



2010 Exhibitor Information and forms

**We The People, Michiana 9/12 Project
Trine University
Angola, IN
September 18, 2010**

Event details

Location of Event

Hershey Gym & Athletic Recreation Center (ARC)

Located at the corner of Summit St & Park Ave on the Trine University Campus in Angola, IN

Official Event Times

Event doors open at 8am Saturday 9/18/10

Event will start at 9am

Event will break for Vendors/Lunch from noon to 1pm

Event on stage will end around 2:15pm

ARC activities will continue until 4pm

Website & E-mail

Event website; www.jointhepursuit.org Event e-mail; jointhepursuit918@hotmail.com

Host website; michiana912.org

Host organization & mailing address

We The People, Michiana 9/12 Project Inc

PO Box 444

Bristol, IN 46507

Event Chair

Sharon Dawson

574-361-4074

574-848-1973 fax

Exhibitor booths

10' x 10'

Enclosed w/ 8' back drape & 3' side drapes in red, white & blue

Skirted 8' table with 2 chairs

Limited number of booths available w/ electric on 1st come 1st serve basis (additional \$40)

*any additional requests may be rented through Hamm Events on form attached

We The People, Michiana 9/12 Project reserves the right to refuse any application or remove exhibitor from hall if product or behavior is not appropriate.

Move-in and move-out procedures

Booth rental must be paid in full BEFORE you set up your display.

- *Vendor booths are located in the Athletic Recreation Center (ARC)
- *Entry in to building is to be done through East end of ARC through overhead door
- *Set up times are as follows; Thursday (9/16/10) & Friday (9/17/10) 8am to 5pm,
- *There will be no activity after 5pm & facilities will be vacated and locked.
- *No vehicles of any kind are allowed in ARC. Hand cart traffic only please.
- *Vendors with passes will be allowed in by 6am on Saturday (9/18/10)
- *Booth must be attended at all times from 8am to 4pm on Saturday (9/18/10).
- *Vendor passes are good for ARC building only and do not include entrance in to event gym.

Exhibitor badges and parking passes

- *All exhibitors must sign in at the registration desk and pick up your badges and parking pass before setting up your display.
- *Must have Certificate of Insurance showing Trine University & We The People Michiana 9/12 Project as additional insured.
- *Vendors will be given 2 entry passes to ARC & one parking pass per 10x10 booth.
- *Extra badges and extra parking passes are \$10 each
- *You will not be allowed admittance without your exhibitor badge during event hours.
- *All cars & empty trailers will be parked in grass south of ARC (weather permitting) or in football stadium parking lot

Security

- *It is your primary responsibility for guarding your merchandise.
- *The ARC will be locked and alarmed from the inside during off hours.
- *Exhibitors may not have access to the facility beyond regular working hours without show management authorization.
- *No drinking or selling alcoholic beverages on campus at any time.
- *Trine University and/or We The People Michiana 9/12 Project may be held responsible for stolen, lost or damaged property.

Signage

- *All signage must be suitable and compatible with the signage in other exhibit spaces. Event management has the sole right to make this determination.
- *Elevated signs must be self-supporting and must meet all building codes for the supports and/or electricity.
- *Signs weighing more than 10 pounds may not be hung from drapery bar
- *Signs are only allowed in you exhibit space
- *We do not provide a name sign at your booth. A booth number will mark each booth location.
- *Nothing may be fastened to building walls and/or floors w/out using approved tape or fastening materials. Must be approved in advance of adhering.

Exhibitor Application

Company/Organization Name: _____

Address: _____

Phone: _____ Email: _____

Contact day of show: _____ cell phone: _____

Booth request(s)

*booth choice is not guaranteed or confirmed until receipt of payment and number of booth is assigned.

