

# exhibitor INFORMATION

Mission Point is the host venue for a number of conferences each season. You will find that it is just as simple, if not more so, than exhibiting at a hotel property on the mainland.

Please find this information helpful in planning your trade show and exhibit details.

We respectfully request that all exhibit materials be shipped to Mission Point by way of UPS. This includes, but is not limited to: displays, banners, booths, print materials, and large boxes of items.

## Shipping of items

- Address: Mission Point, 6633 Main Street, PO Box 430, Mackinac Island, Michigan 49757
- Preferred carrier is UPS.
- Please specify on the box the name of the organization hosting the conference, as well as your name and company name.
- Indicate each box as 1 of 5, 2 of 5, etc. so all boxes can be accounted for and stored together.
- Specify on the box the Conference Services Manager name for ease of locating packages.
- Please ship items not more than one week prior to the day of exhibit set up.
- There are no charges for storage if items are received within (7) days of set-up.
- A \$100/week fee will be applied to items that arrive earlier. This fee must be paid prior to the delivery/pick-up of stored items.
- We do accept shipments from outside freight companies. To complete this process, we recommend reaching out to Arnold Freight. They can be reached at 906-643-8288 or email [veronica@arnoldfreight.com](mailto:veronica@arnoldfreight.com). Please note that all freight charges are the responsibility of the exhibitor/sender.
- The staff at Mission Point Resort will deliver items to the trade show area on the day of set up.
- All items must have pre-paid return shipping labels attached at the conclusion of the conference.

## Transportation of items

- If you transport items via passenger ferry make sure you receive a Mission Point claim ticket for your items from the ferry staff.
- When you arrive to the Island, Mission Point dock porters will be waiting to assist you, please inform them of the items that need to be delivered to the resort.
- A dolly may be required for large items (boxes larger than 4'X6').
- The cost of the dolly will be determined by [www.mict.com](http://www.mict.com) and will need to be paid for by you or your company.
- Due to the demands of the Bell Stand, delivery of exhibit items may be delayed.
- Any items being taken back on the ferry, must be taken to the Bell Stand for proper tagging and transfer. Please allow up to (2) hours for items to arrive to the mainland.

