

# MiAPPA Michigan Association of Physical Plant Administrators



## Summer 2018 MiAPPA Conference ~ July 11 - 13, 2018 At Mission Point Resort, Mackinac Island Hosted by: Ferris State University and Grand Valley State University **SPONSOR AND EXHIBITOR INFORMATION**

### WHO SHOULD EXHIBIT?

Are you looking to expand your market, increase your sales, or simply inform those in the physical plant industry about the services your organization provides? Then this is the place to be. Bring your products and services and show us how you are staying ahead of the curve!

**Don't delay! Space is limited!**  
**Exhibitor spaces open to the first 35 paid organizations**

### BENEFITS OF EXHIBITING AND SPONSORING

- Four (4) featured showcase times scheduled during conference
- Meet face-to-face with potential clients including leaders in the Michigan physical plant community
- Increases exposure for your company and its products and services
- Free listing of your company contact information in the Summer 2018 Conference Guidebook
- Each tabletop includes: one 8ft. table and 2 chairs
- Various sponsorship levels to fit your budget
- Some sponsorship levels include registration (s) with tabletop

### VENDOR EXCHANGE HOURS

- Exhibit area is open throughout the conference on Thursday, July 12, 2018.
- Dedicated vendor exchange hours:
  - ⇒ Setup: Wednesday, July 11 from 5 to 9 p.m. and Thursday, July 12 to 7:30 a.m.
  - ⇒ Open during all concurrent sessions and featured showcase times
  - ⇒ Clean up: Thursday, July 12 starting at 5 p.m.

### LOCATION

Mission Point Resort  
1 Lakeshore Drive  
Mackinac Island, MI 49757  
231-331-3419

## EXHIBIT AND SPONSORSHIP LEVELS

### **PLATINUM SPONSORS: \$4,000**

- 1 complimentary tabletop (1 - 8ft. table w/ 2 chairs)
- 6 conference registrations INCLUDED (each additional \$150)
- Larger than Gold Sponsorship name/logo in conference Guidebook
- Will have appropriate recognition near high profile areas
- Recognized as a sponsor of the networking dinner
- Identifying Platinum Sponsorship signage at your booth
- Website acknowledgement of sponsorship

### **GOLD SPONSORS: \$3000**

- 1 complimentary tabletop (1 - 8ft. table w/ 2 chairs)
- 3 conference registrations INCLUDED (each additional \$150)
- Larger than Silver Sponsorship name/logo in conference Guidebook
- Name/logo included on Gold Sponsors' slide during dinner time slideshow
- Identifying Gold Sponsorship signage at your booth
- Will have appropriate recognition near high profile areas
- Recognized as a sponsor of the business lunch
- Website acknowledgement of sponsorship

### **SILVER SPONSORS: \$2,000**

- 1 complimentary tabletop (1 - 8ft. table w/ 2 chairs)
- 2 conference registrations INCLUDED (each additional \$150)
- Name/logo in conference Guidebook
- Name/logo included on Silver Sponsors' slide during dinner time slideshow
- Identifying Silver Sponsorship signage at your tabletop
- Recognized as a sponsor of the welcome breakfast
- Website acknowledgement of sponsorship

### **BRONZE SPONSORS: \$1,000**

- 1 complimentary tabletop (1 - 8ft. table w/ 2 chairs)
- 1 conference registration INCLUDED (each additional \$150)
- Name/logo in conference Guidebook
- Name/logo included on Bronze Sponsors' slide during dinner time slideshow
- Identifying Bronze Sponsorship signage at tabletop of your sponsorship (if applicable)
- Website acknowledgement of sponsorship

### **Tabletop: \$700**

- 1 8ft. table w/ two chairs
- 1 conference registration INCLUDED (each additional \$150)

### **CONFERENCE ATTENDANCE: \$500 PER PERSON**

Includes conference programs, meals, and sessions. Additional attendee registrations from the same company \$150

### **MISCELLANEOUS SPONSORSHIPS**

If you don't see a sponsorship that fits your budget - we are happy to work with you to customize a sponsorship level that meets your needs! Contact Michelle Holstege at (616) 331-3845 or holstegm@gvsu.edu.

