



Dear Exhibitors,

We are looking forward to a great show in **Birch Run, MI, October 12-14** and want to make your experience a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at Johnson's Log Home & Timber Frame and we look forward to seeing you all in Birch Run.

Regards, Eric

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- Please pay **CAREFUL** attention to move-in/out times. Your cooperation and patience are always appreciated.

All exhibitors are required to collect sales tax where applicable. As a vendor operating in Michigan, you are responsible for collecting and paying Michigan sales, use and withholding taxes. For your convenience, you can complete your tax return online at http://www.michigan.gov/taxes/0,4676,7-238-43519_43529-154427--,00.html . Please remember to print a copy of each page during the online filing process to keep for your records. If you have any questions regarding the filing process you may contact the Sales, Use and Withholding Tax Customer Contact Division at 517.636.6925.

- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.



Birch Run, MI/ October 12-14, 2018

Essential Information- Exhibitors Johnson's Log Home & Timber Frame Show

Show Manager: Eric Johnson, Telephone: (866) 607.4108 Cell: 518 321-7438

Dates/Show Hours: October 12(Friday) 1pm-7pm
October 13 (Saturday): 10am-6pm
October 14 (Sunday): 10am-4pm

Location: [Frankenmuth Credit Union Event Center](#)
11600 North Beyer Road
Birch Run, Michigan 48415
Phone: 989.624.4665
Website: <http://frankenmuthcueventcenter.com/>

**Host Hotel
Information:**

Host Hotel-

[Hampton Inn Birch Run/Frankenmuth](#)

12130 Tiffany Blvd., Birch Run, MI 48415

Reservations Direct: (989) 624-2500

Key Word for special rate: "Log and Timber Show"

Special Rate:
\$129.

Cutoff Date: Extended-call hotel direct

**Exhibitor Badges
(Onsite Registration):**

Exhibitors must provide show manager with a list of badge holders by Friday, September 28. Pick up your badges at the Will Call desk.
Exhibitor Check-in: Will Call Desk in Registration Area

**Set-up Hours: We
NEED your patience
and support here to
facilitate a smooth
move-in/out.**

NOTICE:

(1) Overhead Door: (14x14). **Thursday/October 11: 10am-6pm** for Large Structures: 10x20 or larger **OR** anyone requiring drive-on the floor access:
All others- **Friday/October 12: 8am-12pm:**
All exhibits must be ready for inspection by show management and Fire Marshal by 12pm, Friday.
All booths set by 1pm- Friday: No Exceptions

Dismantle Hours: October 14 (Sunday): 4:01pm – 10:00pm NOTICE: Drive-on access: 4:30pm or so. NOTE: – Please break booth down prior to driving on floor (we need to allow at least 1 hour after show ends before vehicles are allowed on the floor) .Timing is key- actual drive-on varies.
 October 15: (Monday): 9:00am – 1pm

Driving onto the floor: For safety and liability purposes, vehicles can only drive on show floor during the following designated hours; please plan accordingly:

Drive –On, Move-In October 11 (Thursday):	10am-6pm. Large Structures 10x20 or larger OR anyone requiring drive-on the floor accessibility
All others- October 12 (Friday) 8:00 am-Noon	(drive-on accessibility to booth NOT guaranteed during this time)
Move-Out: October 14 (Sunday): Need approximately 30 minutes to 1 hour before vehicles allowed on floor.	4:00pm – 10 pm
October 15 (Monday): Open drive on access: 9am-1pm	9am – 1pm

Forklift Through Decorator. See form.

Show Colors: Hunter Green Drape

Show Company: Solid WOOD Promotions
 6 Loren Drive
 Queensbury, NY 12804
 866.607.4108 fax- 518.618.1413

Decorator: Exhibition Services, Inc.
 6907 Westside Saginaw Rd.
 Bay City MI 48706
 George Escamilla
 989-239-5957

**Cutoff Date for reduced rates:
 October 5, 2018**

Exhibitor Parking: Longterm: Trailer parking FREE. Daily in/out- FREE.

