

2024 MSHA Annual Conference, April 18-20, 2024 VanDyk Mortgage Convention Center Muskegon, Michigan

Dear Exhibitor:

Thank you for your participation in this year's **MSHA Annual Conference**. See **Information and Hours**, below. If you have any questions about any of this, please contact Javi Castillo at the MSHA Office at msha@att.net

If you are shipping products to the hotel, please refer to the 2024 Exhibitor Shipping page at the bottom. This forms and all others can also be found on the MSHA website: www.michiganspeechhearing.org

We will continue to use our **Exhibitors' Passport Incentive** for participation in the Exhibition Hall. During the **Exhibitors' Cocktail Hour** (Friday 5:00 - 7:00 PM) we will have a major prize drawing. We would certainly appreciate it if you would donate an item for our raffle drawing; a gift related to your product or services, instructional materials, a gift basket, gift cards, etc. If you have any questions about what may be appropriate, please feel free to contact us.

We have a full schedule of speakers on Saturday and many of our members plan to stay the whole day. We continue to stagger the session times when possible, to provide more time for browsing the exhibits. We hope that our scheduling is more flexible and ask that you not dismantle until 3:00 PM.

Your participation will be an asset to all, and we are looking forward to seeing you.

Sincerely,

Justine Walker

Justine Walker, M.S., CCC-SLP
MSHA V-P for Professional Development & Education

Information and Hours for Exhibitors

Please check the **MSHA Program Book** on site for the complete schedule. The Exhibits will be in the pre-fuction area, as well as MSHA Registration. Exhibitors will find your company names on the tables, and a map and legend at the MSHA Registration Desk. You can pick up your badge, **Program Book**, and any meal or short course tickets at the MSHA Registration Desk. All donations for the Exhibitors Raffle will be displayed in the Exhibits Hall, with a sign-in sheet for acknowledgement. Thank you!

Thursday, April 18: Set-up any time after 8:00 am; Exhibit Hours: Noon - 6:00 pm.

Friday, April 19: Exhibits Hall open from 7:30 am-6:30 pm; Exhibitors' Cocktail Party from 5:00- 7:00, Raffle at 6:00

Saturday, April 20: Exhibits open from 8:00 am - 3:00 pm. We ask that you not dismantle until 3:00 pm.



Vendor Info

Shipments to Hotel:

-Please make sure that the shipping label contains the following information:

Vendor Name

Event Name

Delta by Marriott Muskegon Convention Center

939 Third Street

Muskegon, MI 49440

-Please do not ship materials more than 4 business days prior to your event.

Rules & Policies:

-No glitter, confetti, balloons, wet paint or unenclosed flames are allowed.

-No affixing anything to walls, floors, or ceilings of the rooms by use of nails, staples, pins, tape, or any other substance is allowed.

-All event load in and load out needs to take place through the loading dock only at your scheduled time.

-Vendors bringing in large equipment must get authorization prior to the show.

-Do not begin setting up until you have unloaded all items and moved your vehicle.

-All items brought in by the exhibitor must be removed at the conclusion of the event.

-No outside alcohol is permitted on property.

-No marijuana is permitted on property.

-If bringing in food samples, an outside food waiver must be completed and turned in to event organizer prior to the event.

Rules & Regulations for Alcohol Samples

- All liquor, beer, wine and beverages must be supplied and served by Parkland Properties.
- The alcohol used for consumer sampling will be added to the booking parties invoice at the minimum retail selling price.
- An hourly rate for each Parkland Properties staff providing samples will apply.
- The consumer may not be charged or may not purchase any sample.
- Sample serving sizes may not exceed 3 ounces for beer, 2 ounces for wine, and 1/2 ounce for spirits.
- Samples are not offered to, or allowed to be consumed by any person under the legal age for consuming alcohol.
- Vendors must provide cups for the sampling.
- Any unfinished product will be removed by Parkland Properties at the conclusion of the event.
- The specific brand and quantities of each product must be communicated to Sales 3 weeks prior to the event.

Rules & Regulations for Food Samples

- Food samples must not be greater than 2 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event.
- All food must be cooked and prepared off property.
- For public health (and common sense) reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas.
- Exhibitors are responsible for complying with all Muskegon County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance, the Health Department can shut down their booth.
- Exhibitors must provide a drop cloth for their booth if they are providing samples.
- Exhibitors will need to provide their own extension cords if access to power is needed.

Parking:

-Delta by Marriott offers complimentary parking in our parking structure attached to the hotel. If you have a trailer you can park on the lowest level of the parking garage. There is not parking available near the loading dock, so after you unload, you will need to drive around to the parking structure.

Accommodations:

- Complimentary wi-fi is available in the hotel and convention center. No password is needed.
- Check-in – 3pm
- Check-out – Noon
- All rooms include: Flat screen smart TV, clock/radio, work desk, USB ports, complimentary bottled water, Keurig with coffee/tea, mini fridge, and hair dryer.

Restaurants:

-Walker's An American Brasserie is right off of the hotel lobby. Walker's is open for breakfast and dinner and features a large lobby bar with multiple TV's.

-Starbucks (right next to Walker's in the lobby). Open 7 days a week for breakfast.