

MICHIGAN KNIGHTS of the HIGHWAY
35th ANNUAL G.L.A.S.S. RALLY -MAY 24 - 28, 2012
Berrien County Youth Fair - Berrien Springs, Michigan 49103

SUPPLIER EXHIBITOR REGISTRATION FORM

Company Name: _____ FMCA # _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Name of Company Representative for Rally: _____

Please list all representatives on page 2 form for name badges

List of products to be exhibited: _____

REGISTRATION FEES AS FOLLOWS:

<u>Exhibitor Fee:</u>	Inside Space - 10 ft. x 10 ft.	\$170.00
	Outside Space - 10 ft x 20 ft.	\$255.00
	Each additional inside space (10 ft. x 10 ft.) No. _____ x \$85.00	\$ _____
	Each additional outside space (10ft x 10 ft) No. _____ x\$85.00	\$ _____
	Inside Space _____ Outside Space _____	
	Tables & Chairs: No. of tables _____ x \$10.00 each	\$ _____
	No. of chairs _____ x \$ 2.00 each	\$ _____

GLASS Rally Book sales ad (see enclosed flyer) (include a clear copy of your ad):

B&W Full Page \$125 _____	Color Full page \$250 _____	
B&W Half Page \$80 _____	Color Half page \$125 _____	\$ _____
B&W Quarter page \$45 _____	Color Quarter page \$75 _____	
B&W Business Card \$25 _____	Color Business Card \$45 _____	
Color Inside Cover Page \$350 _____ (see enclosed flyer for cover page details)		

Rally Fee: Wednesday through Saturday night \$150.00 - coach/ 2 adults \$ _____
 (Includes electric and all rally events)

If you plan to camp Monday, Tuesday, Sunday nights, additional \$20.00 each night \$ _____

Additional persons: Age 13 & over - No. _____ x \$50.00 \$ _____

Children in Coach (5 - 12) - No. _____ x \$25.00 \$ _____

Optional Rally Meal Tickets (2 meals) Saturday Dinner, and Sunday Dinner

(Additional meal tickets may be purchased at General Registration.)

Adults (13 and older) - No. _____ x \$26.00 (2 meals) \$ _____

Children (5- 12) - No. _____ x \$13.00 (2 meals) \$ _____

TOTAL REGISTRATION FEE \$ _____

REGISTRATION DEADLINE: APRIL 3, 2012 - A \$75 Cancellation Fee will be assessed on all cancellations prior to May 9, 2012. After May 9, 2012 - NO REFUNDS will be given

Proof of Insurance, Signed Release of Liability and signed Tax forms MUST accompany this form.

P.S. If you do not wish to attend, but want us to put inserts into the Goodie Bags, the cost is \$150.00. **Material MUST be at Berrien Springs by Friday, May 18, 2012.**

Make checks payable to: MICHIGAN KNIGHTS OF THE HIGHWAY (We do not accept credit cards)

**Mail registration materials to: Mailing by March 26, 2012 - send to: Sally Sutton, Vendor Chairman
 56 Beachfront Lane
 Lake Placid, FL 33852-9365**

**Mailing after March 26, 2012 - send to: Sally Sutton, Vendor Chairman
 2930 Five Lakes Road
 Metamora, MI 48455-5014**

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INVITATION TO SUPPLIER EXHIBITORS

The Michigan Knights of the Highway and Great Lakes Area Chapters will host the 35th annual Great Lakes Area Spring Spree (G.L.A.S.S.) Rally at the Berrien County Youth Fairgrounds in Berrien Spring, Michigan May 24 - 28, 2012.

You are cordially invited to reserve a booth/display at this rally to exhibit and/or sell your products. We offer excellent facilities and a fun, family environment. Approximately 800 family motor coaches attend this rally each year. Exhibitor's buildings are adjacent to the coach display area and receive excellent participant traffic. Your vendor registration fee includes participation in a vendor appreciation dinner, morning coffee and donuts.

Supplier Exhibitor Registration

Your registration form must be received by April 3, 2012. There will be **No Refunds** after May 9, 2012. Only pre-registered exhibitors will be accepted at the gate. A letter of confirmation and instructions will be sent upon receipt of your registration.

