



Saturday, March 4, 2023
9:00 am - 5:30 pm
MSU Pavilion, Lansing, MI

February 2023

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 Water 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.

Door Prizes

Door Prizes are welcome and appreciated. 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 participants will be getting one free door prize ticket and can buy more.

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 for the negotiated rate.

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

We also have rooms with a special rate at the Hampton Inn in East Lansing, north of campus. Call them and mention the Quiet Adventures Symposium.

Hampton Inn East Lansing
2500 Coolidge Rd,
East Lansing, MI 48823
(517) 324-2072

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. We recommend coming in from the south to avoid campus traffic.

Program Times and Locations

The [schedule of speakers](#) is interesting and diverse. There is also a [Frequently Asked Questions \(FAQ\)](#) about QAS. If you need any additional information or have special requests, contact us as soon as possible.

Parking

Parking for exhibitors, after setting up, will be behind (south) of the Pavilion and to the east across Farm Lane. The entrance for exhibitor setup is on the east side of the building.

Parking for speakers and guests is on the north side of the Pavilion. There is overflow parking north of Mt. Hope in the commuter lot. People enter the Pavilion through the north Main doors of the facility.

Vehicles and Trailers

Exhibitors are allowed to drive into the exhibition area and into the arena for set up during the times noted below. We ask that as much snow as possible be removed before entering the pavilion. Once you're 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 3rd between 1:00 and 7:00 PM. Friday setup is easier and causes much less stress on all involved. Saturday morning check-in and setup is available from 7:30 to 8:45 AM.

Exhibitors will enter on the east side of the Pavilion off Farm Lane. Enter through the center door on the east side (there will be signs). 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. 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 Water Society members and volunteers eager to help you. Many Quiet Water Society members will be wearing red vests so we should be easy to locate. If you need assistance, flag one of us down.

Event Day Check-in

Event day check-in and setup is available from 7:30 to 8:45 AM. Exhibitors will enter on the east side of the Pavilion off Farm Lane. Enter through the center door on the east side (there will be signs). 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. Please be courteous and considerate to others by dropping off your display and removing your vehicle from the exhibit floor as quickly as possible.

Exhibitors and volunteers arriving after 8:45 AM must enter through the north (front) entrance of the Pavilion. Please proceed to Volunteer Check-in. You will be given a badge or hand stamp that will allow you access to all event activities.

If you need assistance, our contact cell numbers are:

Cynthia Donovan, 218-290-0270

Pat Harrington, 517-202-0812**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, they need to stop at the Volunteer Check-in located in the Main Lobby to get badges or you should make arrangements to meet them at the front (north) entrance. There will be no entry without a badge or a hand stamp. After 8:45 AM on Saturday all admittance will be through the Main Lobby on the north side of the Pavilion.

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 and gloves if you aren't particularly warm blooded.

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. Water bottles can be filled at the filtered water station near the restrooms.

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 QWS people. They can help arrange assistance for you to carry your exhibit outside to your vehicle.

Survey

After the symposium we will be sending out a survey. 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 Water Society again I thank you for participating in QAS. Without your help and that of others like you, we could not make QAS happen or even dream of achieving our mission.

Sincerely,

Cynthia Donovan, Event Manager and Board Member
Quiet Water Society
info@quietwatersociety.org