

MICH | **EXPO**
BIO | **OCTOBER 29 - 30**
25 Years of Bio-Industry Growth



EXHIBITOR KIT



Table of Contents

Event Details \ Dates and Hours.....p. 3

Exhibitor Checklist.....p. 4

Rules & Regulations.....p. 5

Directions & Parking.....p. 6

Atrium Floorplan Layout.....p. 7

Freight Handling, Shipping.....p. 8



About EXPO 2018

The MichBio EXPO and Conference will take place on Monday, October 29th and Tuesday, October 30th, 2018 at the Ann Arbor Marriott at Eagle Crest in Ypsilanti, Michigan.

This year MichBio marks 25 years of growing Michigan's bio-industry and continuing the legacy of bioscience discovery, innovation, and improving life.

As an Expo Exhibitor, your company/brand will be showcased with the largest gathering of bioscience industry professionals in the state!

Join hundreds of bioscience researchers, manufacturers, executives and service providers this Fall at Expo 2018 sponsored by the Michigan Economic Development Corporation (MEDC).



Inquiries/Contact

Elizabeth Foster
elizabeth@michbio.org
734-527-9150
michbio.org

Exhibit Hall Dates & Hours

The 2018 EXPO exhibit area will be "open" during the entire conference. Specific exhibit hours are as follows (hours subject to change):

Installation:

Monday, October 29th, 2018
7:30am - 10:30am

Exhibit Hall Hours:

Monday, October 29th, 2018

10:30am - 5:30pm

Tuesday, October 30th, 2018

8:30am - 12:30pm

Dismantle:

Tuesday, October 30th, 2018
12:30pm - 1:30pm

Cost

\$725 MichBio Members

\$1,225 Non-Members

Location

Ann Arbor Marriott at Eagle Crest
(Atrium)
1275 South Huron St.
Ypsilanti, MI 48197
734-487-2000



Exhibitor Checklist/Due Dates

Due date	✓	Item
ASAP		Review Exhibitor Kit (this document)
ASAP		Make room reservations at the Ann Arbor Marriott at Eagle Crest by calling 1-800-Marriott and identify 'MichBio Expo'. If reserving your reservation online, enter group code MBXMBXA to receive your discounted rate.
ASAP		Review needs, and if necessary, plan for shipping of exhibit materials to the Ann Arbor Marriott at Eagle Crest. Contact Elizabeth at 734-527-9150 or elizabeth@michbio.org if you plan on shipping your booth or additional items to the venue - this includes additional A/V or electrical needs.
ASAP		Send your company high-res logo and company bio (50 words) to elizabeth@michbio.org for the event program book. Logos must be a separate file (not embedded in a word document or PDF).
ASAP		Finalize table payment. Contact Elizabeth at 734-527-9150 or elizabeth@michbio.org to pay by invoice, secure online payment link or by phone.
October 20		Deadline for inbound and outbound shipping coordination. See page 8 for instructions.
October 29		Exhibit table set-up: 7:30am - 10:30am
Oct 29-30		MichBio EXPO Exhibit Hall Hours: Monday, October 29th: 10:30am - 5:30pm Tuesday, October 30th: 8:30am - 12:30pm
October 30		Exhibit Table dismantle: 12:30pm - 1:30pm
October 31		Complete post-event exhibitor evaluation survey (will be sent via email)

Deadline to Exhibit: September 29th, 2018 (For Logo/Company Description printed in Expo Event Program)

Final Deadline to Exhibit at Expo: October 20th, 2018



Rules/Regulations

Security

Security will not be provided in the Exhibit Hall area. It is the Exhibitor's responsibility to remove all valuable items when your booth is not being attended. The doors will be locked at night on the conference side of the hotel, however we do not recommend leaving items on tables overnight.

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 a whole or any part of the space assigned.

Table and Decorations

The rental plan for space is as shown in this contract. Each table is 6' long. Display boards and other tall exhibits shall not be placed in a manner which will interfere with other exhibits. Includes a floor length linen, 2 chairs, plus a wastebasket.

Dismantling

The Exhibitor agrees not to dismantle the booth or do any packing before 12:30pm on Tuesday, October 30th, 2018 after the EXPO concludes.

Compliance with Fire Regulations

Fire-hose cabinets must be left accessible and be in full viewing 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 MichBio, the Exhibits Manager, the Ann Arbor Marriott at Eagle Crest, 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 approval by MichBio, 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 MichBio, and Exhibitors are respectfully requested to cooperate in observance of them.



Ann Arbor Marriott at Eagle Crest 1275 S Huron St, Ypsilanti, MI 48197

From Ann Arbor - US 23

Take Us 23 to I-94 East towards Detroit. Stay on I-94 for approximately 2 miles to exit #183 Huron Street. Take the Huron Street exit and head South. The entrance to the hotel property is located off of Huron Street at James L Hart Parkway.

From Detroit

Take I-94 West to the Huron Street exit 183. Turn left onto Huron Street then left onto James L Hart Parkway.

From Chicago I-94

Take I-94 East towards Detroit to exit #183 for Huron Street. Turn right onto Huron Street then take the first left onto James L Hart Parkway.

From the Airport

From the Airport take I-94 West to the Huron Street exit 183. Turn left onto Huron Street then left onto James L Hart Parkway.

