



Michigan School Business Officials

Rules and Regulations for MSBO Annual Conference & Exhibit Show Exhibitors

**April 26-27, 2023
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 show experience.

1. Promote your products and services within your designated booth. This includes the passing out of flyers and promotional materials. Do not use tables outside of your booth for materials.
2. We recommend no more than four vendors in each booth space so that it is not overcrowded. Make sure that all booth items and staff fit into your designated booth space and do not spill into the exhibit show walkways.
3. Use of the MSBO logo is reserved for MSBO Partners, who have gone through a lengthy board endorsement process. If you are not an MSBO Partner, you are not allowed to use it in your promotional materials.
4. The Exhibit Show concludes at 1:00 pm on Thursday, April 27, 2023. We encourage all exhibitors to breakdown and remove their booth after that time.
5. If exhibitors would like to attend any education sessions, exhibitors would also need to register to attend the conference as a participant (white badge).

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