



The HUB

September 30 – October 2, 2026 | Kalamazoo Radisson

New this year, we are activating the exhibitor area with mini sessions geared towards emerging planning professionals; a space to check emails and unwind; and a passport program where attendees that chat with sponsors are entered into a drawing for a prize. Consider how you will make your space more interesting and interactive.

SCHEDULE

Kalamazoo 1 and 2

Wednesday, September 30, 2026

Set-up | 11:00 a.m. to 4:00 p.m.

Sponsor/ Exhibitor Reception | 5:00 p.m. to 6:00 p.m.

See program for break times. We recommend staffing exhibit spaces during breaks.

Friday, October 1, 2026

Tear-Down 11:30 a.m. to 1:30 p.m.

DISPLAY GUIDELINES

- **Vendors will be provided with a 10' x 6' space, an 8ft table, waste basket and two chairs.**
- Displays will remain in place throughout the conference
- **Pipe and drape will not be provided** – please be aware, this means *no hanging graphics*, etc.

BENEFITS OF AN EXHIBITOR

- **One complimentary registration.** You will receive one complimentary non-transferable conference registration for each booth you reserve.
- **Attendee list.**
- **Recognition in Michigan Planner magazine.** Your company will be listed as sponsor in the fall issue of the Michigan Planner magazine.
- **Listing in the virtual conference platform.** A description of your company and its product or service will be printed in the official virtual conference program.

CONTACT INFORMATION

Amy Jordan at (734) 913-2000 or ajordan@planningmi.org.

Terms & Conditions

Contract

The following rules and regulations become binding upon acceptance of the contract between applicant, its employees and agents, and the Michigan Association of Planning (the Association), the exhibition managers, and any additions and amendments thereto that may after be established or put into effect by the management.

Space Assignment

Space will be assigned to all applicants on a first-come, first-served basis, in the order in which applications are received. Every effort will be made to assign the exhibitor to one of their chosen spaces; however, the exhibition manager reserves the right to make final space assignments or change space assignments after acceptance of the applications, should it be necessary and/or in the best interest of the exhibitor showcase.

Payment and Cancellations

- A. Exhibitors canceling must notify the Association in writing.
- B. Exhibitors who cancel no later than September 14 will receive a refund, less a \$100 handling fee. Exhibitors who cancel after September 14 will not receive a refund.

Safety

- A. Fire regulations require all display materials used for decoration to be flameproof. All electrical equipment, including signs and lights, shall be in good, operable condition and able to pass the inspection of the local Fire Marshal. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this exhibition.
- B. The use of flammable materials necessary to the purpose of the exhibit, where no other alternative can be used, must first be brought to the attention of the exhibition manager, in writing, not less than fifteen (15) days before the opening of the exhibit for approval.

Exhibit Standards

The Association shall have the right to prohibit any exhibit or part of an exhibit, which in their opinion is not suitable to or in keeping with the character, or purpose of the exhibition. Questionable exhibits shall be modified at the request of the exhibition manager.

Use of Exhibit Space

Exhibitors shall reflect their company's highest standard of professionalism. All demonstrations and exhibits must be confined to the contracted space. No exhibitor shall assign, sublet, or share any part of his space without expressed written consent of the Association.

Early Tear Down of Exhibit

Exhibitors shall observe the posted set-up and tear-down schedule.

Hold Harmless

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Hotel, agents, servants, and employees from any and all such losses, damages, and claims.

Security/Liabilities/Insurance

- A. Neither the Association, the official service contractors, the exhibit facility, nor the members, representatives, and/or employees thereof will be responsible for injury, loss, or damage that may occur to the exhibitor, or to the exhibitor's employees or property, from any cause whatsoever, prior, during, or subsequent to the period covered by this application/contract.
- B. The Association and its agents and employees will not be liable for failure to hold the exhibition as scheduled. Payments for exhibit space will be returned in that event, except that any actual expenses incurred in connection with the exhibition will be deducted if the exhibition is canceled fifteen (15) days or less prior to the opening date because of fire, or any natural catastrophes, or the public enemy, or strike, or epidemic, or

any law, regulation, or public authority that makes it impossible or impracticable to hold the exhibition.

- C. Exhibitors agree to maintain such insurance that will fully protect the exhibition management from any and all claims of any nature whatsoever, including claims under the Workmen's Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of exhibitor's display.
- D. Damage to inadequately packed property is the exhibitor's own responsibility.
- E. Damage to the facility housing the exhibit caused or done by the exhibitor shall be replaced or repaired by the exhibitor. Additionally, the exhibitor agrees to protect, save, and hold harmless The Association and the conference facility of and from all loss and/or damage whatsoever caused to the facility housing the exhibition or any other part thereof, directly or indirectly.
- F. ***Exhibitors are advised to add to their existing insurance a portal-to-portal rider at a nominal cost, protecting them against the loss/damage to the materials from fire, theft, accident, etc.***

Music Licensing

Exhibitors agree to comply with existing regulations relating to music licensing and agree to indemnify and hold harmless the Michigan Association of Planning against any claims or expenses arising from noncompliance to these regulations.

