



## Trade Show Information

**Show Hours:** Monday January 8<sup>th</sup> 3:00 - 6:30 p.m. - Tuesday January 9<sup>th</sup> 9:30 a.m. - 2:30 p.m.

**Booth Pricing** - 10' x 10' - \$700 MABA member/\$800 non-member; 25' x 35' - \$900 MABA member/\$1,000 non-member. These prices include an identification sign, 110 electrical outlet/usage and two conference passes per booth. The passes will allow access to all sessions and meal functions held on the days of the trade show. Draping and carpeting is provided for 10' x 10' booths only, tables and chairs **are not** included with any size booth.

**Booth Staff Registration** - The booth rental fee includes two passes, for individuals staffing the booth. Instructions for registering those individuals will be sent to you with the Exhibitor Agreement after your booth is assigned. If you need to register more than two individuals they should be registered as *Additional Exhibitors* and the appropriate fees noted on the registration form will apply.

**Tables, Chairs and Additional Equipment/Services** – Your booth rental fee includes only the items listed above (tables and chairs are NOT included). Our exposition service contractor, **Art Craft Display, Inc.** will handle the rental of tables, chairs, additional equipment and services. That information will accompany the Exhibitor Contract.

**Move-In** - Move-in for exhibitors in 10' x 10' booths and those 25' x 35' booths without large equipment will begin at 8:00 a.m. on Monday, January 8<sup>th</sup>. Your move-in will take place through the front doors of the Lansing Center (located on Michigan Avenue). The loading doors (located on Cedar St.) are reserved for those with large equipment.

**Large equipment exhibitors** Your move-in will be handled through the loading doors (located on Cedar St.) A schedule of move-in times will be provided to help you better plan your day on Monday, January 8<sup>th</sup>. Information regarding overnight parking for equipment brought to Lansing prior to the show will also be available.

You can use the below links to view the Trade Show Floor Plan a list of 2017 Exhibitors, a map of downtown Lansing and a booth reservation form. Returning exhibitors from the 2017 show will have until the first week in November to secure their booth for 2018. After that time we will assign booths to new exhibitors on a first-come basis.

[Floor Plan](#) - [2018 Exhibitors](#) - [Map](#) - [Booth Reservation Form](#)

**If you have additional questions please contact Charla at [charla@miagbiz.org](mailto:charla@miagbiz.org), or call the MABA office 517-336-0223, ext 204.**