



November 20, 21 & 22, 2009
Rock Financial Showplace
Exhibit Hall A
Novi, MI

IMPORTANT EXHIBITOR INFORMATION

Dear Exhibitor:

Thank you for being a part of the 2009 Michigan Family Pet Expo. **Please note the set-up times and advanced deadline dates below.** You are required to have someone in your booth during all show hours, adhere to the contract and work your booth until 5pm on Sunday.

NEW Show Hours: Friday, November 20th 11am to 6pm, Saturday, November 21st 9am to 8pm, Sunday, November 22nd 10am to 5pm.

Move-In: Thursday, November 19th 10am to 6pm & Friday, November 20th 8am to 10am. Show opens 11am on Friday.

Move-Out: Sunday, November 22nd 5pm to 9pm.

Exhibitor Kit: The kit with all necessary forms can be downloaded at www.petmichigan.com. For a full complete list of services available, please contact www.necexposervices.com and enter event code #146044. **PLEASE NOTE THE ADVANCE ORDER DEADLINE IS THURSDAY, NOVEMBER 12, 2009.**

Decorator: NEC Expo Services, Inc. (248) 380-0843; Web: www.necexposervices.com
Please note: Tables and chairs are not provided with the cost of your booth. You may bring your own or rent them from the decorator. We ask if you bring your own tables that they are skirted on three sides.

Electric, Internet & Phone BOCO Enterprises, Inc. (248) 348-5600, fax (248) 380-3005. See exhibitor kit for forms to order service. Please note above discount deadline applies for these services.

Parking: Exhibitors **MUST** park at the back of the building (North End). All animals are required to enter the back entrance through Hall A. As a benefit to exhibitors, you may purchase a **THREE DAY PARKING PASS** for only \$7.00. This price is a reduced rate and permits you to come and go from the parking lot during the days of the Expo. The form is available in the exhibitor kit or online at www.PetMichigan.com.

Exhibitor Show Badges: You can pick up your badges at the exhibitor will-call on Thursday, Friday, Saturday and Sunday. Commercial vendors will have four badges, while non-profits will have eight. We recommend that upon leaving you drop off the badges at will-call for the next staff member. Once the badges have been distributed, volunteers/workers will need to pay admission of \$5 to enter. **NO EXCEPTIONS!**

Permits: If you are an out of state business, a pet shop, or have a dog entering from another state please contact Jody at 800-946-4611 x205.

Payments: Please have all balances paid on or before October 20th, 2009. Call Margaret (ext. 100) at 800-946-4611 if you would like to pay by credit card or make arrangement for payment.

Discount Coupons: Please help us help you by distributing these coupons to your customers, friends & neighbors. Also remember to let folks know that if they bring pet food or supplies such as kitty litter, collars, etc. they will not only be getting a \$1 off admission they will be helping the rescues/shelters participating in the expo. Offers cannot be combined. Coupon and donation still equals \$1 off regular adult ticket price.

IMPORTANT NOTE: All animals MUST have proof of current rabies and distemper shots. Papers must be shown at door for entry. NO females in heat. All animals must be brought into the Convention Center through the back of Hall A.

We look forward to meeting you at the Expo!

**For more information, please contact Jody at 800-946-4611 x205 or e-mail
jody@towershow.com**