



Michigan School Business Officials

Rules and Regulations for MSBO Annual Conference & Exhibit Show Exhibitors

May 2 – 4, 2017

Amway Grand Plaza Hotel and DeVos Place, Grand Rapids

We need to work together to ensure a great exhibit show for both MSBO members and exhibitors. We believe the following procedures will enhance everyone's exhibit experience.

1. Promote your products and services within your designated booth. This includes the passing out of flyers and promotional materials.
2. We recommend no more than four vendors in each booth space so that it is not overcrowded. Insure that all booth items and staff fit into your designated booth space.
3. Use of the MSBO logo is reserved for MSBO Partners, who have gone through a lengthy endorsement process. If you are not an MSBO Partner and would like to use MSBO's logo, you must first obtain permission or become an MSBO Partner.
4. The Exhibit Show concludes at 1:00 pm on Thursday, May 4, 2017. We encourage all exhibitors to breakdown and remove their booth after that time.

Thank you for joining us in Grand Rapids and enjoy the show!

If you have any questions concerning these rules and regulations, please contact Patty Lenneman at plenneman@msbo.org or call 517.327.2584