

MICHIGAN SCHOOL BUSINESS OFFICIALS  
25th Annual Facilities Conference

CONTRACT AGREEMENT

A. We, \_\_\_\_\_, as exhibitor, hereby agree to rent one exhibit booth at the MSBO 25th Facilities Conference held at the Crystal Mountain Resort in Thompsonville, Michigan, October 2, 2023.

We understand the rental rate is five hundred fifty (\$550) for each full booth space, five hundred dollars (\$500) for tabletop spaces and five hundred twenty-five (\$525) for tent booths. All sponsorships include a free booth space.

NO CANCELLATIONS (REFUNDS) WILL BE ACCEPTED AFTER SEPTEMBER 5, 2023.

B. The Michigan School Business Officials is to furnish:

- ◆ Exhibit space with 8’ high backs and 3’ high sides
- ◆ A 7 inch by 44 inch one-line booth identification sign (if requested below)
- ◆ One (1) 2’x6’ covered and skirted display table
- ◆ Two (2) chairs
- ◆ One (1) wastebasket
- ◆ Inside booths are carpeted

C. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims of injury, or damage to exhibitor's displays and equipment, and any property brought onto the premises of the Crystal Mountain Resort. The exhibitor shall indemnify and hold harmless the Michigan School Business Officials and the Crystal Mountain Resort’s agents, servants, and employees from any such losses, damages, or claims.

BOOTH IDENTIFICATION (SIGN)

Please indicate: \_\_\_\_\_ No Booth Identification Sign Will Be Required  
\_\_\_\_\_ Booth Sign is to Read as Follows:

\_\_\_\_\_

BY: Patty Lenneman  
Patty Lenneman  
Exhibit Coordinator

BY: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(company)

RETURN TO:  
MSBO  
1001 Centennial Way, Suite 200  
Lansing, MI 48917  
(517) 327-2584 or FAX (517) 327-0768  
Email: [plenneman@msbo.org](mailto:plenneman@msbo.org)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(telephone number)