



Saturday, March 2, 2024

9:00 am - 5:30 pm

MSU Livestock Pavilion, Lansing, MI

February/March 2024

Dear Exhibitor:

The Quiet Adventures Symposium (QAS) is just a short time away. We are very happy to have your participation in our event. On behalf of the Quiet Adventures Society, thank you. We consider your offering as a key component for the success of the symposium. Below you will find information to help you before, during and after the symposium. Please share this information with your booth staff and members of your organization that may attend.

Please know that we do not sell or share our Exhibitors list of contacts to/with anyone. If you receive an email on this, it is SPAM and do not respond.

Door Prizes and Raffles

Door Prizes are welcome and appreciated from all of our Exhibitors. We will recognize you with special signage and mention in our announcements. As a 501c3, we are able to provide a receipt for your donation. All paid attendee entries will be getting one free door prize ticket and can buy more. We will put tickets in your packet for the number of booth staffers registered!

We have a Cosine Wherry 14' red cedar rowboat as our main Silent Auction Item. Items worth \$100 or more can be included in the Silent Auction. Please let us know as soon as possible if you will be donating such a prize, so that we can arrange publicity.

We will again have Grand Prize Surf and Turf Raffles from The Power of Water and Denny's Central Park Bikes, respectively. You are eligible to win these if you purchase tickets.

Overnight Stays

For those of you who wish to come early and stay late we have an arrangement with the nearby Candlewood Suites for reduced rates. Travel south on Farm Lane to the first road which is Forest. Turn right and follow Forest Rd. and the signs, right, to the hotel. Call them before March 1 and mention the Quiet Adventures Symposium (**QA2**) for the negotiated rate.

Candlewood Suites
3545 Forest Road
Lansing, MI 48910
(517) 351-8181

There are many local restaurants in the area.

MSU Pavilion

The Michigan State University Pavilion for Agriculture and Livestock Education will again be the site of QAS. The Pavilion is located at [4301 Farm Lane, Lansing, MI](#), located near the corner of Mt. Hope and Farm Lane. (Your GPS may put this address in East Lansing or Okemos). We recommend coming in from the south to avoid campus traffic, although no large events are expected that day.

Program Times and Locations

The [schedule of speakers](#) and [demonstrations](#) is interesting and diverse. Also available is a [Frequently Asked Questions \(FAQ\)](#) sheet about QAS. If you need any additional information or have special requests, contact us as soon as possible at eventmanager@quietadventures.org.

Parking

Parking for exhibitors will be to the east across Farm Lane. The lot is paved and has lots of room, just a quick walk. The vehicle entrance for exhibitor setup is on the east side of the building and signage will be posted for Arena and Exhibit Hall. After unloading, parking across Farm Lane is the best option to avoid complications. Please do not block anyone in as there may be ticketing and towing in those cases.

Parking for attendees/guests is on the north side of the Pavilion. There is a free overflow parking at the corner of Farm Lane and Mt. Hope in the MSU commuter lot 89. We will not have a shuttle operating this year for the overflow lot. People enter the Pavilion through the north main doors of the facility.

Vehicles and Trailers

Exhibitors are allowed to drive into the Exhibit Hall and into the Arena for set up during the times noted below. We ask that as much snow as possible be removed from your vehicle and trailers before entering the pavilion. Once you are at your booth, please turn off your vehicles before unloading. Ask at the Exhibitor Check-in for help if needed.

Friday Check-in

Exhibitors are encouraged to check-in and set up on Friday, March 1st between 1:00 PM and 7:00 PM. (If there is a lot of snow, we will try to open early.) Look for the signs for the appropriate entrance on the East Side of the Pavilion off Farm Lane. Friday setup is easier and causes much less stress on all involved, with Security present overnight.

Exhibitors will enter on the east side of the Pavilion off Farm Lane. Look for the Enter Here signs on the east side. Just inside the large overhead door you will find Exhibitor Check-in where you will pick up your information and be directed to your booth location. A packet will be available with the Booth Registration information, Booth Location number(s), Staff Badges, Unpaid Invoices, and these instructions. You may pay at entry but a \$15 administrative fee for late payment will be added. Please be courteous and considerate to others by dropping off your display and removing your vehicle from the exhibit floor as quickly as possible.

You will find Quiet Adventures Society members and volunteers eager to help you. Many Quiet Adventures Society members will be wearing a dark green vest, yellow Volunteer Buonodono Bandana, and/or a bright pink hat (Board members), so we should be easy to locate. If you need assistance, flag one of us down. Contact below.

Event Day Check-in (March 2)

Event day check-in and setup is available from 7:30 to 8:30 am. Saturday morning check-in and setup is available from 7:30 to 8:30 am, BUT NO VEHICLES MAY ENTER THE BUILDING AFTER 8:00 AM on MARCH 2. You may access the Exhibit Hall and Arena on foot with carts etc. until 8:45 am.

Exhibitors and volunteers arriving after 8:45 AM must enter through the north Main (front) entrance of the Pavilion. Please proceed to Volunteer Check-in. If your booth leader has already checked in, arrange to get your badge from that person as no one can enter event space without one.

Booth Staff

Please remember to pre-register every member of your booth staff including non-profit volunteers. Each exhibitor is allowed **2 (two) free admissions per booth** for these registered persons. Additional staffers will need to enter and pay the regular admission price unless previous arrangements have been made.

If your registered staff members arrive late and do not yet have their badges, you should make arrangements to meet them at the front (north) entrance. There will be no entry without a badge or wrist band. After 8:45 AM on Saturday, any remaining Exhibitor Packets will be available at the Volunteer Check-in Desk at the Main entrance.

Attire

Because the MSU Pavilion is primarily designed for livestock and agricultural shows, it statutorily must be kept cool for the animals. As a result, it may be quite cool especially if your booth is under a vent fan. There is little we can do about this situation other than ask you to be prepared and dress warmly. This may mean you will need a coat, hat, warm socks and gloves. Also, the cement floor can be hard on the feet.

Food

The MSU Pavilion Concessions will be open for most of the show. However, they can be extremely busy and lines can be long. Please keep this in mind. You may wish to bring your own personal drinks and food. There will be tables/seating in the middle area of the Exhibit Hall, as well as the Arena bleachers and Auditorium seats. Water bottles can be filled at the filtered water station near the restrooms to the left of the entrance to the Auditorium. Please do not leave your booth unattended for extended periods, however. Let us know if you need assistance.

Tear Down

The symposium runs until 5:30 PM on Saturday. For the safety of all of our guests and exhibitors, we cannot allow vehicles of any kind on the exhibit floor before 5:30 PM. If you need to leave before the official closing time, please speak with one of the show

volunteers or QAS people. They can help arrange assistance for you to carry your exhibit materials outside to your vehicle.

Assistance:

If you need assistance, our contact cell numbers are:

Cynthia Donovan, 218-290-0270

Susan Hopp 517-803-6521

Pat Harrington, 517-202-0812

Send a text as the noise may make it difficult to hear the call come in.

Survey

We are designing brief surveys. We appreciate your input. Please let us know how the show went for you. If you want to be a sponsor or reserve a booth for next year please contact me at the show.

On behalf of myself and the Quiet Adventures Society again I thank you for participating in QAS. Without your participation and help, we could not make QAS happen or even dream of achieving our mission.

Sincerely,

Cynthia Donovan

Quiet Adventures Society

EventManager@QuietAdventures.org