

Great Lakes Bay Regional Expo

EXHIBITOR RULES & REGULATIONS

1. SVSU Ryder Center Management & Great Lakes Bay Regional Expo requires everyone who participates in the Expo to abide by the rules and regulations listed below.
2. No smoking is permitted in the building per State law, and per campus policy, smoking is allowed only in the parking lots.
3. All displays and booths must be completely moved in by 6:00 p.m. on Monday (day before show), unless you have the Show Manager's permission to do otherwise. All booths must be moved out the day of the show, within 2 hours after it ends. Any exhibitor not moved out by the time designated will be charged the hourly facility rental rate until the display is removed. The decorator will also charge a fee for dismantling displays.
4. Noise in your booth from music, talking on a speaker etc. must be done at a volume that confines the noise to your booth area only.
5. **Only vinyl low adhesive tape or silk tape will be allowed to tape exhibits and carpeting** (available from Expo Information Booth). **ABSOLUTELY NO DUCT TAPE OR MASKING TAPE MAY BE USED ON THE EXHIBIT FLOOR.**
6. When setting up or taking down displays, all exhibitors must use care not to drag or drop anything on the floor.
7. When small tractors or ATV's are used to haul displays, these vehicles should be operated at safe speeds with caution to avoid friction/tire marks on the floor.
8. **Only Mylar balloons can be used** in the Ryder Center.
9. **ABSOLUTELY NO ARMOUR ALL** or other special waxes or finishes may be applied in the Ryder Center. Use these products prior to bringing exhibits into the Ryder Center. All vehicles (even new ones) must have cardboard or other protective floor coverings underneath vehicles to catch potential oil leaks. Gas tank maximum levels: ¼ tank or 10 gallons, which ever is less. Batteries must be disconnected once vehicle is placed on the show floor, with one of the cables taped off.
10. Booths must be manned during event hours. **Do not begin tear-down or any packing up until the end of the show.** Early tear-down may result in a rejection of your application for the following year.
11. Selling is permitted with the following exceptions: No selling of alcoholic beverages or food allowed. Free samples of food and non-alcoholic beverages are permissible. **If you are serving food**, including samples, a license to serve may be required from the Health Department. Permission well in advance of the show must also be received from the Show Manager, Diane Card, (989) 964-0113. Exception: you may serve treats or drinks that are pre-packaged by the manufacturer and served that way, or fresh fruit in its' original "packaging", i.e. not cut or peeled. Note that serving popcorn requires a permit.
12. Exhibitors must park in the areas designated by Ryder Center Management and Great Lakes Bay Regional Expo staff. Please use Parking Lot R or Parking Lot K the day of the show. A shuttle service will be provided from 10:30 a.m. to 15 minutes after the end of the Expo. Save the convenient parking lots for your visitors!
13. Exhibitors may not sublease any portion of their booths and must remain in the booth assigned to them.
14. All signage must be professional; no handwritten signs will be permitted.
15. Stanchions, signs, etc. are not permitted to be taped to the Ryder Center Floor.
16. SVSU & the GLBRE reserve the right to eject or prohibit any exhibitor or proposed exhibit, including persons, things, conduct, printed matter, catalogs or souvenirs, which in their opinion, are not suitable.
17. Any exhibitor violating any rule or regulation shall, upon oral notification by SVSU management and/or GRBRE staff, comply with such rules or regulations. Management reserves the right to cancel the exhibitor's agreement and ask them to immediately remove the exhibit. Upon refusal by the exhibitor, Management and/or GLBRE staff may remove the exhibit at exhibitor's expense.
18. On-site storage is not available at the Ryder Center.
19. You are responsible for your own **carpeting, extension cords and power strips**. Carpeting can be ordered from the Expo or Show Decorator, or you can use your own. Electrical: Please bring a 50' length, minimum 14 gage grounded extension cord for use. We strongly urge you to bring a surge protector plug-in strip, even if you have only one item to plug in. Please do not bring flimsy home extension cords; they can cause power outages and problems.

Please share this information with all of your set-up, tear-down and booth workers.