



Exhibitor Agreement for Entrepreneur-You

The following guidelines have been designed for the benefit of all exhibitors. Walsh College requests the full cooperation of exhibitors in their observance in order to hold a successful event.

Trademarks Any use of Walsh trademarks, marks, or logos without permission is forbidden.

Exhibit Space Assignments and Occupancy are determined based on the floor plan of the venue and a first come/first serve basis from the date the exhibitor application agreement is submitted. Exhibitors should review the exhibit floor plan ahead of the meeting to ensure proper planning for the exhibit. All exhibits must be staffed during regular exhibit hours. Only pre-registered staff members are allowed in the exhibit area or at meals.

General Standards of Conduct: Exhibitors are to present their products and services, and their personnel, in a professional manner. Any activity or behavior that is disruptive, distracting, or undignified is prohibited. No recorded or live music may be played or performed in the exhibit space assignments, subletting, sharing, or apportioning of space is not permitted. An Exhibitor may not exhibit or advertise goods or services other than those of the Exhibitor. Due to exclusive vendor agreements, no sales of any kind are allowed on the grounds of the College. Exhibitors may not conduct any activity that would induce visitors to leave the facility at which the exhibition is being held. Smoking is prohibited.

Exhibit Specifications: We will provide you with a five foot table and a chair. The exhibit space is the perimeter of the College's lobby. Ceilings in that space are two-story, but the width and depth of the space is limited. Please set up a time to visit the space if your exhibit requires more than a table-top. Electricity is easily accessible; however we are unable to provide extension cords. The College does offer free Wi-Fi with proper identification and authentication.

- No nails or screws may be driven into the floor and no damage of any nature may be done to any part of the exhibit space. Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, windows, columns, or hang things from the ceiling. Any signs or posters leaning against the walls must be properly padded so as not to cause damage.
- Fire Department Regulations and All Other Applicable Laws and Regulations must be complied with by Exhibitor. Display and packing material must be flame-retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.

Terms of Payment, Cancellation and Refund: Full payment for exhibit space is due one day prior to the event date. Cancellations must be received in writing by email, fax, or mail 30 days prior to the event date. Refunds will be mailed within 30 days after the event.

Conformity with Facility Requirements: This agreement is subject to facilities rules of Walsh College.

Walsh College agrees to: Provide table space and an audience as described in the event details. Electricity and Wi-Fi will be accessible. Provide a list of attendees with contact information according to the exhibitor's sponsorship level.

The Exhibitor agrees to: Follow the agreement above. **Conduct no sales transactions on the grounds of the College.**

Exhibitor Information

Details for Exhibit Table

EVENT: Entrepreneur-You

EVENT DATE: Wednesday, March 15, 2017

Exhibitor Amount: \$200

Exhibitor Benefits: Exhibit Table, One Admission Ticket, electricity, Wi-Fi.

Exhibitor: _____

Business Type: _____

Contact: _____

Email: _____

Address: _____

Phone: _____

Name of Person Attending: _____

To reserve an Exhibit Table, call Diane Fisher at 248-823-1670 then, return payment either by:

Check made payable to Walsh College and mailed to:

Diane Fisher
Entrepreneur-You
Walsh College
PO Box 7006
Troy, MI 48007-7006

By Visa/MasterCard/Discover on-line or by calling Diane at 248-823-1670.

Thank you for your support!