



MICHIGAN ASSOCIATION OF TREATMENT COURT PROFESSIONAL

VENDOR RULES AND EXPECTATIONS

Exhibit Space Assignments and Occupancy: Determined based on the floor plan of the venue, status as Private Partner or Vendor, and on a first come/first serve basis from the date the vendor application and payment is submitted to MATCP.

- MATCP reserves the right to make changes as deemed necessary.
- Vendors should review the hotel site plan and exhibit floor plan ahead of the conference to ensure proper planning for the exhibit.
- Vendors may not alter the location of exhibits without the consent of MATCP staff prior to the conference.
- All exhibits must be staffed during regular exhibit hours.
- Vendors may not permit non-exhibiting companies “representatives” or materials in their exhibit area, unless approved by the MATCP Executive Director or designee.
- All vendors must wear their name badges at all times while on the conference site.
- Placement of table, determined by MATCP staff, may be based on order in which payment is received and conference-veteran status (i.e., number of prior MATCP conferences Vendor has participated in)

General Standards of Conduct: Vendors are to present their products and services, and their personnel, in a professional manner.

- Any activity or behavior that is disruptive, distracting, or undignified in the vendor area or elsewhere on the conference site is prohibited. Any activity or behavior of this nature will result in removal from the conference and forfeiture of payment or refund.
- Attire and grooming must comport with the professional standards expected in a court-related setting.
- No recorded or live music may be played or performed in the exhibit area unless part of an evening event.
- Space assignments, subletting, sharing, or apportioning of space without approval by MATCP is not permitted.
- A Vendor may not exhibit, advertise, or offer for sale goods or services other than those of the Vendor.
- No exhibition or solicitation is permitted outside of the Vendor’s assigned space, including elsewhere in the hotel or surrounding geographic area, unless initiated and approved by MATCP staff.
- Vendors may not conduct any activity that would induce visitors to leave the hotel or other facility at which the exhibition is being held during regular business hours.

- Smoking and drug use is prohibited.
- Interference with the exhibits of others will not be tolerated.

Attendee Roster: In lieu of providing attendee rosters, MATCP markets on behalf of all Vendors to attendees using information provided on the Vendor form.

- Vendor and attendee information will be included in emails distributed to attendees immediately prior to the event.
- MATCP does not provide an advanced electronic list of attendees to vendors unless they hold Platinum Private Partner status.

Exhibit Specifications:

- All exhibits must fit into the MATCP exhibit space as defined by the 2 x 6 foot tables provided.
- Vendors desiring to use other than the standard exhibit equipment or any signs, decorations, or arrangements of display materials conflicting in any way must seek prior approval from MATCP, which should include a detailed sketch of the proposed layout and must receive written approval from MATCP prior to exhibiting.
- Each exhibit should be installed so that it will not project beyond the space allotted and obstruct or interfere with the other exhibits.
- Exhibit space is accessible after 6:30 p.m. the night before the full conference, and access will be available for two hours after the close of the final session.
- Vendor shall leave the location clean of trash and substantially in the same condition it was found before the Vendor occupied it.

Terms of Payment, Cancellation and Refund:

- **FULL PAYMENT FOR EXHIBIT SPACE IS DUE WITH THE VENDOR REGISTRATION.**
- Space fee is \$750.00. This includes registration of TWO (2) people from your business/organization only. An additional attendee fee of \$295.00 per person will apply to any additional person to attend/cover your table during the conference.
- Cancellations received in writing by email, fax or mail 45 days prior to the meeting dates, will receive a refund less 50% of the Vendor table fee.
- If you cancel less than 45 days prior to the conference, your entire Vendor fee will be forfeited.
- MATCP reserves the right to deny exhibit space to companies that have overdue account balances with MATCP.