A description of booth and products to be displayed/sold at event:

Booth cost: _____ x number of booths _____ = Total remitted w/form \$ _____

Payment by: Check # _____ Return form to: Michiana 9/12 Project, PO Box 444, Bristol, IN 46507

Payment by: Credit Card Fax form to 574-848-1973 (credit card invoice to be sent thru Pay Pal to email address above. Pay within 7 days)

By signing below our company/organization acknowledges the following:

We have made a full disclosure of product and intention of booth at event

We have read through entire Exhibitor Information & Forms

We will be asked to leave and deposit will not be returned if Event Mgmt deems our behavior or product not appropriate for event.

We will not hold We The People Michiana 9/12 Project or Trine University responsible for any damage or stolen items & will indemnify them from all liability.

Signature: _____ date: _____

Printed name: _____

HAMM Event Services, Inc.

119 West Hollis Lane
 Fort Wayne, IN 46807
 Phone: (260) 744-5685
 Fax: (260) 745-5188

SHOW SERVICE CONTRACTOR

QTY.	DESCRIPTION	PRICE		QTY.	DESCRIPTION	PRICE	
		Pre-Order	Floor Order			Pre-Order	Floor Order
PLAIN TABLES				FURNITURE			
_____	4 ft. x 24"	\$15.00	\$18.00	_____	Deluxe Folding Chair	\$6.00	\$8.00
_____	6 ft. x 24"	20.00	26.00	_____	Wastebasket	6.00	8.00
_____	8 ft. x 24"	30.00	36.00	_____	Bar Stool	13.00	16.00
_____	Counter ht. -add	9.00	11.00	_____	Deluxe Bar Stool with Back	30.00	38.00
TABLE WITH COVERINGS (Includes Table, Top & Skirt) Circle color preferred:BLACK, TEAL WHITE, BURGUNDY, SILVER				ADDITIONAL ACCESSORIES			
_____	4 ft. Table	\$35.00	\$45.00	_____	Tripod flood	\$30.00	\$38.00
_____	6 ft. Table	45.00	58.00	_____	Tensebarriers	16.00	20.00
_____	8 ft. Table	55.00	70.00	_____	Stanchions & Chain	7.00	10.00
_____	Counter ht. -add	10.00	15.00	_____	Easel	13.00	16.00
_____	Skirt: 4th Side	12.00	16.00	PLANTS (Must be Pre-ordered)			
TABLE RISERS Risers are 12" High x 12" Wide Includes White Vinyl Covering Specify Length: 4' 6' 8'				_____	2' and Shorter	\$15.00	Subject to Availability
				_____	2' to 4'	18.00	
				_____	4' to 6'	20.00	
				_____	6' and Taller	25.00	
CARPETING (Quantities May Be Limited) Circle color preferred:RED, BLUE, GRAY, BURGUNDY, BLACK							
_____	10 ft. x 9 ft.	\$55.00	\$70.00				
_____	20 ft. x 9 ft.	110.00	140.00				
_____	30 ft. x 9 ft.	165.00	195.00				
_____	Bulk Area Per Sq. Yd.	6.00	7.00				
_____	Carpet Padding Sq. Ft.	.55	.70				
_____	Vacuuming Per Sq. Ft.	.08	.12				

VISA  MasterCard 

Account # (All Digits):

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Expiration
 Date on Card _____

NAME (Please Print) _____

Cardholder's
 Signature _____

RENT _____

7% TAX _____

TOTAL _____

Advance Order Prices apply to orders received 10 days before show opening.
 RENTAL CHARGES LISTED ABOVE INCLUDE DELIVERY, USE & REMOVAL FROM BOOTH.
 Make remittance with order to HAMM Event Services, Inc. 119 West Hollis Lane, Fort Wayne, IN 46807
 (260) 744-5685 FAX (260) 745-5188

Orders not binding until payment received. Orders cancelled after delivery to booth are subject to 50% service charge.
 All taxes will be charged unless tax exempt form is provided with order.
 Shortages must be reported on opening day of show.

Name of Exhibition MICHIANA 912 PROJECT - GLENN BECK Booth No. _____
 Firm Name _____ Phone-Area Code _____
 Address _____
 Signature _____ Title _____ Date _____

(PLEASE COMPLETE ENTIRE FORM)