

## MACP RULES, REGULATIONS and GENERAL INFORMATION FOR EXHIBITORS

1. All charges for exhibit space must be paid in full with good US funds by date specified on contract/application. Exhibitors not complying will not be allowed to move-in.
2. The sponsors, their agents or representatives of this event cannot guarantee by your exhibiting at this event any financial gain to you or your organization; nor can they guarantee attendance of the same.
3. **Refunds: No refunds will be made if spaces engaged are not used, nor will any refund be made for space used but part of the time.** Cancellation of exhibit space must be submitted in writing to the address specified herein. **In no event will a refund be made for a cancellation after January 15, 2018.**
4. The exhibitor agrees to abide by all rules and regulations of the building in which the event takes place. All rules and regulations are on file in the general office of the building. No part of any exhibit or any signs relating theretofore, shall be pasted, nailed or otherwise attached to the walls, doors, etc. in any way as to deface same. Damage arising by failure to observe these rules shall be paid by the exhibitor.
5. All exhibitors must conform to the size of their space and must not be of such character or arrangement as to obstruct the view or interfere with the exhibits of others. Exhibitor having displays requiring greater depth than are shown on the floor plan, or those requiring greater height than the 8' limits for their background display, may arrange with the MACP for space on the perimeter.
6. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's booth. Canvassing outside of booth is forbidden. All exhibitors must wait to dismantle exhibits until show closing.
7. Advertising material or signage of firms, other than those that have engaged space, are prohibited. CANVASSING, SOLICITATION OR BUSINESS IN THE INTEREST OF BUSINESS, EXCEPT BY EXHIBITING FIRMS, IS PROHIBITED. THE SHOW MANAGEMENT WILL APPRECIATE BEING INFORMED OF ANY INFRACTION OF THIS RULE.
8. Unethical conduct, infraction of rules or any sexually oriented material, on the part of an exhibitor or their representatives, or both, will subject the exhibitor or their representatives to dismissal from the exhibit hall, in which event it is agreed no refund shall be made by the exhibit management and further no demand for redress will be made by the exhibitor or their representatives.
9. The sponsor, their agents or representatives will not be liable for the fulfillment of this lease regarding delivery of space if non-delivery is due to any of the following causes: destruction of building by fire or flood, acts of God, strikes, the authority of the law, or for any other causes beyond the sponsor's control.
10. Change of time, place, or floor plan: The sponsor, their agents or representatives shall have the right to change the location, time and floor plan of the trade show.
11. ONLY REGISTERED EXHIBITORS will be admitted to the exhibit hall. All attendees must register to enter.
12. Your company, your company representatives or your agents shall be held jointly, collectively and individually responsible for any and all debts incurred for all exhibit costs, fees, charges and any violation of these Rules and Regulations.
13. Weapons and Explosives: Because of insurance restrictions, all weapons displayed must be rendered inoperative. This may be done by the removal of trigger mechanisms or firing pins, or by other means such as the use of trigger locks. Live explosives or gases of any type, to include but not limited to, ammunition, smoke grenades, gas ejecting devices, or other devices are not permitted in the exhibit area under any circumstances. Inert samples or containers may be displayed.
14. Loud speakers, radios, television sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted.
15. **Subletting/Sharing of Space: The Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of the Management. NO SUITCASING! Only one company name displayed per booth. Companies violating this rule maybe asked to leave and/or be denied the opportunity to exhibit at future MACP conferences. If you are asked to leave there will be no refund.**
16. Soliciting for Exhibits or any other reason by registered or unregistered persons, firms or associations is strictly forbidden. Violation of this regulation will result in removal from the show premises immediately and is subject to any and all remedies available at law.
17. The Show Management has the right to refuse an exhibitor on the grounds of non-compatibility with the event.
18. The exhibitor authorizes MACP, their employees or agents to use exhibitors' name to promote the event and to solicit other exhibitors for this and future events.
19. Liability and Insurance: Neither the Michigan Association of Chiefs of Police or the conference facility shall be responsible for any loss, damage, injury that may occur to the exhibitor or exhibitor's employee (s) or property from any cause whatsoever, prior to, during, or after the period covered by the exhibit contract. The exhibitor specifically agrees to release the MACP and the conference facility from, and agrees to indemnify against all claims for loss, damage, or injury to any exhibitor's property or employees. The exhibitor shall be solely responsible for the operations of his/her exhibit and expressly releases from and agrees to indemnify MACP, and the conference facility, against any claims for loss, damage, or injury to himself/herself, his/her employees, spectators, or attendees, arising from the operations of said exhibit. Insurance on each exhibit shall be obtained at the exhibitor's own expense and risk. Insurance on each exhibit shall be the responsibility of the exhibitor.

