



# EXHIBITOR GUIDELINES

*The following is a list of guidelines to assist those who are exhibiting in the Amway Grand Plaza. Unethical conduct or infraction of these guidelines on the part of the exhibitors or their representatives will subject them to dismissal from the Hotel.*

1. Promotional material may be distributed only from those who have reserved a booth with the conference.
2. No part of any exhibit or related sign may be pasted, nailed, taped, tacked, stapled, or otherwise attached to walls or doors.
3. Adhesive-backed (stick-on) decals or similar items should not be distributed, with the exception of name tags.
4. Signs should be professionally prepared and displayed.
5. Exhibitors are not allowed to put signage outside of the booth space unless it's been approved by Conference Planner or Hotel representative.
6. Food and Beverage products not purchased through the Hotel may only be distributed (whether complimentary or sold) with the written permission of the Amway Grand Plaza. Please refer to the Food Sampling guidelines on page 4.
7. Audio Visual and electrical needs should be ordered via the exhibitor request form on page 5.
8. All electrical apparatus must conform to City of Grand Rapids Fire Code and the Policies of Amway Grand Plaza.
9. All exhibit material should be dismantled, packed and removed immediately following the posted closing hour of the exhibition.
10. The hotel cannot assume responsibility for loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the hotel harmless from any and all liabilities for any cause.

For additional information contact the Amway Grand Plaza Convention Service Department at 616.776.6400.



# FOOD SAMPLE GUIDELINES

*The Amway Grand Plaza is the sole caterer and liquor license holder for the Amway Grand Plaza and the DeVos Place Convention Center. Outside food or beverage of any kind is not permitted.*

*Exhibitors may purchase food and beverage for their booth through the Convention Service Manager at 616.776.6400.*

If a food service company would like to display or sample their food or beverage products, it must meet the following guidelines:

Written approval from the Convention Service Manager has been obtained.

The exhibitor must be the producer of the item. For example, a baking company may provide cookies but a technology company may not.

Food samples must be sample sized and prepackaged, on site preparation is not permitted.

Non-alcoholic beverage samples must be no more than 2 oz.

Exhibitors may not provide or serve alcohol samples of any kind.

Food and beverage samples must be complimentary to attendees; they may not be sold to the attendees.

The hotel is unable to provide storage, heat sources, refrigeration, freezer storage, or any equipment needed to provide the complimentary samples.

*Thank you for your cooperation!*