We currently use two large buildings for exhibitors, but space is limited. Therefore, it is highly recommended that you complete and return your registration form as soon as possible. Booths will be assigned on a first come, first served basis.

Please indicate on the registration form if you wish to rent tables and chairs. All spaces are 10 ft. by 10 ft in area and include an electrical outlet. The booth you reserve is to be occupied by one exhibitor only. All booths/exhibits must be open for the duration of the rally.

Insurance and Taxes

Each exhibitor must carry their own property and liability insurance and furnish **Proof of Insurance, Registration and Liability** forms are enclosed. A copy of your **Proof of Insurance** must be returned along with your completed **Registration Form and Release of Liability Form**. **Michigan Concessionaire's Sales Tax Return and Payment** forms will be available at the rally, if needed.

Set up and hours

You can arrive at the fairgrounds as early as Wednesday, May 23, 2012 for set up. Exhibitor buildings will be open at 8:00 a.m. for set up on Wednesday, May 23rd and will close at 4:00 p.m. that afternoon. The doors will open again at 8:00 a.m. on Thursday for final set up. **All displays and exhibits must be completely set up and available for business by Noon on Thursday, May 24th.** All exhibitor buildings will open for the first day of business at Noon on Thursday, May 24, and will close at 4:00 p.m. that afternoon.

Exhibit sales hours will be:

Thursday, May 24, 2012	- 12:00 p.m - 4:00 p.m.
Friday, May 25, 2012	- 9:00 a.m. - 4:00 p.m.
Saturday, May 26, 2012	- 9:00 a.m. - 4:00 p.m.
Sunday, May 27, 2012	- 10:30 a.m. - 3:00 p.m.

Inside exhibitors may dismantle your booth after 3:00 p.m. on Sunday, or after 8:00 a.m. on Monday. Outside

exhibitors, please no movement or dismantling of your booth until after 3:00 p.m. Sunday.

Giveaways and Door Prizes

A **Door Prize** from each exhibitor to be given away to rally participants during the event would be greatly appreciated. Please attach your business card or name to the gift/gift certificate so appropriate recognition can be given. Door prizes can be given to any of the Vendor Committee personnel during set up.

Seminars

If you wish to conduct a seminar, please contact Barney Martin at the address listed below to make your reservation. Space for seminars is also limited. Therefore, it is highly recommended that you make your reservations early. **March 15, 2012** is the deadline for seminar registration. A seminar registration form is enclosed.

Barney Martin
9239 Vans Lane
Kingsley, MI 49649
Phone: 231-590-0210
Email: barney4u@usa.com

You can also register for a seminar by going to: www.GLASSRally.org

Come and have fun with us! We look forward to having you as an exhibitor.

Thank you,

Sally Sutton
Indoor Vendor Exhibitors
2930 Five Lakes Road
Metamora, MI 48455-9365
Phone: 810-358-2470
Email: rsuttonfarm@aol.com

For additional information about GLASS 2012, visit our web site, www.GLASSRally.org

2012 GLASS RALLY BOOK VENDOR AD

Purchase an ad in the GLASS Rally Book to promote your business and bring customers to your booth. The GLASS Rally Book will be 8 ½" x 11".

Just add the price of the ad you choose to place in the Rally Book to your Exhibitor Registration Form and contact George Abbott at address below. Ads can be in color or black & white.

COVER - FULL PAGE

Only color ads for the following choice positions:

Cover - Inside Front	
Color Full Page - 7" Wide x 10" High	\$350.00
Cover - Inside Back	
Color Full Page - 7" Wide x 10" High	\$350.00
Color Half Page - 7" Wide x 5" High	\$175.00
Cover - Outside Back	
Color Full Page - 7" Wide x 10" High	\$350.00

INSIDE PAGES

Both color, and black & white ads are available for the following choice positions:

Color Full Page - 7" Wide x 10" High	\$250.00
B&W Full Page - 7" Wide x 10" High	\$125.00
Centerfold facing Rally Map Color Full Page - 7" Wide x 10" High	\$350.00
Centerfold facing Rally Map B&W Full Page - 7" Wide x 10" High	N/A
Color Half Page - 7" Wide x 5" High	\$125.00
B&W Half Page - 7" Wide x 5" High	\$ 80.00
Color Quarter Page - 3 ½" Wide x 5" High	\$ 75.00
B&W Quarter Page - 3 ½ " Wide x 5" High	\$ 45.00
Color Business Card - 3 ½" Wide x 2" High	\$ 45.00
B&W Business Card - 3 ½" Wide x 2" High	\$ 25.00

