

Saturday, March 1, 2025

9:00 am - 5:30 pm

MSU Livestock Pavilion, Lansing, MI

February/March 2025

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.

Tables, chairs and badges

When you check in on Friday or early Saturday morning, we will have an Exhibitor Packet ready for you. It will indicate location of booth, number of tables and chairs reserved as well as number of booth staff badges and any unpaid invoice. Paying at the event includes a \$15 late payment fee. This year, the badges will have our logo and "Exhibitor" on them, with space to write your name and organization. You are responsible for getting these to your booth staff. This means that we do not need to know the names of each staffer for the show, just the number of badges.

The tables that we use are simple wooden tables, 30" by 8'. They are best covered with a cloth or something. Chairs are simple folding chairs. If you would like to bring more comfortable camp chairs, you are welcome to.

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! You too can win door prizes.

We will again have Grand Prize Surf and Turf Raffles. The Surf is a Kayak from The Power of Water and the Turf is a rugged Bicycle from Denny's. Tickets are \$10 each or 3 for \$25, only available at the event. You are eligible to win if you purchase tickets (unless you are a Board member of QAS or an employee of Dennys or TPOW).

Overnight Stays

For those of you who wish to come early and stay late, we have arranged a block of rooms at the local Candlewood Suites: \$99 for an efficiency and \$129 for a one

bedroom, plus taxes, etc. To book these: Click on the link below, enter the arrival and departure dates then click on 'View Prices'. The group name and rate will appear to the right. Please contact Donna Schultz at Candlewood Suites in East Lansing if you have any questions. 517-351-8181, Ext. 412 or dschultz@pyramidglobal.com . The Booking link is [Quiet Adventures 2025](#) . You are responsible for payment.

There are many local restaurants in the area. Just stop any volunteer to get recommendations. Eagle Monk Pub and Brewery sponsors our Volunteer Bandanas and has delicious draft beers, as well as hard apple cider and delicious food. Check them out at <https://www.eaglemonkbrewing.com/> .

MSU Pavilion

The Michigan State University Pavilion for Agriculture and Livestock Education will again be the site of QAS. (Next year it will be known as the Farm Bureau Pavilion.) 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 Lansing, East Lansing or Okemos. It is on the MSU campus.) 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 available. Also available in January 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 exhibitor@quietadventures.org .

Parking

Parking for exhibitors will be to the east across Farm Lane. There are signs to indicate it. The lot is paved and has lots of room, just a quick walk across Farm Lane to enter the Pavilion Exhibit Hall. The vehicle entrance for exhibitor setup is on the east side of the Pavilion building (off Farm Lane) 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. We request that Exhibitors not park in these lots. 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, February 28, 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.

“Enter Here” signs will be posted for Exhibitors 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 forest green vest, and/or a bright pink hat (Board members), so we should be easy to locate. Volunteers will have a dark green bandana with white writing. If you need assistance, flag one of us down. Contact below.

Event Day Check-in (March 1)

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 1. 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.

This year we are making a change. Your registration package will include the assigned number of blank Exhibitor badges that you will be responsible for filling with your Name and Organization/Business.

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.

Displays

Many of you display both free merchandise (such as stickers or whistles) and merchandise for sale. Please make sure that they are clearly labeled with prices, where applicable, on your table to avoid confusion. We are not responsible for thefts, but let us know if you see any suspicious activity.

Rabbits and Horses

As many of you know, we share the exhibit floor with the Michigan Rabbit Breeders Association. They occupy the west side of the Exhibit Hall. In addition this is a livestock facility, the Arena is a dirt floor and we will have a couple of horses this year. Please bring face masks, allergy pills, or whatever you use if you have allergies.

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 stations near the restrooms. 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

(Note: The 517 contact number on my business card no longer works.)

Pat Harrington:

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 is at info@quietadventures.org 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