



Stewards of Michigan's Forest Resources

Presents:



Event Map – Details - Exhibitor Registration

Ellison Place, Gaylord, Michigan

August 9, 8am-5pm

August 10, 8am-1pm 2024

Thank You Sponsors!





Michigan Forest Products Show Event Aerial and Schedule:

Setup Schedule:

Outdoor Exhibitor Setup starting Tuesday, Aug. 6, 8am

Indoor Exhibitor Setup starting Thursday, Aug. 8, 8am

Show Hours:

Friday, August 9, 8am-5pm

Saturday, August 10, 8am-1pm

Other Activities:

Kids Zone Provided by Gapinski Forestry Products

Bounce Houses, other Family Entertainment

Food Truck Court, Cash Bar during Show Hours



2024 Michigan Forest Products Show

Exhibitor Checklist

Submit Your Completed Registration Form with Full Payment to:

Michigan Association of Timbermen

7350 M-123

Newberry, MI 49868

Or fax with credit card information to: (906)293-5444

Make checks payable to Michigan Association of Timbermen

Copy of Liability Insurance Certificate

General Liability should name The Michigan Association of Timbermen as additional insured for the Michigan Forest Products Show, August 6th-10th, 2024 (includes set-up dates).

General Liability limits on the certificate should be \$1M/Occ and \$2M/Agg. Please list your Workers Compensation and Business Auto limits on the certificate as well (If applicable).

Reservation of Exhibitor Space(s)

You may reserve Indoor and outdoor booth spaces by calling the MAT office at (906)293-3236 or emailing msears@timbermen.org. Reservations will be made on a first-come, first-serve basis, with annual sponsors receiving first choice. Your space(s) will be confirmed when payment is received. 100% of the exhibit fee must accompany your registration form.

Late fee of \$50 occurs after July 26, 2024. No refunds will be made after July 9, 2024.

Tent Rentals, Shipping, Live Demonstrations, Firewood/Lumber etc.

If you require a tent, need to ship supplies/equipment to the Ellison Place, wish to offer live demonstrations that require extra space, or require firewood/lumber and cannot source it yourself, please call the MAT office to assist with coordination at (906)293-3236 or email msears@timbermen.org.

Sponsorship Opportunities

The Michigan Forest Products Show is supported by the Michigan Association of Timbermen's Annual Sponsors. You can find more information on annual sponsorship opportunities by visiting www.michigantimbermen.com/sponsors. However, there are additional sponsorship opportunities available, including:

- Exhibitor Registration Bag Sponsor and Breakroom Sponsor
- Admissions Sponsor, Kid's Bounce House Sponsor
- Food Court Sponsor, and other opportunities!



2024 Michigan Forest Products Show

Official Rules and Regulations

EXHIBITOR REGULATIONS

1. All exhibitors in Gaylord must comply with these regulations. The Michigan Association of Timbermen produces and manages this exposition and is hereinafter referred to in this document as Show Management.
2. Show Dates: Friday & Saturday, August 9-10, 2024

Location: Gaylord, Michigan
Outdoor Exhibits: The Ellison Place
Indoor Exhibits: The Ellison Place
3. Setup Hours: Tuesday, August 6, 1:00 p.m. -5:00 p.m. Wednesday, August 7, 8:00 a.m. - 5:00 p.m. Thursday, August 8, 8:00 a.m. -5:00 p.m.

Show Hours: Friday, August 9, 8:00 a.m. -5:00 p.m. Saturday, August 10, 8:00 a.m. - 1:00 p.m.

Exhibitor agrees to have completed set-up by 5:00 p.m. on Thursday, August 8, 2024. All times are Eastern Daylight Time.
4. Dismantle Hours: Booths must be dismantled between 1:00 p.m. and 11:00 p.m. on Saturday, August 10, 2024 (Arrangements may be made to stage equipment, after dismantling hours, for pick-up by contacting show management.) You will not be allowed to dismantle your booth prior to 1:00 p.m.
5. No refunds will be allowed after July 9, 2024. There will be a late fee of \$50.00 per space after July 26, 2024.