Admission

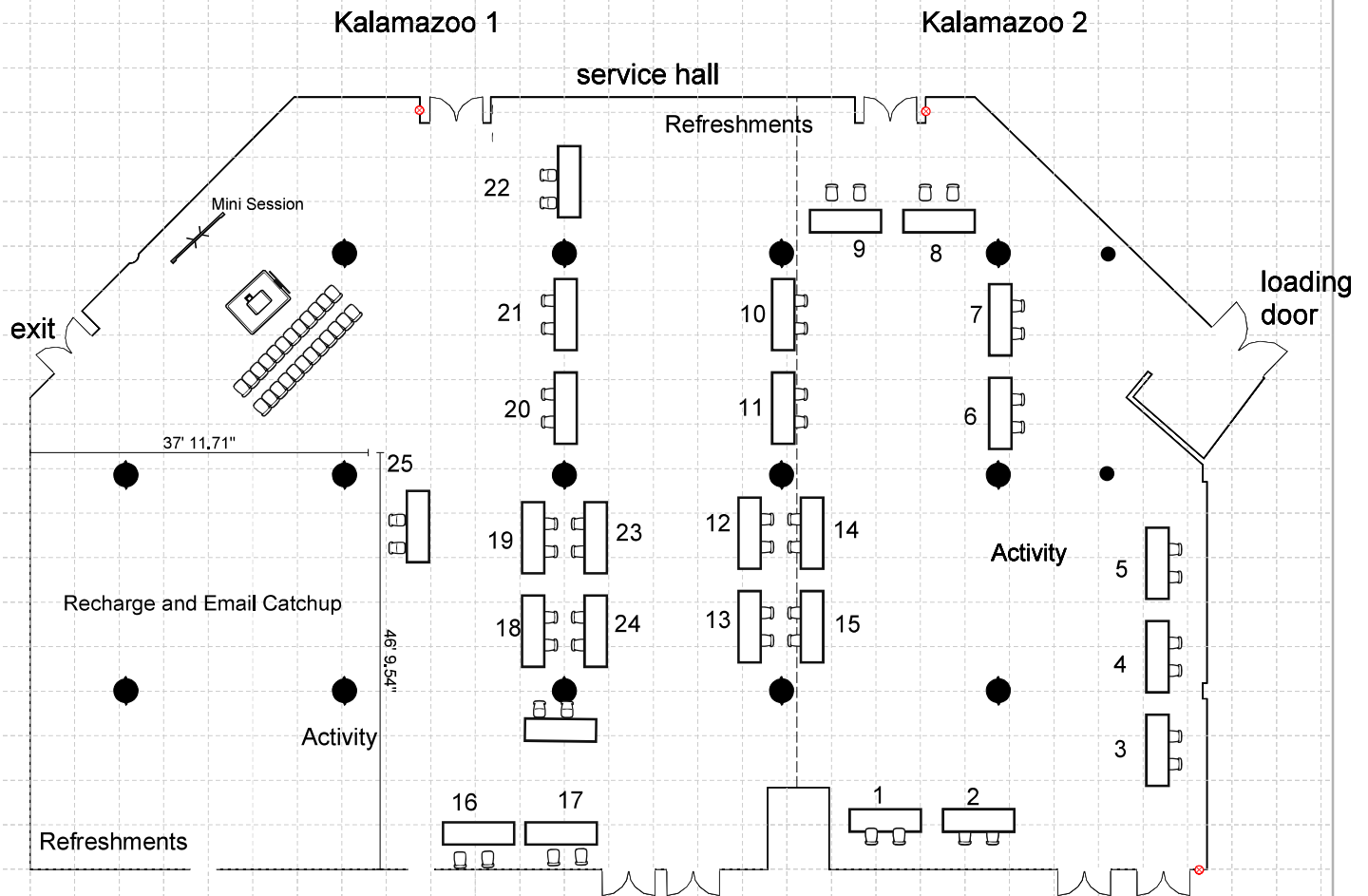
The Association shall have sole control over all admissions during exhibit hall hours. All people visiting the exhibit area will be admitted according to the rules and regulations of the exhibition or as amended by the Association.

Amendments to Regulations

All matters and questions not specifically covered by the articles in this contract shall be subject to the decision of the Association. The aforementioned items covered by this contract may be amended at any time by the Association in the interest of the exhibition and notice thereof shall be binding on exhibitors equally with the foregoing rules set forth in this contract.

The Hub Floor Plan

Kalamazoo Room



Michigan Association of Planning
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