



December 11, 2017

Dear Vendor,

The UP Chapter of Credit Unions would like to invite you to our Vendor Show Friday March 23rd at the Island Resort and Casino Convention Center in Harris, Michigan. This will be our 70th Annual Meeting and Vendor Night!

Our theme this year is ***“Great Lakes, Great Times”***. Vendor Night gives you an opportunity to showcase your products or services to the UP Chapter of Credit Unions. This will be a great time to put a face to the name of the people you have communicated with and to make some new contacts.

Go to our website <http://up.mcul.org> to get all the information pertaining to our event. The early registration fee is \$500.00 if received before January 26th, 2018. The registration is January 26th – February 23rd, 2018 with a fee of \$550.00. Vendors requesting to register after February 23rd will need to contact Becky Harding at (906) 863-5566 for space availability and pricing.

All vendors will be guaranteed one room at the Island Resort and Casino Convention Center *if they register by January 26th*. Please note that the hotel fee is not included in your registration fee. You will need to pay for your hotel directly to the Island. Becky Harding will send you a hotel booking form once she receives your registration which you will need to complete and fax or email back to her to ensure your hotel room. Additional rooms are available off site at local hotels.

***** Vendor Sponsorships *****

Lake Superior: (\$2500 and up) Headline on all printed materials including posters and the weekend brochure used on vendor night and for the educational sessions; also honorable mention throughout the weekend. Prime booth placement at Vendor Show.

Lake Michigan: (\$1500-\$2499) Name on printed materials including weekend brochure and honorable mention throughout the weekend. Prime booth placement at Vendor Show.

Lake Huron: (\$500-\$1499) Name on weekend brochure and honorable mentions throughout the weekend. Prime booth placement at Vendor Show.

This is the sixth year that our committee will be handling the Vendor Show! Previous years turned out to be a huge success and we are looking forward to accomplishing that again! *Please note that the registration fee is not included with the sponsorship fee, this is in addition to your registration fee*. If you choose to be a sponsor please email your company logo with at least a 300 DPI to Becky Harding at rharding@integralfirstfcu.com.

If you have questions about vendor night and registration please contact Becky Harding at (906)863-5566 or at rharding@integralfirstfcu.com.

Sincerely,

UP Annual Chapter Annual Meeting Committee

Included: Vendor Registration Forms, Vendor Guidelines, and Checklist

Vendor Guidelines

Show Schedule:

Friday March 23rd, 2018

Vendor Setup:	Noon-4:00 pm
CEO Preview:	4:30 pm-6:00 pm (open to CEOs of CU's ONLY)
Open door:	6:00 pm-8:00 pm
Hors d' oeuvres:	4:30 pm-8:00 pm
Open Bar:	4:30 pm-8:00 pm
Prize Drawings:	8:00 pm
Exhibitors' cleanup:	8:30 pm-10:30 pm (\$150 charge if committee cleans space)

Vendor Fees will include:

- ❖ One 7'6" x 10' booth with 3' high sides and full back
- ❖ One 6' covered and skirted table
- ❖ One 15A- 120V electrical outlet (if needed)
- ❖ Breakfast Buffet Saturday morning, March 24th
- ❖ Two name tags

Vendors who choose to sponsor our event will get Prime Booth placement. All other vendor booths will be assigned their space by availability.

The vendor's area is on carpeted surfaces. Painting, nailing or drilling is not permitted in any part of the facility. Island Resort and Casino will take reasonable precautions to safeguard vendor's property. However, neither the UP Chapter of Credit Unions nor Island Casino is responsible for any material, articles or equipment in exhibits. The Island, its directors, employees or representatives will not be responsible for any injury, loss, damage or theft that may occur to the exhibitor or the exhibitors employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contact.

Vendors are responsible for clearing their booth area by 10:30 pm the day of the show. If not, a cleaning fee of \$150.00 will be assessed.

Vendors that need to ship materials may ship directly to the Island Resort and Casino. Please label clearly the name of the company matching the booth registration.

Shipping address: Island Resort and Casino
 Attn: Rachel, UP Chapter CU Meeting
 W399 US 2 & 41
 Harris, MI 49845

All return shipping must be prearranged with your shipping company and is the responsibility of the vendor. Unless written arrangements are made, any items remaining after seven (7) days will become the property of the Island Resort and Casino. The Island Resort and Casino reserves the right to refuse shipment and is not responsible for lost, stolen or damaged items.

