



MACAE

Michigan Association of Community and Adult Education

MACAE: One Voice

2017 Fall Conference

Key Strands:

Alternative Education

Adult Education, Literacy & ESL

Leadership

Community Education

*(Before/After School, Early Childhood
& Enrichment, Recreation)*

Educational Partnerships (Vendors)

*Our Mission is to provide a cohesive framework for community education through collaboration
and guidance at the local, state and federal level.*

2017 Exhibitor Information

Monday, October 16 - 18, 2017

Amway Grand Plaza Hotel, Grand Rapids, MI

For more details and exhibit contract, read on or go to www.macaе.org



Conference Inquires:

MACAE, 826 Municipal Way

Lansing, MI 48917

Phone: 517-492-1367

Fax: 517-492-1368

Email: macaeoffice@gmail.com

www.macaе.org



Please Join Us!

The Michigan Association of Community and Adult Education (MACAE) invites you to be a special part of our Annual Fall Conference as an exhibitor. This is a great opportunity for your team to meet with directors and instructors of adult, alternative, ESL, literacy, and community education (early childhood, before/after school, enrichment and recreation programs). When registering please complete page 6. You can register by credit card on line at www.macaе.org or you can email, fax or mail your registration to:

MACAE
826 Municipal Way
Lansing, MI 48917
Email: macaeoffice@gmail.com
Fax: 517-492-1368

Lodging

The conference will be held October 16-18, 2017 at Amway Grand Plaza Hotel, Grand Rapids, MI. For reservations, Call 616-776-6450. Toll free is 1-800-253-3590 and ask for the Michigan Association of Community and Adult Education.

On line at <https://aws.passkey.com/e/49039957>

Please note that hotel reservations made after September 26th will be taken on a space available basis.

Key Dates for Exhibitors

Exhibit Dates: Monday -Tuesday, October 16-18, 2017

Exhibitor Set-Up: Sunday, October 15 beginning at 5:00 p.m.

Exhibitor Reception: Monday, October 16 at 4:30-5:30 p.m.

Exhibitor Breakdown: The conference ends Wednesday, October 18

Thank you for your support of MACAE!



Michigan Association
of Community and
Adult Education

Sponsorship Opportunities

We are providing opportunities for different levels of sponsorship. If there is something special that you would like to sponsor, please feel free to contact the MACAE office with your request. Please check which sponsorship level you are interested in:

All levels: Company representatives attending the MACAE conference receive name badge ribbons identifying the company's level of sponsorship; one table; acknowledgement through signage and in conference packet; List of conference attendees; Reserved Seating at Conference Keynote Luncheon. \$100 for additional tables; \$149 for an additional person.

Diamond Level, \$2000:

MACAE membership for 2017-18; Vendor Registration; Present one session at the MACAE Conference, time slot assigned by MACAE; Your company's name will be placed on MACAE website and identified as Diamond Sponsor.

Gold Level, \$1000:

MACAE Membership for 2017-18; Your company's name will be placed on the MACAE website and identified as a Gold Sponsor.

Silver Level, \$500:

Your company's name will be placed on the MACAE website and identified as a Silver Sponsor.

Event Sponsorship, \$450:

Increase your sponsorship!
Your company's name will be recognized at the sponsored event and the conference program.

Consider sponsoring one of the following:

- ✓ DJ for vendor reception
- ✓ Morning snack bar
- ✓ Afternoon snack bar
- ✓ Mashed potato bar

MACAE Vendor Registration Benefits

MACAE Vendor Registration Fee:

\$355 for one table, \$455 for two tables, \$149 for an additional person.

Vendor, non profit table \$205 includes meals for 1 person, \$149 for an additional person.

- ◆ MACAE 2017 Annual Conference Registration List.
- ◆ One table and standard electrical outlet (please provide your own power cord if needed).
- ◆ Special Recognition at Exhibitors' Reception on Monday afternoon.
- ◆ All provided meals & events given as part of conference package for the first person. There is an additional charge for an extra person. Meals included are: Breakfast, and Lunch.
- ◆ Listing and Link on MACAE's website Fall Conference page after the conference (Vendor must Provide digital logo and link).
- ◆ Listing in Conference Packet.
- ◆ Ongoing promotion to support MACAE Vendor Members at Conference.