Directions

I75 South Bound:

Take exit 136 for M-54/M-83 toward Birch Run

Take a right on Main St. Drive to N Beyer Rd

Take a right onto N Beyer Rd

We are located at the end of N Beyer Rd

I75 North Bound:

Take exit 136 for M-54/M-83 toward Birch Run

Take a left on Main St. Drive to N Beyer Rd

Take a right onto N Beyer Rd

We are located at the end of N Beyer Rd



BIRCH RUN: Badge Request and Company Listing Form
Johnson's Log Home & Timber Frame Show

This form is for exhibitor badges and PROPER company listing for the show program for **Johnson's Log Home & Timber Frame Show**. Please fill in the spaces below and return by Friday, **September 28**. Thank you and we look forward to seeing you in Birch Run.

Company Listing: Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications (category not listed- add your own)

Company name: _____

Company listing: _____

Exhibitor badges:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshows.com



BIRCH RUN: Call for Seminars and Demonstrations –
Johnson's Log Home & Timber Frame Show

We're getting ready for a great show in Sacramento and need to fill our seminar **AND** demonstration slots.

SEMINARS: As you know this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', **what it is not is a sales pitch**...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

DEMONSTRATIONS: We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

Each seminar and demonstration begins on the hour and ends after 45 minutes. We ask that you include your Q and A in that timeframe.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the show:

Title of Presentation (Seminar or Demo-circle):

Name of Presenter and Title:_____

AV needs: LCD_____ None_____

Yes_____ I would love to present more than once a day: No_____ Once is enough!

Preferred Times (please circle): **Friday**-early, mid, late afternoon, evening. **Saturday**-morning, early, mid, late afternoon, evening. **Sunday**- morning, early, mid, late afternoon.

Description:_____

Please respond no later than **Friday, September 28, via fax at 518.618.1413 or email ejohnson@loghomeshows.com**



GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$5 each (60% off ticket price). You will be invoiced based on the number of guests who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are *NO* physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, If you miss this deadline, bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

COMPANY NAME: _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

EMAIL to ejohnson@loghomeshows.com FAX to (518) 618-1413

OR leave this form at the Will Call desk at the show

Questions? Call Eric Johnson at (518) 618-1195

6907 West Side Saginaw Rd. * Suite #7 * Bay City * MI * 48706
Phone * 1-989-686-0660 Fax * 1-989-686-1560

Re: *The Log Home & Timber Frame Show*
Frankenmuth Credit Union Event Center
Birch Run, MI 48415
October 12th – 14th 2018

Dear Exhibitors:

Johnson's Log Home & Timber Frame Shows has selected Exhibition Services, Inc. to serve as you're official Exposition Service Contractor.

Enclosed are equipment forms for additional decoration supplies, all of the services offered in this exhibitor kit are optional. If your company is interested in any of the services, please e-mail or fax all forms back to Exhibition Services, Inc. with your payment enclosed. Please take the time to read and understand the payment policy terms and conditions. All rental equipment remains the property of Exhibition Services, Inc. Exhibition Services, Inc. takes great pride in our newly acquired equipment. Any damaged equipment, repair or replacement costs, if necessary, will be the responsibility of the exhibiting firm.

- Take the time to assess all your needs carefully.
- Read and understand payment policy.
- Place your orders in advance and save valuable time and money.

If you desire a certain table size, please note it in the Furniture Order Form

The following items are included as part of your booth fees paid to show management:

1. Exhibit booth draping with 8 ft. high backdrop & 3 ft. high side drape.
2. 7" x 44" booth id. sign

Show colors are as follows:

Pipe & Drape -- Hunter Green
Table skirts -- Black

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED 5 WORKING DAYS PRIOR TO VENDOR MOVE-IN. SOME EQUIPMENT AND SERVICES MAY REQUIRE ADDITIONAL TIME.

FAXED ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD APPLICATION; ALL OTHER FAXES WILL BE BILLED AT OUR FLOOR RATES.

Sincerely,

George J. Escamilla
Exposition Service Contractor



**Exhibition
Services, Inc.**

www.esiusa.biz

6907 West Side Saginaw Rd. * Suite #7 * Bay City * MI * 48706

Phone * 1-989-686-0660 Fax * 1-989-686-1560

- IMPORTANT -

Please take the time to read and understand the Payment Policy terms and conditions. This will save you valuable time and money

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier's check. Credit cards will be accepted for this event only for advance orders.

Please remit all payments to: **Exhibition Services, Inc.**
6907 West Side Saginaw Rd.
Suite # 7
Bay City MI 48706

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on site representatives, staff and third party designates of the entire payment policy.

