



Vendor

FREQUENTLY ASKED QUESTIONS

MAY 22-MAY 23, 2018
MACKINAC ISLAND

1. ***How do I register for a booth, what does it cost, and what does it include?***

Booth Space costs **\$900** and includes one table with skirt, two chairs, power, and internet provided by Mission Point. To register you can visit either of the following webpages:

www.michigannena.org or www.miapco.org

Additional amenities for two booth representatives:

Two round trip ferry tickets, via *Shepler's Mackinac Island Ferry*, and carriage rides to and from the hotel on your day of arrival and departure. Full breakfast and lunch on Tuesday and Wednesday and evening heavy hors d'oeuvres. Additional representatives are welcome to enjoy the same amenities for \$200 each for Tuesday and Wednesday. If you would like to stay for longer than two days and enjoy the meal plans, the cost is an additional \$100 per day per person.

2. ***How do I sponsor an event for the Conference?***

Glad you asked! We have sponsorships that range from \$500-\$5,000 available. Booth costs will be waived for exhibitors that sponsor \$3,000 or more. To find the perfect sponsorship for you, just go to the vendor/exhibitor registration page and scroll through the many options available. Remember, if you sponsor an event for \$3,000 or more your booth and the amenities are included for two representatives.

3. ***How do I get to the Island?***

Shepler's Mackinac Island Ferry will be transporting the attendees and exhibitors/vendors to and from the Island. You have the choice of the Main Dock located in Mackinaw City or the St. Ignace Dock. Once you arrive at the dock you will need to check in at the Shepler's office. They will have a list of all registered attendees, vendors, and exhibitors and will give you your round-trip ferry and carriage tickets.

Unregistered guests, attendees and vendors/exhibitors can purchase their tickets for \$18 per adult or \$9 per child at the Shepler's office on the mainland. Carriage rides cost \$5 per person, each way. Please visit the Shepler's website www.sheplersferry.com for times of departure.

4. ***Where do I park and how much will it cost?***

You have one of two options: You can park off-site for \$5.00 per day or \$25 per night for premium parking. When you arrive at your dock, you can unload your luggage and drive to the offsite location. Shepler's offers transportation to and from the offsite lot.



Vendor

FREQUENTLY ASKED QUESTIONS

MAY 22-MAY 23, 2018
MACKINAC ISLAND

5. ***How do I get my booth items to the Island?***

All the information you will need will be found on the Exhibitor Instruction Information form. Please see attached form.

6. ***Where do I make reservations for lodging?***

Mission Point Mackinac Island is the host resort for the 2018 joint conference. You are responsible for making your reservations. You must make your reservation by **April 16th** to receive the group rate of \$172 per night. The price includes luggage transport to and from the resort and all taxes and fees. The hotel requires a one night stay deposit and cancellations must be made 14 days prior to the arrival. To make reservations call: 1.800.833.7711. You can visit www.missionpoint.com for more information on the resort and Island.

7. ***When and where will the vendor show be?***

The vendor show is scheduled for Tuesday, May 22 from 4:00 p.m. to 7:00 p.m. and Wednesday from 10:15 a.m. to 12:30 p.m. All vendor related events will take place in the *Sound Stage* building at Mission Point.

8. ***When is set up and take down for the show?***

Set up is scheduled for Tuesday, May 22 from 8:00-3:00 p.m. Tear down is Wednesday, May 23 from 12:30 p.m.-2:00 p.m. Please read and be familiar with the Rules and Regulations. If you are staying longer on the island and would like your items stored, please reach out to Mission Point to arrange storage options with them. www.missionpoint.com



Exhibitor Instruction Information

Mission Point Resort is the host location for several conferences on an annual basis. You will find that it is just as simple, if not more so, than exhibiting at a hotel property on the main land.

Please find this information helpful in planning your trade show details.

Shipping/Transporting of items: trade show booths, displays, equipment, boxes of brochures or give away items

- Please specify the name of the organization you will be exhibiting with, as well as your name and company name on each box / tote.
- Indicate each box as 1 of 5, 2 of 5 etc. so all boxes can be accounted for and stored together
- Attention Conference Services Manager: "CSM NAME HERE"
- Suggested shipping time of one week prior to date of trade show, there is no charge for storage
- Suggested carrier is UPS, but Fed Ex and UPS do ship regularly to the island
- Address: Mission Point Resort One Lakeshore Drive PO Box 430 Mackinac Island, Michigan 49757
- The staff at Mission Point Resort will deliver items to the trade show area on the day of set up
- If you transport your items via ferry you will **receive a claim ticket** for each box / tote from Shepler's dock porter staff & all items will be delivered to the resort by horse drawn carriage.
- A dray may be required for large items (boxes larger than 4'X6'). The cost of the dray will be determined by www.mict.com and will need to be paid for by you or your company (estimated cost of \$50 per dray)
- **Please ensure you inform your Conference Services Manager the time at which your items will be arriving at least two weeks prior**
- Upon conclusion of the trade show, Mission Point staff will load items on the carriage to be taken to the Shepler's ferry dock or the post office.

Mission Point Resort 906-847-3312 www.missionpoint.com