



MOVE-IN SCHEDULE & EXPO INFORMATION

Move-in: Thursday February 7, 2019 8:00am-5:00pm

Expo dates: February 8-10, 2019

Expo hours: Friday 3:00pm-8:00pm / Saturday 10:00am-7:00pm / Sunday 10:am-4:00pm

Venue: Frankenmuth Credit Union Event Center (formerly Birch Run Expo Center)

Address: 11600 North Beyer, Birch Run MI (address of event)

General Notes

Move-in is on Thursday February 7th from 8:00am until 5:00pm. Large booth exhibitors have scheduled 90 minute time intervals for move in, those specific times are listed below in this packet. Small booth exhibitors may move in anytime time from 9:00am to 5:00pm. If you cannot move in on Thursday and plan on moving in on Friday, it is strongly advised you arrive no later than 11am on Friday February 8th to move-in. **ALL BOOTHS MUST BE SET UP NO LATER THAN 1pm on Friday February 8th.** We need the last two hours to clean up, vacuum the aisle carpet, and take care of any last minute details that must be addressed before the Expo opens at 3pm.

Expo Colors

Our main color is black and the accent color is a forest green. All tables are topped in white plastic and skirted in black drape. The aisles will be carpeted in a black white and brown speckle pattern.

Power Washer

Blue Water Promotions does provide a manned power washer with hot water on Thursday only, February 7th from 8am till 4pm. The manned power washer will be located in the parking lot on south side of the Birch Run Expo Center. Exhibitors with boats, trailers, and other large displays are encouraged to utilize the manned power washing service provided by Blue Water Promotions. This is provided to help facilitate the move-in process and limit unnecessary cleaning time for boats and other larger displays. Please note the manned power washer will be available on Thursday only from 8am till 4pm and not on Friday.

Where to Move-In from

Exhibitors are not allowed to move-in from the front of the building, or through the main doors where the public enters the Expo Center. **Exhibitors located in the South Arena move-in from South overhead door; and Exhibitors located in the North Arena will move-in from the North overhead door.** Both are located on the west side of the building, opposite the main public entrance. See the attached google map regarding where you should drive to. In order to avoid a bottle neck during move-in, we ask exhibitors that are located in the North Arena drive all the way around the building parallel to I-75, then make two lefts to the North overhead door. When you park adjacent to the overhead door, please park off to the side and allow enough space for other vehicles to maneuver. Large carts will be available from our decorating company, Art Craft Display. Due to the narrow width of the pavement between the North & South overhead doors we are not allowing vehicles to pass through that area, and it creates a bottleneck.

Tables, Chairs, Waste Basket

All booths comes with (2) chairs and one waste basket, 8 foot back curtain and 3 foot side curtains. Also every booth comes with an option for a topped and skirted table in a choice of eight, six, and four foot lengths. The table is topped in white plastic and skirted with a black drape. Your contract was submitted with an option for a skirted table. See the exhibitor list to confirm whether your booth has or does not have a skirted table reserved. For more information [email](#) Amy Cox or call the office at (231) 775-9900. Please note, the table length you sign up for is the table size you will get at the Expo. Switching table sizes is subject to an additional fee from our decorating company, Art Craft Display.

Badges

it is important that everyone working in your booth has a name badge for entering the Expo. You must make sure everyone working your booth has a name badge or they will not be granted access to the building during the Expo. Previously requested Name badges for your booth are available at the kiosk labeled Exhibitor Information. For questions or requests on name badges, [email](#) Amy Cox or call the office at (231) 775-9900.

Electric Service

Electricity for your booth must be ordered in advance through Blue Water Promotions no later than Friday January 18, 2019. There is a \$55 charge for electricity in your booth. Your contract was submitted with an option for electricity. See the Exhibitor list in order to confirm whether your booth has signed up electricity.

Internet Service

Internet service for your booth is available and must be ordered in advance through Blue Water Promotions no later than January 18, 2019. There is a \$20 fee for internet access. Your contract was submitted with an option for internet access. See the Exhibitor list in order to confirm whether your booth has signed up for internet access.

Forklift / High Lo

Blue Water Promotions will provide a forklift and driver for those exhibitors with heavy displays. This service must be coordinated and made in advance by contacting Expo Manager Andrew MacDonald, by [email](#) or call his cell at (231) 920-5311.

Carpeting

The aisles, which are ten feet wide will be carpeted, but exhibitor booths are not carpeted. The aisle carpet is in a speckle pattern of black brown and gray. The floor in all exhibitors booths is cement, if you want to have your booth carpeted, that service is available from our decorating company which is Art Craft Display. Art Craft Display is available by [email](#) or call Brent Freed directly (517) 202-5094.

Exhibitor Announcements

Every exhibitor will receive (10) overhead announcements on the Public Address System. If you want anything specific mentioned, [email](#) Andrew MacDonald or call him at (231) 920-5311.