### MICHIGAN ASSOCIATION OF CHIEFS OF POLICE

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**Michigan Association of Chiefs of Police**  
**2018 Professional Development and Exhibiting Conference**  
**February 7-8, 2018 (Exhibiting Days)**  
**Grand Rapids, MI**



If you have any questions before shipping any materials being used in connection with displays and/or exhibits, please contact:

MP Convention Service Manager Amway Grand Plaza  
Hotel Ph. (616) 776-6441  
Kelly Van Dyke – kvandyke@ahchospitality.com

**SHIPPING and RECEIVING INFORMATION**

Shipments of material, literature, products, as well as cartons and envelopes that are to be used in conjunction with your groups meeting/program should be addressed as follows:

**Recipient's (Guest's) Name**  
**c/o Amway Grand Plaza Hotel**  
**187 Monroe Avenue, NW**  
**Grand Rapids, MI 49503**

**Reference: MACP Conference - Feb 7-9, 2018**  
**(Actual Exhibiting Dates - Feb 7-8, 2018)**

***Please note:***

- That the "Recipient" refers to the person who will be picking up the items or package, even if that person is not staying at the Hotel.
- Also, as an added measure, please write the recipient's name and the name of the Convention on the box itself.
- DO NOT address items to the Catering/Convention Service Manager.
- All shipments should be prepaid.
- Regrettably, it is not possible for the Amway Grand Plaza Hotel to accept C.O.D. shipments.
- **If you are sending more than one package within a single shipment, be sure to number in sequence (example: 1 of 3, 2 of 3, 3 of 3).**
- Because the Hotel has limited space, items should be sent as close to the meeting date as possible. **(PLEASE DO NOT SEND ANY SHIPMENTS MORE THAN 2 WEEKS PRIOR TO YOUR ARRIVAL).**
- In addition, please make sure to record and bring to the Hotel the waybill number of all packages shipped to us.
- Only a limited amount of exhibit material (that can be placed on one or two bellman's carts) may be brought through the public Motor Lobby. (All other shipments will be directed to the Hotel's Loading Dock).
- If assistance from a bellman is needed to deliver materials/exhibits to any meeting rooms, there will be a \$10.00 per cart or \$25.00 per pallet delivery fee.

We have prepared the following list of guidelines to assist those who are exhibiting in facilities of the Amway Grand Plaza Hotel.

1. Advertising material may be distributed only from those firms who have engaged space.
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 only on easels.
5. Food and beverage products not purchased from the Hotel may only be distributed (*whether complimentary or sold*) with the written permission of the Amway Grand Plaza Hotel.
6. Deliveries of exhibit material are to be directed to the Hotel's loading dock on Lyon Street. (*See Shipping & Receiving Information*).
7. Telephone requirements should be discussed with the Hotel Convention Service Manager before arrival. Requests for telephones should be submitted to the Hotel at least seven days before set-up date.
8. All electrical apparatus must conform to City of Grand Rapids Fire Code and the Policies of the Amway Grand Plaza Hotel.
9. **All exhibit materials should be dismantled, packed and taken to the Bellman Station on the 1st Floor, if return shipping is needed.** A shipping form must be completed at that time. No boxes or items should be left unattended in any exhibiting areas after the completion of exhibiting function. (*See Shipping & Receiving Information*).
10. The Hotel cannot guarantee exhibitors against 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 from any cause. The Hotel maintains a 24-hour professionally trained security staff.

Unethical conduct or infraction of these guidelines on the part of the exhibitors or their representatives will subject the exhibitors to dismissal from the Hotel. For additional information, contact the Amway Grand Plaza Hotel Convention Service department at (616) 776-6400.

Please ask your Catering/Convention Service Manager for shipping and exhibit contractor references.