ADVANCED ORDER PRICING:

All orders must be mailed in and received in our office ten working days with payment prior to move-in to qualify for the Advanced Order Price. All other orders will be priced as Floor Prices. Any orders placed during set-up must be accompanied by full payment prior to delivery of the service or product. Credit Cards will **NOT** be accepted during move-in. For **Email order please send to george@esiusa.biz**

FLOOR ORDERS (on site orders):

All orders placed on-site are subject to the floor order rate. All faxes received without payment will be subject to floor order rates. Your on-site representative must be made aware of this payment policy. Credit Cards will **NOT** be accepted during move-in. **Email order please send to george@esiusa.biz**

CANCELLATION / REFUNDS:

Items canceled after services have been rendered prior to show start up time will be charged 50% of original price. Refunds are made in Company Credit Only! All claims must be made prior to show closing. No credits will be issued after that time. There will be NO third party billing. Exhibition Services, Inc. is here to service you the exhibitor to have a more productive event. If you have any questions or need any service that is not listed, contact our Exposition Service Department.



**Exhibition
Services, Inc.**

Carpet Rental Form

6907 Westside Saginaw Rd. * Suite # 7 * Bay City * MI * 48706

Ph. 989-686-0660 * Fax. 989-686-1560 * Toll Free 1-800-549-9026 www.esiusaevents.com

Name of Event: _____	Show Dates: _____
Company Name: _____	Booths Number(s) _____
Address: _____	Phone Number: _____
City: _____ State: _____ Zip: _____	Fax: Number: _____
Contact: _____	Title: _____
Signature: _____	Date: _____

STANDARD BOOTH CARPET

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	85.00	95.00	
	9' x 20'	120.00	175.00	
	9' x 30'	195.00	255.00	
	9' x 40'	225.00	295.00	
	Additional increments of 10' add...		N/A	

All prices include installation & front edge taping.

SPECIAL SIZE CARPETING PLEASE CALL FOR QUOTE

Prices include cut / installation and all taping.

EXHIBITION SERVICE USE ONLY

ORDER RECEIVED BY: _____ DATE _____	ORDER COMPLETED BY: _____
ADVANCED _____ FLOOR PRICE _____	DATE COMPLETED: _____
CHK. # _____ AMT. _____	AMOUNT OWED: _____
VISA /M.C. ONLY – Ex. DATE _____ American Express	AMOUNT RECEIVED: _____
C. C. # _____	BALANCE DUE _____

Return order to Office1@esiusa.biz



Exhibition Services, Inc.

Furniture Rental form

6907 Westside Saginaw Rd. * Suite # 7 * Bay City * MI * 48706
Ph. 1-989-686-0660 * Fax. 1-989-686-1560 * E-Mail www.esiusaevents.com

Name of Event: _____	Show Dates: _____
Company Name: _____	Booths Number(s) _____
Address: _____	Phone Number: _____
City: _____ State: _____ Zip: _____	Fax: Number: _____
Contact: _____	Title: _____
Signature: _____	Date: _____

PLEASE SIGN AND DATE UPON RENTAL AGREEMENT ACCEPTANCE
 ALL FAX ORDERS MUST BE ACCOMPANIED BY CREDIT CARD APPLICATION TO QUALIFY
 FOR ADVANCE PRICE, ALL OTHER ORDERS WILL BE BILLED AT FLOOR PRICE

BOOTH FURNITURE					SPECIALTY TABLES				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY	ITEM	ADVANCE	FLOOR	AMOUNT
	Contour folding chair	5.00	7.00			30" Dia. Round (30" high) Plain	25.00	N/A	
	Padded bar stool	22.00	29.00			30" Dia. Round (30" high) Covered with 81"x81" linen	40.00	N/A	
	Wastebasket	5.00	9.00			30" Dia. Round (42" high) Plain	25.00	N/A	
STANDARD TABLES (30" HIGH)						30" Dia. Round (42" high) Covered with 81"x 81" linen	45.00	N/A	
	2'x4' Plain	15.00	21.00			Oak Easel	10.00	15.00	
	2'x4' Covered & skirted	32.00	43.00			Double Sided Carpet Tape	19.00	22.00	
	2'x6' Plain	22.00	28.00			42' Table Raiser – no table	12.00	15.00	
	2'x6' Covered & skirted	42.00	53.00			Cover & Skirt for 30" table	25.00	35.00	
	2'x8' Plain	29.00	35.00			Cover & Skirt for 42" table	29.00	39.00	
	2'x8' Covered & skirted	55.00	69.00			4 th side skirting – 30 & 42"	10.00	15.00	
COUNTER TABLES (42" HIGH)						3' high drape per ft.	1.95	3.50	
	2'x4' Plain	27.00	35.00			8' high drape per ft.	2.80	4.00	
	2'x4' Covered & skirted	43.00	58.00			Aluminum Extension (6'-10')	7.00	9.00	
	2'x6' Plain	34.00	42.00			Aluminum Upright (3' high)	7.00	9.00	
	2'x6' Covered & skirted	49.00	68.00			Aluminum Upright (8' high)	7.00	9.00	
	2'x8' Plain	41.00	49.00			Large base plt.	7.00	9.00	
	2'x8' Covered & skirted	68.00	85.00			Small base plt.	7.00	9.00	
TABLE RISERS						Total Amount Due			
	4'x1'x1' Plain	15.00	23.00						
	4'x1'x1' Covered	25.00	35.00						
	6'x1'x1' Plain	20.00	28.00						
	6'x1'x1' Covered	30.00	40.00						
	8'x1'x1' Plain	25.00	33.00						
	8'x1'x1' Covered	35.00	45.00						