Expo Hours

Friday 3pm-8pm

Saturday 10am-7pm

Sunday 10am-4pm

MOVE-IN SOUTH ARENA, THURSDAY FEBRUARY 7TH

SOUTH ARENA - LARGE BOOTHS

Freeway Sports	8:00am-9:30am	Booth H
Devils Lake Watersports	9:30am-11:00am	Booth G
Summit Sports	11:00am-12:30pm	Booth I
Tawas Bay / River Raisin	12:30pm-2:00pm	Booth F
Tri County Equipment	2:00pm-3:30pm	Booth E

[Large Booth Exhibitors please note the trout pond will be in place when you move in to your right. Please stay to the left of the trout pond when you move in, there be a width of 40 feet for you to pass by]

SOUTH ARENA – SMALL BOOTHS

Lure Lipstick #70 & #71, SYS Engraving #72, Sassone Knives #73, Totally Wild Seasonings #84, JPO Gamecalls #85, TMB Maps #86, Florida Guides Association #87, Thunder Valley Outfitters #88, Thormahlen & Cochrane #89, Bow Caddy #90, CD Fur #91, Mainstream Tackle #92 #93 #94, Rustic Log Furniture #96 & #97, Agawa Canyon #97, Omega Outdoor #98, Uncle Peters Pastes #99, Tawas RV Park #100, Bentley Mftg. #101, The Block Sharpener #102, Comm. Bucks #103 #104, American Metal Roofs #105, Johnson's Meat #106, Outdoor Adventures #107 & #108, Eco Solutions #109, Got 'Em Gear #110-111, Lapeer Honda #113, Precision Satellite #114 #115, NWTF #117 #118 #119

MOVE-IN NORTH ARENA, THURSDAY FEBRUARY 7TH

NORTH ARENA LARGE BOOTHS

Chapman's Sports Center	8:00am-10:00am	Booths A & B
Linwood Beach & Marina	10:00am-11:30am	Booth C
Black Hole Shooting Gallery	11:30am-1:00pm	Shooting Range
MCBA Simulator	1:00pm-2:00pm	Shooting Range
Kirk's Supply	2:00pm-3:00pm	Booth D

NORTH ARENA - SMALL BOOTHS 8:00am-5:00pm

Reel Rumors #1, The Lure Jacket #2, Unique Promotions #3 #4, Friends of the NRA #5, Oak Electric #6 #7, Muzzy Pheasant Farm #8, Geo Camo #9 #10, Michigan Whitetail Properties #11, Packer Maxx #12, Reel Respect Charters #13, Marissa's Deer Farm #14, Somerby Safaris #15 #16, Bum's Taxidermy #17 & #18, Richfield Trailer #19, Pheasants Forever Shiawassee #20, Wooden Wonders by Steve #21, Keibeb Safaris #23, Wessel Outdoors #25 & #26, Len Jenkins #27, ITO Flies #28, #29, #30, Introspec #32, Country Smoke House #33 & #34, Nowicki #35 #63, Split Brow #36, All Blade Archery #37, Poplar Ridge Resort #38, Sunset Pines Resort #39, Century 21 #40, Tom's Bows #41, Hunt of a Lifetime #42, Killer Food Plots #44, Vanguard #45 #46, LeChasseur Charters #47, Michigan Inspired Designs #48, Scum Line Apparel #49, Women Hunt Too #50, Click-it Hot Packs #51, Gathering Lake Outfitters #52, Hunter Shield #54, Fish Tamer Charters #55, Just Duckin #57, Old Sport Cigar #60, Yooper Chook #61, Big River Whitetails #62, Practical Pond Mgmt #63, SoCal Flashlights #64, Maple River Farms #65, Gourmet Cha Cha #66, Outfittin Goods #67, Turtle Gloves #68, Michigan Outdoor News #69

MOVE-OUT GUIDELINES

No vehicles are allowed to back up and line up directly to the overhead doors, no exceptions . Please note, this area must remain clear for vehicles going in and out hauling boats and other towable displays. Not to mention your fellow exhibitors who are walking in and out as well. **Please park your vehicles on the side, do not crowd the overhead door, and allow enough space for other vehicles and people to get by.** Due to the narrow width of the pavement between the overhead doors we are not allowing vehicles to pass through that area, and it creates a bottleneck. This is why we need all exhibitors to move in to and move out from the arena that you are located in, North or South. In addition to the large overhead doors, there are several doors / exits that we encourage exhibitors to utilize. They are in all in close proximity to the overhead doors.

North Arena Exhibitors please remember to drive around the building to the North overhead door, see the google map included in this packet. Please no early tear downs. Remember the Expo Center does not allow exhibitors loading from the main public or side entrances. Large booth exhibitors do have a scheduled move-out time slot which is listed below. 8 by 10 and 10 by 10 exhibitors, there will be large carts and dollies available. We will do the best we can to accommodate everyone's needs during move out.

MOVE-OUT SOUTH ARENA LARGE BOOTHS, February 10th

Tri County Equipment	4:00pm-4:30pm	Booth E
Tawas Bay Marine / River Raisin	4:30pm-5:30pm	Booth F
Summit Sports	4:30pm-5:30pm	Booth I
Devils Lake Water Sports	5:30pm-6:15pm	Booth G
Freeway Sports Center	6:15pm-7:00pm	Booth H

MOVE-OUT NORTH ARENA LARGE BOOTHS, February 10th

Kirk's Supply	4:00pm-4:30pm	Booth D
MCBA Simulator	4:30pm-5:00pm	Shooting Range
Black Hole Shooting Gallery	4:30pm-5:00pm	Shooting Range
Linwood Beach & Marina	5:00pm-6:00pm	Booth C
Chapman's Sports Center	6:00pm-7:00pm	Booths A & B

For questions:

Andrew MacDonald

andrew@mifun4u.com

cell (231) 920-5311

Amy Cox

amy@mifun4u.com

office (231) 775-9900

Attached is the master exhibitor list that includes booth location, name badges, and record if you have reserved a skirted table, electricity, or the internet. Please take the time to verify all information is correct and let us know if you want or need any changes. Thanks for exhibiting!

Andrew MacDonald

Expo Manger

Birch Run Hunting & Fishing Expo

Blue Water Promotions - Cadillac, MI 49601