N/A = Not Available

All of the above ads are shown with dimensions for **Width** and **Height**. All ads **must** be submitted by the ad buyer in exactly one of the above width and height. If an ad is submitted that almost fits the above dimensions, the editor will slightly stretch or shrink the ad width or height to fit the above dimensions. If the submitted ad is way off fitting the "sold" dimension, the editor will contact you for a replacement.

Deadline - April 1, 2012. Please Email the ad as a JPG or PDF file to

George.Abbott2@frontier.com. Or mail the ad copy to:

George Abbott
545 Grover Road
Muskegon, MI 49442-8404
Phone: (231) 788-3118
Email: George.Abbott2@frontier.com

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SEMINAR REQUEST FORM

If you would like to give a seminar at the GLASS Rally, please fill out this form. To have your seminar and its description listed in the GLASS Rally Participant's Program, this request must be received before **March 15, 2012**, will assure a venue and inclusion in the GLASS Rally Book. Requests received after March 15, 2012 will be accommodated as best as possible.

Presenter's Name: _____

Company's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Email: _____

** You will receive your day and time assignment by the first week of May, 2012.

Seminar Title: _____ Length _____ hours

Equipment Required: _____

**A projector screen, a couple of tables, and a microphone will be provided. You may display a special sign (provided by you) outside your seminar during your presentation.

Seminar write-up - (give a complete summation of the seminar). This summation will be published in the GLASS Rally Participant's Program. Your description will be limited to ten lines in the program book. You can print it here or attach it to this application.

Preference: Thursday _____, Friday _____, Saturday _____, Sunday (p.m.) _____

Please indicate an a.m., p.m. or no time preference. Typically, they are scheduled for 1 hour (or multiples of one hour) starting at 9:00 a.m. and running until 4:30 p.m. with a break for lunch. There will be a limited number of 1 ½ hour slots available. Indicate if you cannot be present on a given day, and 1st, 2nd, and 3rd choices. Note: Day and time assignments will generally be made on a first come, first serve basis.

Return form to:

Barney Martin, GLASS Rally Seminar Chairman

9239 Vans Lane

Kingsley, MI 49649

Phone: 231-590-0210

Email: barney4u@usa.com

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INSURANCE REQUIREMENT AND LIABILITY GENERAL RELEASE
FOR ALL COMMERCIAL EXHIBITORS AND SERVICE CONTRACTORS

Company Name

Address Line 1

Address Line 2

City

State

Zip

INSURANCE

Each commercial exhibitor and service contractor must be covered by a Comprehensive General Liability insurance policy providing limits of at least \$1,000,000 combined limit for bodily injury and property damage per occurrence including products/completed operations coverage. Neither the facility of FMCA, nor any of its service contractors will be responsible for loss or damage to any property of commercial exhibitors or service contractors while in transit or on the event site. Commercial exhibitors and service contractors must carry their own insurance at their own expense and provide an insurance certificate to FMCA containing FMCA as additional insured. Failure by FMCA to request or review certificates of insurance shall not be deemed to constitute a waiver of FMCA's rights or exhibitor or contractor's obligations hereunder.

LIMITATION AND LIABILITY

_____ (hereafter referred to as "**the company**") agrees to indemnify and hold FMCA, its representatives and employees, harmless against any and all claims (except for FMCA's sole negligence) demands, damages, costs and expenses (including attorneys fees for the defense thereof) arising from the conduct or management of (**the company's**) business at the Berrien Springs Youth Fair, Berrien Springs, Michigan, during the Great Lakes Area Spring Spree, scheduled for May 24 - 28, 2012.

Company: _____

By: _____

Date: _____

___ Insurance Certificate Attached

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STATE OF MICHIGAN
SALES TAX LICENSE

dba/Name (Doing Business As) - Company Name

Michigan Tax No.

Authorized Signature