www.esiusaevents.com **EXHIBITION SERVICE USE ONLY**

ORDER RECEIVED BY: _____ DATE _____

ADVANCED _____ FLOOR PRICE _____

CHK. # _____ AMT. _____

C. C. # _____

EXPERATION DATE _____

ORDER COMPLETED BY: _____

DATE COMPLETED: _____

AMOUNT OWED: _____

AMOUNT RECEIVED: _____

BALANCE DUE _____



Exhibition Services, Inc.

Drayage Services/Freight Handling

BILLING ADDRESS

PLEASE DUPLICATE FORM FOR YOUR RECORDS BEFORE RETURNING ORIGINAL

EVENT NAME _____ EVENT DATE(S) _____ BOOTH# _____

COMPANY NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX # _____ ORDER DATE _____

ORDERED BY (PRINT NAME) _____ SIGNATURE _____

GENERAL INSTRUCTIONS

ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:

- This form must be completed and returned prior to our receipt of any freight.
Payment must accompany this order.
All drayage charges are payable upon demand at close of event.
Payment accepted by the following methods: Corporate Check, Money Order, Cash

Exhibiting Firms Name
Show Name
c/o Exhibition Services, Inc.
Suite # 7
6907 W. Side Saginaw Rd.
Bay City MI 48708

INBOUND SERVICE

- ADVANCE RATE: \$.25 per lb. 200 lb. (\$50.00) minimum charge. Outbound and all other charges are separate.
FLOOR RATE: \$.40 per lb. 200 lb. (\$80.00) minimum charge. Outbound and all other charges are separate
Shipments prior to show must be received 10 days in advance to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$50.00)
\$.25 per lb. x # of lbs = \$
Number of Containers
Number of skids
Payment Enclosed \$

Amount Due
Ck. #

Please check how freight will be shipped in: Account #

UPS Federal Express Other Courtier Air Freight Motor Carrier

OUTBOUND SERVICE

- ADVANCE RATE: \$.25 per lb. 200 lb. (\$50) minimum charge. Inbound and all other charges are separate.
FLOOR RATE: \$.40 per lb. 200 lb. (\$80.00) minimum charge. Inbound and all other charges are separate
Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse.
Special request for shipments must be arranged with an ESI associate.

Amount due (min. 200 lbs. - \$50.00)
\$.25 per lb. x # of lbs = \$
Number of Containers
Number of skids
Payment Enclosed \$

Amount Due
Ck. #

Please check how freight will be shipped out: Account #

UPS Federal Express Other Courtier Air Freight Motor Carrier



**Exhibition
Services, Inc.**

Credit Card Authorization

6907 West Side Saginaw Rd. Suite #7 Bay City MI 48706

Phone * 989-686-0660 Fax * 989-686-1560 * Toll Free 1-800-338-0993 www.esiusaevents.com

Name of Event: _____ Show Dates: _____
 Company Name: _____ Booth Number(s): _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Fax Number: _____
 Contact: _____ Title: _____
 Signature: _____ Date: _____

(Please Type or Print)

PLEASE DUPLICATE FORM FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE RECEIVED TEN DAYS
PRIOR TO SHOW DATES TO QUALIFY FOR ADVANCE PRICE SCHEDULE.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
Processing fee of 3%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____