

MICHIGAN SCHOOL BUSINESS OFFICIALS
2017 Annual State Conference

CONTRACT

CONTRACT AGREEMENT

A. We, \_\_\_\_\_, as exhibitor, hereby agree to rent \_\_\_\_\_ (# of booths) 10 foot by 10 foot exhibit booth(s) at the Michigan School Business Officials 2017 Annual Conference held at the Amway Grand Plaza Hotel and DeVos Place in Grand Rapids, Michigan, May 2-4, 2017.

We understand the rental rate is one thousand one hundred forty dollars (\$1,140) for the first booth and one thousand five dollars (\$1,005) for each additional booth. NO REFUNDS FOR CANCELLATIONS WILL BE GIVEN AFTER MARCH 31, 2017 (\$50 cancellation fee for all cancellations before this date).

- B. The Michigan School Business Officials is to furnish:
1. A 7 inch by 44 inch one-line booth identification sign (if requested below)
2. One (1) covered and draped display table (if needed). Please indicate your needs below.
Six Foot Table Eight Foot Table NO Table Needed
3. Two (2) chairs
4. One (1) wastebasket
5. Booth Carpet (gray)

C. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims of injury, or damage to exhibitor's displays and equipment, and any property brought onto the premises of the Amway Grand Plaza Hotel and/or the DeVos Place. The exhibitor shall also indemnify and hold harmless the Michigan School Business Officials, the Amway Grand Plaza Hotel and/or the DeVos Place's agents, servants, and employees from any such losses, damages, or claim.

BOOTH IDENTIFICATION (SIGN)

Please indicate: \_\_\_\_\_ No Booth Identification Sign Will Be Required
\_\_\_\_\_ Booth Sign is to Read as Follows:
\_\_\_\_\_

ASSOCIATE MEMBERSHIP (July 1, 2017 – June 30, 2018)

Newsletters and other Associate Membership mailings will be sent to the person designated by the exhibitor to receive the complimentary MSBO Associate Membership. This person will also be listed in the MSBO Membership Directory and on the School Purchasing Pages.

Name \_\_\_\_\_ Title \_\_\_\_\_
Company \_\_\_\_\_
Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

BY: \_\_\_\_\_
Patty Lenneman, Exhibit Coordinator

BY: \_\_\_\_\_
(signature)

RETURN TO:
MSBO
1001 Centennial Way, Suite 200
Lansing, MI 48917
(517) 327-2584
FAX (517) 327-0768

\_\_\_\_\_
(company)
\_\_\_\_\_
(address)
\_\_\_\_\_
(city, state, zip)
\_\_\_\_\_
(telephone number)