## EXHIBIT AND SPONSORSHIP GUIDELINES

These rules and guidelines have been developed for the purpose of providing a well-balanced, well-regulated exhibit hall and conference.

### **MANAGEMENT AUTHORITY**

MiAPPA reserves the right in all emergencies, differences of opinion, or complaints to make such rulings which, in their judgement, are in the best interest of MiAPPA and the success of the event. The exhibitor agrees to abide by all such rulings.

### **APPLICATION FOR SPACE**

Products or services displayed or promoted must be the company that applied for and occupies the exhibit table. Application for space must be made on the form provided. Payment in full must accompany the application. **Cancellations on or before June 15, 2018 will incur an administrative fee of \$300. Cancellations after June 16, 2018 or no-shows will receive no refund.** No part of the exhibit space may be sublet without the permission of MiAPPA. No two companies may share an exhibit table.

### **REGISTRATION AND BADGES**

All attendees and exhibitor company representatives must wear a name badge issued by MiAPPA at all times during the sessions, meal functions, and exhibit hours. Exhibitors are responsible for persons wearing a badge as representing the exhibitor. Company representatives not exhibiting may attend but may not conduct business of any type at any event during the conference.

### **TABLETOP GUIDELINES**

All tabletop exhibits include an eight foot table and two chairs. Exhibitors may not obstruct the vision to any other tabletops by oversized displays, signs, etc. No balloons are permitted on site. The sound level from any audio source is not to interfere with communication at other vendor tables. You must bring your own power strips and extension cords if your booth requires electricity. (Requests for electricity will be considered but cannot be guaranteed.)

### **VENDOR SET-UP AND BREAKDOWN**

Exhibitors must abide by the conference schedule set forth. Tabletops are to be set up and broken down during the posted times.

### **DECORATING AND SHIPPING**

Tabletop set-up assistance and shipping must be handled directly with Mission Point Resort. Contact them directly at (231) 331-3419.

### **HOLD HARMLESS/LIABILITY**

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury or damage to displays, equipment and other property brought on to the premises, and agrees to indemnify Grand Valley State University, Ferris State University, and MiAPPA for any and all such losses, damages and claims. Each exhibitor is responsible for carrying product and personal injury liability insurance. Exhibitor agrees that if MiAPPA should incur liability to said exhibitor for any act whatsoever, as determined appropriate by an appropriate court of law or any other binding decision making body, the damages to which the exhibitor will be entitled are limited to the amount of the exhibit fee paid by the exhibitor.



# Summer 2018 MiAPPA Conference SPONSOR AND EXHIBITOR REGISTRATION FORM

If you are interested in being a sponsor of the Summer 2018 MiAPPA Conference hosted by Ferris State University and Grand Valley State University, please complete this form and return by June 15, 2018. Please type or print. **One registration form per person. If more than one person per company is attending, please send registrations together.** Please photocopy extras. **Payments must accompany this application for exhibit space.** Tabletop locations will be determined by sponsorship levels and on a first come first serve basis.

### Return completed forms along with payment to:

**Mail: Michelle Holstege**  
(Summer 2018 MiAPPA Conference  
Facilities Services Department  
1220 Service Building  
1 Campus Drive  
Allendale, MI 49401

**Phone (616) 331-3845**  
Grand Valley University

- Platinum Sponsor - \$4,000  Include Tabletop
- Gold Sponsor - \$3,000  Include Table Top
- Silver Sponsor - \$2,000  Include Tabletop
- Bronze Sponsor - \$1,000  Include Tabletop
- Tabletop Only - \$700  
(Includes one (1) conference registration)  
# of tabletop(s) \_\_\_\_\_ x \$700 = \_\_\_\_\_
- Request for electrical outlet for booth
- Conference Attendee Only - \$500
- Additional Attendee from same company - \$150

**To avoid service fees send a check made payable to: Grand Valley State University**  
Reference: Summer 2018 MiAPPA Conference

#### Or pay by credit card:

- Visa  MasterCard
- Discover  American Express

Card Number: \_\_\_\_\_

Card Expiration: \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Badge Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Web Address

- I have read and understand the rules and guidelines. I agree to abide by and be legally bound by this agreement.

\_\_\_\_\_  
Authorized Company Representative