

October 17, 2017

Dear Exhibitor,

Welcome to the 9<sup>th</sup> Annual Michigan Paranormal Convention which will be held on August 23<sup>rd</sup> – 25<sup>th</sup>, at Kewadin Casinos Hotel and Convention Center. The Sault Events, Inc. is very excited to be hosting this year's event, and looks forward to working with you on another successful weekend.

As you know, being a Vendor provides the perfect opportunity to present your product or service to a vast number of Paranormal Convention goers.

Enclosed in this packet is everything you need to register as a vendor for this event. Registration forms and full payment must be received by March 1, 2018 for early pricing. Please note that registering as a Vendor does not come with tickets to the Convention, or hotel rooms. Those need to be purchased separately. We will be offering you the opportunity to purchase two (2) half price Weekend Passes per vendor table Thursday August 23<sup>rd</sup> and Friday August 24<sup>th</sup> at the box office. Tickets will be \$49.00 per Weekend Pass maximum two per vendor table.

If you need assistance with the registration process or have any questions on this event, please let us know! We can be contacted at 1.800.647.2858 or by e-mail at [admin@saultstemarie.com](mailto:admin@saultstemarie.com). All of us at The Sault Events look forward to seeing you in August for another successful event.

Sincerely,

Linda Hoath  
Vice President  
Sault Events, Inc.

# 9<sup>th</sup> Annual Michigan Paranormal Convention

## Exhibitor Guidelines

### **Schedule:**

Thursday, August 23, 2018

Vendor room opens at 1:00pm for set up.

Friday, August 24, 2018

Vendor room opens at 8:30am and closes at 6:00pm

Saturday, August 25, 2018

Vendor room opens at 8:30am and closes at 6:00pm

### **Vendor Fees will include the following:**

- One 6' covered and skirted table
- Two chairs
- One wastebasket
- One 15A – 120V electrical outlet (if needed)
- Nametags for only two representatives
- Audio/visual equipment or telephone lines must be ordered in advance and will involve additional fees.

**Payment of Exhibit Space:** Vendor fee is \$100.00 per booth, or \$180.00 for a double booth before March 1, 2018. Booth must be paid in full at time of vendor registration, and is non-refundable.

**Assignment of Booth Space:** Booths and locations will be assigned on a first-paid basis, and will not be changed on show day.

**Use of Space:** Exhibitors may not assign, sublease, license, share, or otherwise transfer the whole or any part of their exhibit space to any third party.

**Installation:** The vendor area is on a Concrete surface. Painting, nailing, or drilling of any part of the facility is not permitted.

**Security and Liability:** Kewadin will take reasonable precautions to safeguard exhibitor's property. However, neither the U.P.P.R.S, The Sault Events, Inc., nor Kewadin is responsible for any material, articles, or equipment in exhibits. Kewadin, its directors, employees or representatives will not be responsible for any injury, loss, damage or theft that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract.

**Shipping and Storage:** Convention materials, booth and crates may be shipped to Kewadin. Packages must have the name of the company under which the booth is registered, and the name of the person who will be claiming the packages, printed in bold type near the address label. Materials should be shipped to:

Kewadin Casino, Hotel and Convention Center  
Attn: Entertainment Department  
2186 Shunk Road  
Sault Ste. Marie, MI 49783

***Mark on all materials:***

“Display materials for **Michigan Paranormal Convention**, August 23<sup>rd</sup> -25<sup>th</sup>, 2018”

All return shipping labels and charges must be prearranged with your shipping company and is the responsibility of the exhibitor. Unless other written arrangements are made, any items remaining after seven (7) days will become the property of The Sault Events. Kewadin reserves the right to refuse shipment and is not responsible for equipment that is lost, stolen, or damaged.

**Attendance Policy:** Manufactures, suppliers, or distributors who are not registered for the Vendor room are expressly prohibited from sales solicitations during this event. Companies that have paid to exhibit will be provided with a nametag to identify them as official vendors, and have exclusive right to promote or sell goods or services during this event.

**Fee:** Vendor fee is \$100.00 per booth, or \$180.00 for a double booth before March 1, 2018. This fee does NOT cover Hotel Rooms or Convention Passes. See above letter for information on reduced price Convention Passes.

**Additional Nametags:** Additional name badges are not available. Booths are limited to two individuals.

Questions: Please direct any questions to [admin@saultstemarie.com](mailto:admin@saultstemarie.com) or 1.800.647.2858.

9<sup>th</sup> Annual Paranormal Convention

**VENDOR REGISTRATION FORM**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

What product and/or service does your company provide? \_\_\_\_\_

Will your booth require electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Single Booth \$100.00 or \$120.00 after March 1, 2018

\_\_\_\_\_ Double Booth \$180.00 or \$200.00 after March 1, 2018

\_\_\_\_\_ Check Payable to The Sault Events, Inc. \$ \_\_\_\_\_ is enclosed

\_\_\_\_\_ Charge to my Credit Card \$ \_\_\_\_\_ total to charge

Card Number \_\_\_\_\_ Card Type: Master Card VISA

Expiration Date \_\_\_\_\_ Security Code (from the back of card) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I AGREE TO ABIDE BY THE GUIDELINES ESTABLISHED FOR THIS EVENT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME TAGS – **PLEASE PRINT CLEARLY** – Maximum of two people.

Send completed registration form and payment to: The Sault Events, C/O Sault Convention  
and Visitors Bureau, P.O. Box 1000, Sault Ste. Marie, MI 49783

Office Use Only: \_\_\_\_\_  
Date Received \_\_\_\_\_ Approved By \_\_\_\_\_ Check # \_\_\_\_\_ Amount Pd. \_\_\_\_\_