



Michigan Association
of Community and
Adult Education

**2019 MACAE Fall Conference
Exhibitor Information
October 16-18, 2019**

Crystal Mountain Resort, Thompsonville, MI

Reaching Higher with MACAE!

2019 Fall Conference

October 16-18

MACAE is continuously Reaching Higher to improve our level of excellence through professional development, advocacy efforts and membership outreach to support programs! Our mission is to provide a cohesive framework for community education through collaboration and guidance at the local, state and federal level.

Please Join Us!

The Michigan Association of Community and Adult Education (MACAE) invites you to be a special part 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) and Workforce development.

Registration

Complete online registration <https://macae.digitalsignup.com>

Thank you to Digital Signup for providing us with the registration software!

For registration questions, please refer to:

MACAE, 826 Municipal Way
Lansing, MI 48917
Phone: 517-492-1367
Fax: 517-492-1368
Email: macaeoffice@gmail.com
www.macaе.org

Payment Methods

Check (mail to MACAE office)
Credit Card (Online only)
<https://macae.digitalsignup.com>

Lodging

The conference will be held at the Crystal Mountain Resort, Thompsonville, MI.

For reservations, call 855-995-5146. Toll free is 1-800-253-3590 and ask for the Michigan Association of Community and Adult Education.

Thank you for your support of MACAE!

Key Dates for Exhibitors

- Registration Deadline: September 15, 2019
- Exhibit Dates:
Wednesday,-Friday
October 16-18, 2019
- Exhibitor Set-Up: Tuesday
October 15 beginning at 5:00 p.m.
- Exhibitor Breakdown:
The conference ends Friday,
October 18, 2019 breakdown by 12:00 p.m.

Note that hotel reservations made after September 15th will subject to availability.

Sponsorship Opportunities

Please consider supporting our conference with a sustained level of sponsorship!. If there is something special that you would like to sponsor, please feel free to contact the MACAE office with your request.

All levels: Company representatives attending the MACAE conference receive recognition of the company's level of sponsorship; one table; acknowledgement in conference packet; List of conference attendees

Sponsorship Levels

Silver Level \$500

Company name placed on website and identified as Silver Sponsor

Gold Level \$1,000

MACAE membership for 2019-20
Company name placed on website and identified as Gold Sponsor

Diamond Level \$2,000

- MACAE membership for 2019-20
- Fall 2019 Conference Registration Included
- Includes Exhibitor Registration tables
- Spotlight on company at a general membership session during the MACAE 2019 conference
- Your company's name will be placed on MACAE website and identified as a Diamond Sponsor.
- You will be recognized in the Conference Program.

New this Year!:

- **Participation in a Diamond Level PD workshop opportunity during the 2019-2020 program year (i.e: Best Practices Workshop, Webinar, In-person training, etc.). This in-depth training will allow you to share additional resources and to highlight programs within the state.**

Additional Sponsorship

Conference Gift, Conference Snack (Morning or Afternoon Break), or Conference bags. Contact the MACAE office.

\$100 for additional tables; \$149 for an additional person.

MACAE Standard Exhibitor Registration Information:

MACAE Standard Exhibitor Registration Fees:

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

Company information printed in MACAE 2019 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).
- Ongoing promotion to support MACAE Vendor Members at Conference.

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 Crystal Mountain Resort. Please do not have materials arrive more than 7 days prior to the conference.

Conference materials should be shipped to:

Recipient's (Guest) Name
Michigan Association of Community and Adult Ed.
% Crystal Mountain Resort
12500 Crystal Mountain Dr.
Thompsonville, MI 49683

Please notify the MACAE Office at macaeoffice@gmail.com if you will be shipping material.

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.