



Dear Vendor,

The UP Chapter of Credit Unions would like to invite you to our Vendor Show, Friday April 12th at the Island Resort and Casino Convention Center in Harris, Michigan.

Our theme this year is **“Western”**. Vendor Night gives you an opportunity to showcase your products or services to the UP Chapter of Credit Unions. This will be a great time to put a face to the name of the people you have communicated with and to make some new contacts.

Go to our website <http://up.mcul.org> to get all the information pertaining to our event. The early registration fee is \$550.00 if received before February 16th, 2024. The registration is February 16th – March 15th, 2024, with a fee of \$650.00. Vendors requesting to register after March 15th will need to contact Lisa Lindberg at (906) 827-3240 for space availability and pricing.

***** Vendor Sponsorships *****

- Iron Horse: (\$2500 and up)** Headline on all printed materials including posters and the weekend brochure used on vendor night and for the educational sessions also honorable mention throughout the weekend. Prime booth placement at Vendor Show.
- Stagecoach: (\$1500-\$2499)** Name on printed materials including weekend brochure and honorable mention throughout the weekend. Prime booth placement at Vendor Show.
- Pony Express: (\$500-1499)** Name on weekend brochure and honorable mentions throughout the weekend. Prime booth placement at Vendor Show.

Our committee will be handling the Vendor Show again this year! Previous years turned out to be a huge success and we are looking forward to accomplishing that again! *Please note that the registration fee is not included with the sponsorship fee, this is in addition to your registration fee.* If you choose to be a sponsor, please email your company logo with at least a 300 DPI to Lisa Lindberg at lisa.lindberg@settlersfcu.com.

If you have questions about vendor night and registration, please contact Lisa Lindberg at (906) 827-3240 or lisa.lindberg@settlersfcu.com

Sincerely,

UP Annual Chapter Annual Meeting Committee

Vendor Guidelines

Show Schedule:

Friday April 12th, 2024

| | |
|----------------------|---|
| Vendor Setup: | Noon-4:00 pm |
| CEO Preview: | 5:00 pm-6:00 pm (open to CEOs of CU's ONLY) |
| Open door: | 6:00 pm-8:00 pm |
| Hors d' oeuvres: | 5:00 pm-8:00 pm |
| Open Bar: | 5:00 pm-8:00 pm |
| Prize Drawings: | 8:00 pm |
| Exhibitors' cleanup: | 8:30 pm-10:30 pm (\$150 charge if committee cleans space) |

Vendor Fees will include:

- ❖ One 7'6" x 10' booth with 3' high sides and full back
- ❖ One 6' covered and skirted table
- ❖ One 15A- 120V electrical outlet (if needed)
- ❖ Breakfast Buffet Saturday morning, April 13th
- ❖ Name tags

Vendors who choose to sponsor our event will get Prime Booth placement. All other vendor booths will be assigned their space by availability.

The vendor's area is on carpeted surfaces. Painting, nailing, or drilling is not permitted in any part of the facility. Island Resort and Casino will take reasonable precautions to safeguard vendor's property. However, neither the UP Chapter of Credit Unions nor Island Casino is responsible for any material, articles, or equipment in exhibits. The Island, its directors, employees, or representatives will not be responsible for any injury, loss, damage, or theft that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contact.

Vendors are responsible for clearing their booth area by 10:30 pm the day of the show. If not, a cleaning fee of \$150.00 will be assessed.

Vendors that need to ship materials may ship directly to the Island Resort and Casino. Please clearly label the name of the company matching the booth registration.

Shipping address: Island Resort and Casino
Attn: Jill, UP Chapter CU Meeting
W399 US 2 & 41
Harris, MI 49845

All return shipping must be prearranged with your shipping company and is the responsibility of the vendor. Unless written arrangements are made, any items remaining after seven (7) days will become the property of the Island Resort and Casino. The Island Resort and Casino reserves the right to refuse shipment and is not responsible for lost, stolen or damaged items.

Manufacturers, suppliers, or distributors who are not registered for Vendor Night are expressly prohibited from sales solicitations during the event. Companies that have paid to exhibit will be provided with two name tags to identify them as official vendors and have exclusive right to promote or sell goods or services during this event.

- Early registration, \$550 before February 16th
- Registration, \$650.00 February 16th to March 15th.
- After March 15th, please contact Lisa Lindberg for pricing and availability.

Island Resort and Casino Standard Room Cost – Single King Bed or two Queen Beds, \$124.00
(This cost is not included in your registration or sponsorship cost) This year reservations can be made directly through the Island by calling [1-877-475-7375](tel:1-877-475-7375) and mention [code 596](#).

Each vendor is asked to bring one door prize at a \$50.00 minimum value, for the Vendor night drawing that will be held at the conclusion of the Vendor Show.

Written cancellations submitted before March 15th will receive a 50% refund. There will be no refunds after March 15th, 2024.

Have a question? Contact Lisa Lindberg at (906) 827-3240 or at lisa.lindberg@settlersfcu.com or Maggie Anderson at (906)485-1210 ext 1209 or manderson@marquettecomm.org at 906-228-9850 X302.

UP CHAPTER OF CREDIT UNIONS
VENDOR NIGHT April 12th, 2024

VENDOR REGISTRATION FORM

(Please fill out completely)

Name _____

Company _____

Address/City/State/Zip _____

Email Address: _____ *(must be included)*

Telephone _____ Fax _____

What product or service does your company provide?

Will your booth need electricity? Yes No

Note any vendor you would like to be near _____

Note any vendor you would NOT like to be near _____

Name Tags (if desired)

Print clearly below the person(s) name that needs a name tag. You are more than welcome to bring your own name tags.

VENDOR REGISTRATION PAYMENT FORM

+ _____ Registration Fee: Payment- \$550 before February 17th
\$650 February 17th to March 17th
Note: Does not include cost of hotel stay

Sponsorships: If you wish to be a sponsor, please include payment for your selected sponsorship with your registration fee. Registration fee is not included with sponsorship fee.

+ _____ **Iron Horse: \$2500** Headline on all printed materials including posters and the weekend brochure used on vendor night and for the educational sessions; also, honorable mention throughout the weekend. Prime booth placement at Vendor Show.

+ _____ **Stagecoach: \$1500** Name on printed materials including weekend brochure and honorable mention throughout the weekend. Prime booth placement at Vendor Show.

+ _____ **Pony Express: \$500** Name on weekend brochure and honorable mentions throughout the weekend. Prime booth placement at Vendor Show.

= _____ **TOTAL COST OWED**

Payment Option:

\$ _____ **Total Amount Paid**

Check payable to: UP Chapter of Credit Unions:

Send to: Settlers Federal Credit Union
P.O. Box 260
Bruce Crossing, MI 49912
Attn: Lisa Lindberg

I agree with the guidelines established for this event.

Signature _____ Date _____

Helpful Checklist!

- Read the registration for information and guidelines
- Decide if you can be a sponsor - Get higher visibility at the Vendor Show and other sponsorship perks!
- Mail your registration forms and check
- Book your lodging needs at a local hotel
- Ship all display material by April 1st
- Set up booth space beginning at noon on April 12th
- Clean up by 10:30p.m. on April 13th
- Enjoy the breakfast buffet April 13th

Useful Information:

Island Resort and Casino Hotel
W 399 US 2 & 41
Harris, MI 49845
(877) 475-7375

Lisa Lindberg
Settlers Federal CU
(906)827-3240
Lisa.lindberg@settlersfcu.com
Vendor Show Information

Maggie Anderson
Marquette Community FCU
(906)228-9850 Ext. 302
manderson@marquettecomm.org
Vendor Show Information

