

MiAPPA Michigan Association of Physical Plant Administrators



Winter 2019 MiAPPA Conference ~ March 27 - 29, 2019 At Kellogg Hotel and Conference Center, East Lansing, MI Hosted by: Michigan State University **BUSINESS PARTNER, 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!

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 Winter 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, March 28, 2018.
- Dedicated vendor exchange hours:
 - ⇒ Setup: Setup times for Wednesday, March 27 TBD.
 - ⇒ Open during all concurrent sessions and featured showcase times
 - ⇒ Clean up: Thursday, March 28, starting at 4:30 p.m.

LOCATION

Kellogg Hotel & Conference Center
219 S. Harrison Rd.
East Lansing, MI 48824
(517) 432-4000

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 the networking dinner
- 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 booth (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 booth (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 Brandon Baswell at (517) 281-1146 or baswell@msu.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 March 1, 2019 will incur an administrative fee of \$300. Cancellations after March 1, 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 a 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 Kellogg Hotel and Conference Center. Contact them directly at (800) 875-5090.

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.