6. All blades, tracks, and any type of hydraulic devices making contact with the blacktop must have a plywood barrier. All tracked machinery will have to be walked in place with an appropriate barrier between track and blacktop. Any damage that occurs in your booth area in regard to the above mentioned will be your responsibility.
7. Please include a copy of your general liability Certificate of Insurance, naming the Michigan Association of Timbermen as an additional insured for the dates of August 9-10, 2024, with your signed contract.
8. Show Management reserves the right to relocate exhibitors or adjust floor plan to accommodate the best interests of the Michigan Forest Products Show.
9. Exhibitors are not allowed to sell alcoholic beverages.
10. Subletting of booths is not allowed.
11. Exhibitors may not distribute, or permit to be distributed, any advertising materials, literature, souvenir items, or promotional materials, in or about the exhibit area except within the confines of its own reserved space.
12. Security will be provided from initial setup until final tear down. Show Management shall not be held responsible for the loss of any material by any cause and urges exhibitors to exercise normal precautions to discourage loss due to theft or any other cause. Show Management does not assume any responsibility for goods delivered to the exhibit areas or left in the exhibit areas at any time. Exhibitors are encouraged to insure any exhibit property against such losses.
13. Show Management reserves the right to request removal of any product it feels is not in keeping with the spirit of the Michigan Forest Products Show.
14. Show Management reserves the right to regulate and/or restrict exhibits to what it believes to be a reasonable noise level.



15. Only registered exhibitors are authorized to solicit their goods or services. Distribution of literature, promotional items, or souvenirs by anyone other than bona fide exhibitors is not allowed.
16. The exhibitor is responsible for all damage to any property caused by exhibitor personnel.
17. Each exhibitor is responsible for obtaining all necessary licenses and permits to use photographs or other copyrighted material in the exhibitor's booth or display.
18. Exhibitors must conform to standard fire codes of the City of Gaylord. Combustible materials or explosives are not permitted in or around the exhibit areas without written permission from Show Management. Electrical equipment and wiring require evidence of testing and approval by a nationally recognized testing laboratory and must conform to established electrical codes and regulations. Sharing of electrical power is prohibited. Personal generators may be used.
19. Smoking is not allowed inside any building.
20. Should any unforeseen event render the fulfillment of this agreement impossible, the parties shall mutually amend or terminate the agreement at the option of Show Management. The exhibitor hereby waives any claim against Show Management for damages or compensation. No monies will be returned to the exhibitor should the dates or location of the show be changed by Show Management, but the exhibitor will be assigned space which the exhibitor agrees to use under these same rules and regulations. Show Management shall not be financially liable in the event the show is interrupted, cancelled, moved, or has dates changed, except as provided herein.
21. Show Management shall not be responsible for any damage or injury that may happen to the exhibitor or its agents, servants, employees, or property from any cause, except gross negligence or willful misconduct of Show Management, its employees, servants, or agents, arising out of Show Management's duties and responsibilities under this



agreement. The exhibitor releases Show Management, its directors, officers, agents, employees, and/or servants from any claims for such loss, damage, or injury. Exhibitor, on behalf of itself, its agents and employees, agrees to protect, indemnify, and hold harmless Show Management, its agents and employees from all costs, losses, damages, and expenses, including court costs, attorney's fees and other costs of litigation arising out of or from any occurrence or accident in connection with the use by exhibitor of its exhibition space or general grounds.

