

MiCareerQuest Exhibitor Registration Guide

Thank you for exhibiting at MiCareerQuest (MICQ) 2020! Your time, expertise, and financial contributions are greatly appreciated and needed to fulfill the mission of MICQ. Each exhibit must be registered through our system on Survey Gizmo. This registration includes information about the exhibit and supplies needed for the event. If you need further assistance please contact the Business Solutions Representative for your quadrant.

Questions

1. *Exhibit Liaison Contact Information*
 - a. This is the individual designated to be the main point person for an exhibit. One person per exhibit must be identified to serve in this role. This is not necessarily the individual at the exhibit during the event.
 - b. Enter their name, company/organization, email address, and phone number.
2. *Industry Sector*
 - a. Please select the industry the exhibit will be representing. If you are exhibiting in more than one industry sector, you will need to complete a second registration.
3. *Please come up with a unique name for your exhibit.*
 - a. Exhibit name can be the company name or a title describing the exhibit.
4. *I agree to abide by all exhibitor guidelines set forth by MiCareerQuest and DeVos Place.*
 - a. Please click on the hyperlink and read the MICQ Exhibitor Guidelines and confirm.
5. *By initialing below, I acknowledge that food or beverage associated with my exhibit must be approved by Event Management by **April 1, 2020***
 - a. Outside food and beverages are **NOT** allowed at DeVos Place. If your exhibit **requires** food or beverage for demonstration, this must be approved by event management prior to MICQ. Approval is not guaranteed. Contact your Business Solutions Representative (BSR) by April 1, 2020 to request approval.
6. *I will provide names of each individual that will assist with our exhibit at MiCareerQuest. The Exhibit Roster is due to my Business Solutions Representative by **April 29, 2020**. To ensure a lunch is ordered, and for security purposes, all individuals must be registered by the deadline.*
 - a. For security purposes, and an accurate lunch count, we will need the names of those assisting with the exhibit by April 29, 2020.
7. *Estimated number of Exhibit Assistants*
 - a. Enter the number of people, not including yourself, that will directly assist with the exhibit.
8. *I understand that latex gloves are not permitted at MiCareerQuest due to allergies.*
 - a. Please confirm
9. *I understand that company banners and table skirting are not allowed at the event. Each exhibit will receive standard signage highlighting the name of the participating exhibitor(s) and occupations*
 - a. MICQ is a career exploration event, not a career fair. Thus, Employer/ Organization branded table covers or skirting, banners, or signage are not permitted at MICQ.
10. *Brief description of your exhibit*
 - a. Please provide a description of primary features and focus of your exhibit.
11. *Occupations to Promote*
 - a. List occupation titles, not job titles. For example: Database Administrator, Medical Assistant, Project Manager, Welder
12. *Exhibit Dimensions (in feet): See examples here.*
 - a. Refer to examples in link for a variety of exhibit sizes. If you are unsure as to what size your exhibit space should be, please connect with your West Michigan Works! Industry Sector Lead.
13. *What supplies, equipment, etc. are you bringing? (Please list) **

- a. Please list all of the supplies you will bring to execute your exhibit focus. Be as detailed as possible.
- 14. . *Will you be shipping items to DeVos Place?*
If "Yes," a Business Solutions Representative will provide you with shipping information
 - a. Please confirm
- 15. *Will there be additional organizations participating in this exhibit?*
Add fields for org name, contact person and email. Trigger confirmation email to them.
 - a. Are any other employers/organizations that you are partnering with?
- 16. *Will you be bringing a Vehicle as part of your display?* **DeVos Vehicle Rules & Regulations**
 - a. Is there a vehicle associated with your display?
If yes, I understand that my display vehicle, and a representative of the vehicle, MUST be on the exhibit floor in the space it will occupy by 1:00 p.m. on May 12, 2020 for inspection to occur.
questions will appear:
Please read the DeVos Vehicle Rules and Regulations, and agree to the time your vehicle must be placed on the exhibit hall floor
Vehicle information
Vehicle dimensions
Vehicle weight
- 17. *Table/ Chairs (note amount requested in dropdown)*
 - a. Keep your exhibit dimensions in mind as you select your tables, chairs, and stations. A desk sized trash can will be included with each exhibit.
- 18. *AV Equipment*
 - a. *Will Bring Own Monitor(s)*
 - i. Please answer "yes" or "no"
 - b. *Will Bring Own Monitor Cord(s)*
 - i. Please answer "yes" or "no"
 - c. *32" Monitor (tabletop style)*
 - i. Please select desired quantity
 - d. *42" Monitor (on stand)*
 - i. Please select desired quantity
 - e. *Sign Easel*
 - i. Please select desired quantity
 - f. *8' X 8' Tripod Projector Screen*
 - i. Please select desired quantity
 - g. *12' X 12' Projector Screen*
 - i. Please select desired quantity
- 19. *Water & Air*
 - a. *Do you need Water or Air Service?*
 - i. Please answer "yes" or "no"
- 20. *Electrical*
 - a. Each exhibit is furnished with standard electrical service compatible with laptop, TV, projector, etc. Only say yes to this question if you need anything beyond a standard power strip.
 - i. Please answer "yes" or "no"
 - 1. If "yes" please select desired outlet type
- 21. *Power Strip*
 - a. Please answer "yes" or "no"
 - i. If "yes" please enter how many needed
- 22. *Extension Cord*
 - a. Please answer "yes" or "no"
 - i. If "yes" please enter how many needed

23. Hardwired Internet
(Note: WiFi will be provided to all exhibitors)
a. Please answer "yes" or "no"
i. If "yes" please indicate what speed
24. Do you need a Forklift?
a. Please answer "yes" or "no"
25. Do you need a Manual lift?
a. Please answer "yes" or "no"
26. Do we have your current logo from a previous year?
a. Please answer "yes," "no" or "unsure"
i. If not, or the logo is outdated, please upload a new one.
27. Additional comments/ questions?

You will receive an email from Survey Gizmo confirming your registration information. Included in the email is an edit link should you need to amend your information. Below is the contact information for each industry sector lead in the case you need to work with them directly on completing the form. We look forward to seeing you at MiCareerQuest on May 13, 2020!

Advanced Manufacturing

Jerry Hill jhill@westmiworks.org

Construction

Mac Dodds mdodds@westmiworks.org

Health Sciences

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Information Technology

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