Manufacturers, suppliers or distributors who are not registered for Vendor Night are expressly prohibited from sales solicitations during the event. Companies that have paid to exhibit will be provided with two name tags to identify them as official vendors, and have exclusive right to promote or sell goods or services during this event.

- Early registration, \$500 before January 26th
- Registration, \$550.00 January 26th to February 23rd.
- After February 23rd, please contact Becky Harding for pricing and availability.

Early registration guarantees the vendor one hotel room at the Island Resort and Casino if registered by January 26th. Additional rooms or late registration can book a room at:

Comfort Suites
3600 Ludington Street
Escanaba, MI 49829
906-786-9630
Group ID: UP Chapter Annual Meeting

Island Resort and Casino Standard Room Cost – Single King Bed or two Queen Beds, \$111.66
(This cost is not included in your registration or sponsorship cost)

Each vendor is asked to bring one door prize at a \$50.00 minimum value, for the Vendor night drawing that will be held at the conclusion of the Vendor Show.

Written cancellations submitted before March 9th will receive a 50% refund. There will be no refunds after March 9th, 2018.

Have a question? Contact Becky Harding at (906)863-5566 or at rharding@integralfirstfcu.com or Maggie Anderson at (906)485-1210 ext 209 or at manderson@thecu.net.

UP CHAPTER OF CREDIT UNIONS
VENDOR NIGHT March 23rd, 2018

VENDOR REGISTRATION FORM

(Please fill out completely)

Name _____

Company _____

Address/City/State/Zip _____

Email Address: _____ *(must be included)*

Telephone _____ Fax _____

What product or service does your company provide?

Will your booth need electricity? Yes No

Note any vendor you would like to be near _____

Note any vendor you would NOT like to be near _____

Name Tags (if desired)

Print clearly below the person(s) name that needs a name tag. You are more than welcome to bring your own name tags.

_____	_____
_____	_____

VENDOR REGISTRATION PAYMENT FORM

+ _____ Registration Fee: Payment- \$500 before January 26th
\$550 January 26th to February 23rd
Note: Does not include cost of hotel stay

Sponsorships: If you wish to be a sponsor please include payment for your selected sponsorship with your registration fee. Registration fee is not included with sponsorship fee.

+ _____ **Lake Superior: (\$2500 and up)** Headline on all printed materials including posters and the weekend brochure used on vendor night and for the educational sessions; also honorable mention throughout the weekend. Prime booth placement at Vendor Show.

+ _____ **Lake Michigan: (\$1500-\$2499)** Name on printed materials including weekend brochure and honorable mention throughout the weekend. Prime booth placement at Vendor Show.

+ _____ **Lake Huron: (\$500-\$1499)** Name on weekend brochure and honorable mentions throughout the weekend. Prime booth placement at Vendor Show.

= _____ **TOTAL COST OWED**

Payment Option:

\$ _____ **Total Amount Paid**

Check payable to: UP Chapter of Credit Unions:

Send to: Integra First Federal Credit Union
2600 10th Street
Menominee, MI 49858
Attn: Becky Harding

I agree to the guidelines established for this event.

Signature _____ Date _____

REMEMBER YOU MUST BOOK LODGING AT A LOCAL HOTEL

Helpful Checklist!

- ✚ Read the registration for information and guidelines
- ✚ Decide if you can be a sponsor: Lake Superior, Lake Michigan, Lake Huron - Get higher visibility at the Vendor Show and other sponsorship perks!
- ✚ Mail your registration forms and check
- ✚ Book your lodging needs at a local hotel
- ✚ Ship all display material by March 16th
- ✚ Set up booth space beginning at noon on March 23rd
- ✚ Clean up by 10:30PM on March 23rd
- ✚ Enjoy the breakfast buffet March 24th

Useful Information:

Island Resort and Casino
W 399 US 2 & 41
Harris, MI 49845
(800)682-6040
Attn: Rachel

Comfort Suites
3600 Ludington Street
Escanaba, MI 49829
(906)786-9630
Group ID: UP Chapter Annual Meeting

Rebecca Harding
Integra First Federal CU
(906)863-5566
rharding@integrafirstfcu.com
Vendor Show Information

Maggie Anderson
Tru North Federal CU
(906)485-1210 Ext. 209
manderson@thecu.net
Vendor Show Information