To the Airport

From the hotel, turn right onto Huron Street. Follow the signs to merge onto I-94 East towards Detroit. Follow signs toward Detroit Wayne Metropolitan Airport. The airport terminals are located off of the Merriman Road and Middlebelt road exits from I-94.

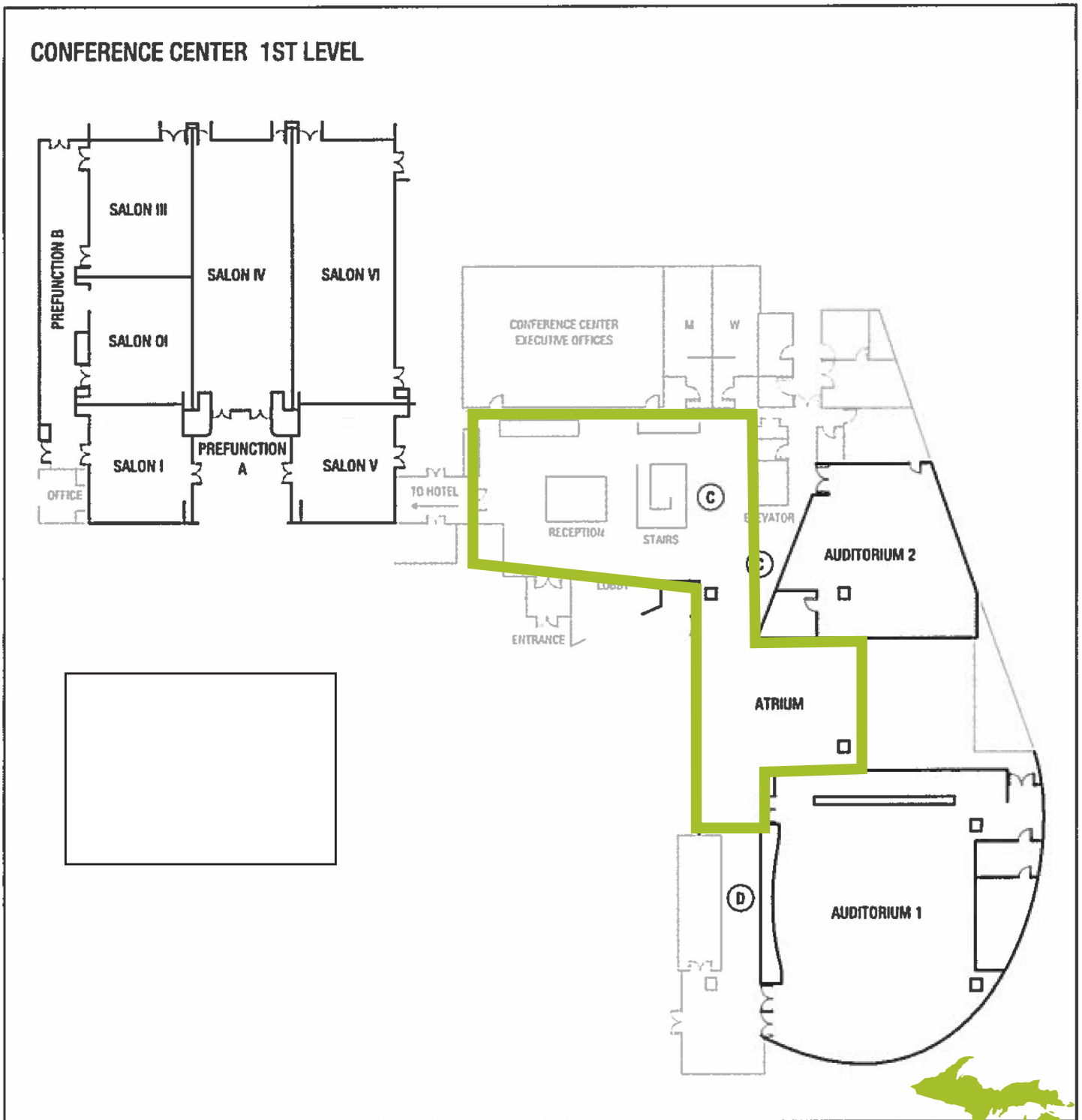
Parking Information

Parking for Expo 2018 attendees and hotel guests is complimentary. Upon entering the hotel property, follow signs for hotel entrance and parking.



Hotel/Atrium Floorplan/Layout

The 2018 Expo Exhibit Hall will be located in the 'Atrium' space at the Ann Arbor Marriott at Eagle Crest (highlighted in green below). Table layout assignments are TBD.



Shipping & Packages

All freight handling needs to be coordinated through the Ann Arbor Marriott at Eagle Crest. Please note, shipments must be prepaid and will not be accepted more than 3 days prior to the event.

PLEASE NOTE: The venue DOES NOT accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the hotel or conference center. The group or individual is responsible for insuring its property of loss or damage.

Label EACH PIECE with the following information:

HOLD FOR: (Your Name and Name of Your Company/Organization)
MichBio EXPO
October 29-30, 2018
ATTN: Doug Zorn

Ship To:

Ann Arbor Marriott at Eagle Crest
1275 S. Huron St
Ypsilanti, MI 48197

To order additional offerings such as labor, A/V, lighting, tables, electrical, etc., contact Elizabeth at 734-527-9150 or elizabeth@michbio.org and we'll assist you in ordering items from the venue.