22. Exhibitor must agree to comply with all MIOSHA/OSHA regulations.
23. Exhibitor shall be bound by these rules and regulations and by such additional rules and regulations, which may be established by Show Management. Show Management shall have the power to adopt and enforce all show rules and regulations and its decision on those matters shall be final. Any matters not covered here shall be subject to the final judgement and decision of Show Management. Any violation by the exhibitor of any of the terms and conditions herein shall subject the exhibitor to cancellation of the agreement to occupy exhibit space and to forfeiture of any monies paid. Show Management shall have the right to take possession of the exhibitor's space, remove all persons and property, and hold the exhibitor accountable for all risks and expenses incurred in such removal.
24. The individual listed on the registration form for exhibit space shall be deemed the official representative of the exhibitor and shall have the authority to act on behalf of the exhibitor in all matters relating to the show.
25. Exhibitor is liable for any and all tax liability to any and all government agencies as a result of activities carried out in conjunction with this event. Show Management, facility management, and/or sponsors are not and will not be liable.
26. management, and/or sponsors are not and will not be liable.



DISPLAY RULES AND REGULATIONS

Standard Indoor Booth: (10' x 10')

Standard Outdoor Booth: (30' wide x 50' deep)

Depth: All display fixtures must be confined to the area of the exhibitor's space in a way that does not impede aisle traffic nor negatively impact neighboring exhibitors. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. Exhibitors with larger spaces are allowed to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights of others.

I have read the show rules and I agree to abide by all terms, conditions, rules, and regulations established by the Michigan Association of Timbermen.

Authorized Signature _____ Date _____



2024 Michigan Forest Products Show Exhibitor Registration

Exhibitor Information

Company Name (as you wish to appear on marketing materials) _____

Primary Contact _____

Mailing Address/City/State/Zip _____

Phone _____ **Email** _____

Billing Information (if different from above)

Company Name _____

Primary Contact _____

Mailing Address/City/State/Zip _____

Phone _____ **Email** _____

Products/Services You Provide (please add a description-brands, etc.):

- Association/Educational _____
- Construction Equipment _____
- Equipment Attachments _____
- Sawmills/Milling _____
- Firewood _____
- Chainsaws & Accessories _____
- Forestry Equipment _____
- Professional Services _____
- Service/Supplies/Parts _____
- Chippers/Debarkers/Splitters _____
- Fuels/Oils/Fluids _____
- Publications _____



Are there any products/services you would prefer to have at a distance from your exhibit?

Space Information and Fees

Outdoor Space (30'x50') _____ x \$625/space = \$ _____
Indoor Space (10'x10') _____ x \$425/space = \$ _____
Indoor Space Pipe/Drape: \$125/space = \$ _____

Indoor Space Electricity required Yes___ No_____
Do you need table(s) and chair(s) Yes___ No, we supply our own_____
of Tables_____ # of Chairs_____

Outdoor Space # Request (see outdoor map)

1st Choice_____ 2nd Choice_____ 3rd Choice_____

Indoor Space # Request (see indoor diagram)

1st Choice_____ 2nd Choice_____ 3rd Choice_____

Late Fee of \$50 if registration received after July 26th, 2024 \$ _____

No refunds will be granted after July 9th, 2024.

Attendee Admissions

Michigan Association of Timbermen member exhibitors receive free admission for all exhibitor attendees. Non-member exhibitors receive one free admission for each space purchased. All additional attendees cost \$15.

Michigan Association of Timbermen member: exhibitor admission: \$ Free _____

Non-member exhibitor admission: one free admission per space purchased: \$ Free _____

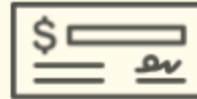
Non-member exhibitor admission: additional exhibitor attendee x \$15 ea: \$ _____

TOTAL AMOUNT OF PAYMENT DUE WITH REGISTRATION: \$ _____



2024 Michigan Forest Products Show
Payment Options

Pay by Check:



Mail to:
Michigan Association of Timbermen
7350 M-123
Newberry, MI 49868

Pay by Credit Card:



Card # _____
Security Code (on back) _____
Expiration Date mm _____ *yy* _____
Name on Card _____
Amount: \$ _____

Fax form to: (906)293-5444
Or scan to pay online:





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				1/1/2024	12/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Michigan Association of Timbermen is included as additional insured for the Michigan Forest Products Show taking place August 6-10, 2024.

CERTIFICATE HOLDER

CANCELLATION

Michigan Association of Timbermen
7350 M-123
Newberry, MI 49868

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE