

Exhibitor Guidelines:

The following is a list of guidelines to assist those who are exhibiting in the Kellogg Hotel and Conference Center.

These guidelines should be shared with exhibitors along with the shipping and receiving instructions. It is the responsibility of the organization reserving space to inform exhibitors of these guidelines. Unethical conduct or infraction of these guidelines on the part of the exhibitors or their representatives will subject them to dismissal from the Hotel.

- No part of any exhibit or related sign may be pasted, nailed, taped, tacked, stapled, or otherwise attached to walls or doors.
- Adhesive-backed (stick-on) decals or similar items should not be distributed, with the exception of name tags.
- Food and Beverage products not purchased through the Hotel may only be distributed with the written permission of the Kellogg Hotel and Conference Center.
- Deliveries of exhibit material are to be directed to the Hotel's loading dock on Harrison Rd. (See shipping & loading dock info)
- Electrical requirements should be discussed with the Event Organizer before arrival.
- All exhibit material should be dismantled, packed and ready for removal immediately following the posted closing hour of the exhibition.
- The Hotel cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Hotel harmless from any and all liabilities for any cause.

For additional information contact the Kellogg Hotel and Conference Center Sales Department at 517-884-8127.