MACAE Vendor Membership Annual - \$499

Benefits:

- ◆ Access to MACAE Annual Membership Directory and Conference Registration List.
- ◆ Regular Email Updates on MACAE Activities.
- ◆ Listing and Link on MACAE's Website (Vendor must provide digital logo and link).
- ◆ Listing in Conference Packet.
- ◆ Ongoing promotion for members to support MACAE Vendor Members at Conference.
- ◆ 10% Discounts on all Conference and Workshop Exhibit Space.
- ◆ Recognition that Vendor Members are supporting MACAE's efforts to advocate on behalf of and grow all components of Community Education including Adult Education, Alternative Education, Literacy, ESL, Early Care & Education and Enrichment, Recreation & Before/After School.

MACAE reserves the right to add and eliminate certain benefits if after a trial period they are not being used or do not prove to be effective for our vendors or members. Communication with Vendors will occur to discuss other options if changes in Vendor Benefits are determined necessary.

Rules Governing All Exhibits

Restrictions

MACAE reserves the right to restrict exhibits due to noise, method of operation, or for any other reasons that may become problematic.

Contract for Space

The signed contract, full payment, and formal notice of booth assignment constitute the completed agreement for the right to use the space. In the event of fire, strike, or other circumstances beyond control, the contract shall not be binding.

Liability

MACAE, its employees and/or conference committee will not be held responsible for any injury, loss or damage that may occur to the exhibitor, not the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period of storage and following the conference. The exhibitor, upon signing the contract, expressly releases the above-mentioned association, hotel, individuals and committee from any and all claims for such loss, damage or injury. To prevent loss, small or portable articles of value should be properly secured or removed after exhibition hours and placed into safekeeping.

Use of Space

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the knowledge and consent of MACAE. Aisles must be kept clear. Advertising materials of any description may be distributed only within the table(s) assigned to the exhibitor, unless otherwise approved in writing by MACAE.

Delivery and Storage

MACAE cannot accept delivery of or hold any of the Exhibitor's display materials and/or equipment. Arrangements must be made directly with Amway Grand Plaza Hotel. **Please do not have materials arrive more than 7 days prior to the conference.** Please notify the MACAE office at macaeoffice@gmail.com if you will be shipping material.

Shipment of Conference Materials

Shipment of packages and conference materials prior to the conference should be addressed to:

Recipient's (Guest's) Name
Michigan Association of Community and Adult Education
c/o Amway Grand Plaza Hotel
187 Monroe Avenue, NW
Grand Rapids, MI 49503

2017 MACAE Contract for Exhibit Space

Please submit registration and payment by Friday, September 8th. Registration after September 15th cannot be guaranteed mention in the conference packet.

Send Payment to: MACAE, 826 Municipal Way, Lansing, MI 48917

Email: macaeoffice@gmail.com. Phone: 517-492-1367, Fax: 517-492-1368 or on-line registration at www.mcae.org

Company Name

Contact Person

Address, City, State, Zip Code

Phone

Fax

Email

Organization Description

Please list name(s) for name badges

Email for person attending conference

Email for person attending conference

Exhibit Fees

Exhibitor Rate: \$355 includes one table (standard 8 foot, skirted table and two chairs will be provided). Additional tables \$100. Fee includes exhibitor registration, meals for one person, a listing in the conference packet and a listing of all conference attendees. Additional person \$149; includes meals.

Payment Policy: All table fees are to be paid in full with completed contract. Once a table has been requested and assigned by MACAE, no fees will be returned in the event of exhibitor cancellation. If the exhibit should be cancelled due to circumstances beyond the control of MACAE, all fees connected with table rental will be returned in full.

For on line registration and credit card payment go to www.mcae.org

Select your exhibitor preference:

- One Table @ \$355
- Sponsorship, Diamond @ \$2,000
- Sponsorship, Gold @ \$1,000
- Sponsorship, Silver @ \$500
- Additional Table @ \$100
- Additional Person @ \$149
- Non Profit @ \$205
- + Event Sponsor for snack or reception \$450
- MACAE Membership @ \$499

Payment Method:

- Check
- Credit Card (online only)
- Invoice (Please send to the following email address):

Total Payment Amount:



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