MPST 911 State Conference Exhibitor Rules & Guidelines

The Michigan APCO/NENA Chapters have established these rules to ensure a successful and professional experience for exhibitors, registrants, and attendees of the MPST 911 State Conference. Compliance with these guidelines is mandatory for all participants. Violations may result in penalties, including loss of privileges, fees, or exclusion from future events.

Exhibitor Guidelines

Authorized Personnel

- Admission to the exhibition is limited to registrants.
- Exhibitor staff must register, display exhibitor badges, and remain within their assigned booth areas. Badges are non-transferable and subject to confiscation if misused.
- Additional exhibitor full-conference and/or booth staff registrations are available.

Booth Space

- Each 7x8 booth includes one skirted table, two chairs, power, and internet access.
- Booth assignments are managed by conference staff, with priority given to paid sponsors.

Setup & Dismantle

- Setup: Tuesday, May 19, 2026, 10:00 AM–3:00 PM. Booths must be ready 30 minutes before events. (Vendor reception starts at 4:00 PM on May 19).
- Dismantle: Wednesday, May 20, 2026, 1:15–2:00 PM. Late removal incurs a $400 fee.

Staffing & Hours

- Exhibitors must staff booths during exhibit hours.
    - **Vendor Reception**: Tuesday, May 19, 2026, 4:30–7:30 PM.
    - **Vendor Show**: Wednesday, May 20, 2026, 11:15 AM–1:15 PM.
- Booths must remain intact until 1:15 PM on Wednesday.

Booth Usage

- Exhibitors must remain within their assigned space. Sharing or subletting requires written approval and may incur additional costs.

Changes & Cancellations

- Cancellations or space reductions are subject to refund deadlines:
    - Full refund (minus processing fees) for cancellations before April 17, 2026.
    - No refund after April 17, 2026.

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Fees & Registration

- Booth fees and details are available at michigannena.org or miapco.org.
- If space is available, late registrations will be accepted until the start of the conference. Late registrations may not be included printed promotional materials.

Conference Policies

Fire & Safety

- All materials must meet fire safety standards. Open flames and hazardous items are prohibited.

Photography

- Photography within any exhibit space is permitted only by the company owning the exhibit space or by a photographer designated and approved by the MPST 911 State Conference, provided they have obtained the express permission of the exhibit owner. Any unauthorized photography is strictly prohibited.

Exhibitor Conduct

- Exhibits must align with professional standards. The committee reserves the right to modify or remove inappropriate displays, personnel, or materials.

Liability & Insurance

- Exhibitors are responsible for damage to property and must maintain adequate insurance coverage. Neither the conference nor the venue is liable for lost or damaged property.

Indemnification

- Exhibitors agree to indemnify Michigan APCO/NENA and related parties against liabilities arising from exhibitor actions or omissions.

Force Majeure

- The conference is not liable for cancellations or changes due to events beyond its control (e.g., natural disasters, strikes, or government actions).