



Thank you for your support of MISHRM!

Below are details that will be helpful for planning your upcoming booth at the State Conference.

### **Registration**

If you have not already, please register the attendees for your booth. This is done by modifying your registration. If you are a Resource Partner OR pre-selected your booth in 2021, the main contact who registered the booth (or main Resource Partner contact) will need to search for their email from [info@mishrm.org](mailto:info@mishrm.org) with the subject line "Your MISHRM exhibitor booth has been reserved! \*ACTION REQUIRED\*" sent March 15, 2022. If you registered recently, please look for your confirmation email titled, "Your exhibitor registration has been received!" and click modify to add your additional booth representatives. Please find this email and check that you have registered all attendees. Questions can be directed to [Dorothy@EventsNorth.com](mailto:Dorothy@EventsNorth.com).

### **Attendee List**

You will receive the attendee list when advanced registration closes on September 30. You will receive the final list of attendees about two weeks after the conference for late registrants or walk-ins.

### **Bag Stuffers**

As exhibitors at the conference, you are eligible to place a small trinket or paper item in the bags that all attendees and exhibitors will receive. We are planning to stuff 1,000 bags – any extra items that you send in will not be returned to you.

**Items for the bags MUST be labeled as noted below AND be delivered by 2:00pm on Tuesday, October 18 or it will not make it in the bag.**

All shipments must be sent labeled as follows:

TO: (EXHIBITING FIRM NAME) BOOTH#: \_\_\_\_\_

FOR: MISHRM Oct 18 (BAG STUFFER 1 of #)

DeVOS PLACE

C/O ART CRAFT DISPLAY, INC.

303 MONROE AVE NW

GRAND RAPIDS, MI 49503

If you are mailing your boxes for your bag stuffer, you must also fill out this form so we know to look for the items to add to the bags. If you do not fill out this form, we will not know to look for your shipped boxes.

If you are dropping off your boxes on Tuesday, please leave them at the registration table outside Exhibit Hall C. They still need to be clearly labeled as (BAG STUFFER 1 of #)

### **Booth Set Up**

Booth set up takes place on Wednesday, October 19 from 9:00 am – 3:00 pm ONLY.

### **Booth Needs**

If you need additional items, see the information from Art Craft (our display company) posted [here](#). Scroll to the bottom for *Additional Rentals*.

### **Prize Giveaway**



This year all exhibitors will be able to giveaway their booth prizes at 4:00 pm on Thursday, October 20. More directions will come in the Know Before You Go.

**Know Before You Go**

An email will come from MISHRM the week before the conference with final details for your arrival.

**Additional Questions**

If you have any additional questions regarding exhibiting, please reach out to [Eric Jones](#) or visit the [exhibitor page](#) or [FAQ page](#) on the conference website.

We look forward to having you join us this year!