

Summer 2019 MiAPPA Conference ~ June 26-28  
Boyne Highlands, Harbor Springs, MI

**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 58 paid organizations**

**BENEFITS OF EXHIBITING AND SPONSORING**

- 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 2019 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 booth or tabletop

**VENDOR EXCHANGE HOURS**

- Exhibit area is open throughout the conference on Thursday, June 27, 2019.
- Dedicated vendor exchange hours:
  - ⇒ Setup: Wednesday, June 26 from 4 to 8 p.m. and Thursday, June 27 from 6 to 7:30 a.m.
  - ⇒ Open during all concurrent sessions and featured showcase times
  - ⇒ Clean up: Friday, June 28 from 8 a.m. to 12 p.m.

**LOCATION**

Boyne Highlands Resort  
600 Highland Drive  
Harbor Springs, MI 49740

## EXHIBIT AND SPONSORSHIP LEVELS

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

- 1 complimentary booth (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 one of the major events
- Identifying Platinum Sponsorship signage at your booth
- Website acknowledgement of sponsorship

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

- 1 complimentary booth (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: \$600**

- 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 Tara Tresh at tara.tresh@wmich.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 May 27, 2019 will incur an administrative fee of \$300. Cancellations after June 14, 2019 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. Booths and tabletops are to be set up and broken down during the posted times.

### **DECORATING AND SHIPPING**

Booth set-up assistance and shipping must be handled directly with Western Michigan University. Contact Tara Tresh tara.tresh@wmich.edu

### **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 Western Michigan 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 2019 MiAPPA Conference

## SPONSOR AND EXHIBITOR

### REGISTRATION FORM

If you are interested in being a sponsor of the Summer 2019 MiAPPA Conference hosted by Hillsdale College, Michigan Tech, Washtenaw Community College, and Western Michigan University, please complete registration through RegOnline by May 24, 2019. If you are unable to register online, please complete this form and return by May 24, 2019. 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.** Booth and tabletop locations will be determined by sponsorship levels and on a first come first serve basis.

**Return completed forms along with payment to:**

**Mail: Tara Tresh**

**Email: tara.tresh@wmich.edu**

(Summer 2019 MiAPPA Conference)  
 Western Michigan University  
 Facilities Management  
 1903 W. Michigan Avenue  
 Kalamazoo, MI 49008-5324

- |  |   |
|--|---|
| <input type="checkbox"/> Platinum Sponsor—\$4,000  | <input type="checkbox"/> Include Booth    |
| <input type="checkbox"/> Gold Sponsor—\$3,000  | <input type="checkbox"/> Include Booth    |
| <input type="checkbox"/> Silver Sponsor—\$2,000  | <input type="checkbox"/> Include Tabletop |
| <input type="checkbox"/> Bronze Sponsor—\$1,000  | <input type="checkbox"/> Include Tabletop |
| <input type="checkbox"/> Tabletop Only—\$600<br>(includes one (1) conference registration)<br># of tabletop(s) _____ x \$600 = _____ |   |
| <input type="checkbox"/> Request for electrical outlet for booth   |   |
| <input type="checkbox"/> Conference Attendee Only—\$500  |   |
| <input type="checkbox"/> Additional Attendee from same company—\$150   |   |

**To avoid service fees send a check made payable to:  
 Western Michigan University**

Reference: Summer 2019 MiAPPA Conference

**Or pay by credit card:**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Visa     | <input type="checkbox"/> Mastercard       |
| <input type="checkbox"/> Discover | <input type="checkbox"/> 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

