received, or restricted, prohibited, or evicted from the Exhibit Hall on site by the Director of Professional Programs. Exhibits evicted from the Exhibit Hall, for violation of MiAEYC Conference Exhibit Policies, are not entitled to a refund.
2. Registrations/reservations for exhibit space must be made through the Director of Professional Programs. Reservation fees must accompany the reservation form and are non-refundable. If an exhibitor fails to use the exhibit space reserved, no part of the payment will be refunded. No exhibitor shall assign, sublet, or share the space reserved without the authorization of the Director of Professional Programs prior to the conference.
3. Formal notice of assignment of space by the Director of Professional Programs, as an agent for the Conference, and full payment of reservation fees constitute a contract for the right to use the space. In the event of fire, strike, or other uncontrollable circumstance rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be canceled prior to the opening date of the exhibit, payment on account for reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of rescission are the sole responsibility of the exhibitor.
4. Space will be assigned based on the date the exhibit registration form, with payment, is received. Other considerations for space assignment include effective display design, insurance of a variety of products in general and in every aisle, easy access and traffic flow, and the fire, health and safety rules of Grand Rapids and DeVos Place. Specific requests from exhibitors will be honored when possible. The Director of Professional Programs will assign exhibit space.
5. Additional equipment for exhibit space will be supplied, at extra cost, through the contracted display company. Art Craft Display, Inc. will handle all requests for equipment directly and will bill accordingly. Exhibitors, after initial registration, will receive an Exhibitor Packet from the contracted company, Art Craft Display, Inc. Packets will include supplementary contracts for equipment and/or services. Said services are solely the responsibility of the company and the exhibitor; MiAEYC will not serve as an intermediary for these services.
6. Security will be provided without cost to exhibitors and in accordance with DeVos Place policies. Exhibitors are encouraged to take all precautions necessary for the safety of their materials and/or equipment. To maintain effective security, exhibitors are to cooperate with security staff, the Director of Professional Programs and the on-site Exhibit Coordinator by obeying instructions, especially instructions to leave the hall at specified times.
7. Children, under the age of 12, will not be permitted in the Exhibit Hall during set-up and teardown. Exhibitors must adhere to any additional rules and regulations, as set by DeVos Place, regarding set-up, operation and teardown.
8. Booth displays may not completely obscure the view of an adjacent booth: side displays may not exceed 5' in height; the back display area in an end row booth, or booths, may not exceed 5' in height in the undraped area. The undraped area in an end row booth, or booths, is 2' in on each end.
9. Live music/entertainment, recorded music, videotapes, or other auditory displays must adhere to a 30-minute on, 15-minute off policy.
10. Exhibitors will hold harmless the Director of Professional Programs, the on-site Exhibit Coordinator, Michigan Association for the Education of Young Children, DeVos Place, SMG, Grand Rapids/Kent County Convention Arena Authority, the City of Grand Rapids, and the County of Kent in the event of any liability, responsibility, loss, damage, cost, or expense of any kind arising directly or indirectly from any intentional or negligent act or omission by the Exhibitor or any of its agents or employees.

To exhibit at the 2017 Michigan AEYC Early Childhood Conference,  
signed acceptance of these policies must appear on the Exhibit Reservation Form.