



Exhibit Dates: November 14: 8:00 a.m. to 4:30 p.m.
 Optional November 15: 8:00 a.m. to 12:00 Noon
Submission Deadline: August 16, 2019

81st MBEA ANNUAL CONVENTION

Call for Exhibitors/Sponsors
 Courtyard by Marriott @CMU
 2400 East Campus Drive
 Mt Pleasant, MI 48858

Please check all the appropriate choices on the various lists below and follow the directions at the end of this form for submitting your payment.

COMPANY INFORMATION

| | | | |
|-----------------------|--|-------------------------|-----------------|
| Company Name | | | |
| Contact Person | | Telephone Number | |
| Address | | Arrival Date | |
| City | | State | Zip Code |
| Email | | | |

SPONSOR INFORMATION

As a sponsor, you will have the opportunity to market and present your company's information in the best way that suits your budget and needs. All sponsors will receive verbal recognition throughout the duration of the conference, as well as printed recognition within the conference program, and depending on level of support, signage in strategic locations on site at the conference.

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Platinum Sponsors- \$3,000 (Two Available) <input type="checkbox"/> Awards Luncheon or <input type="checkbox"/> Thursday & Friday Breakfasts | <ul style="list-style-type: none"> Exhibit table with one organizational representative Company logo added to conference website Full-page, full-color advertisement on the inside front or back cover of the conference program Signage throughout the conference 5 minutes to speak at the luncheon on Thursday 5 minutes to speak at the breakfast on Friday |
| <input type="checkbox"/> | Gold Sponsor- \$1,500 (Two Available) | <ul style="list-style-type: none"> Exhibit table with one organizational representative Company logo added to conference website Half-page, full-color advertisement in the conference program Signage at a convention function |
| <input type="checkbox"/> | Silver Sponsor \$500 | <ul style="list-style-type: none"> Exhibit table with one organizational representative Company logo added to conference website One sign placed outside a breakout or workshop session One-quarter page full-color advertisement in the convention program |
| <input type="checkbox"/> | General Sponsors- \$100 | <ul style="list-style-type: none"> Company logo added to website Business card size advertisement in program |

EXHIBITOR TABLE INFORMATION

Each table comes with limited electricity, two chairs, and table linen. Other items needed can be arranged by contacting the convention facility according to the Exhibitor Instructions. Table numbers are not issued in advance, they will be on a first come/first service basis once you arrive.

In addition, one complimentary registration will be given to a company representative and they are invited to attend our Awards Luncheon as a part of your exhibitor table fee. All other representatives attending must register for the conference.

| | Price |
|---|-------------------|
| <input type="checkbox"/> Number of 6 ft x 30 in tables | |
| <input type="checkbox"/> 1 Table | \$300 |
| <input type="checkbox"/> Additional Table(s) | \$100 each |

Meal Ticket Information (tickets required)

| | |
|----------------------|---|
| Meal Tickets: | Thursday Cont. Breakfast <input type="checkbox"/> Thursday Luncheon <input type="checkbox"/> Thursday Convention Connection <input type="checkbox"/> Friday Hot Breakfast <input type="checkbox"/> |
|----------------------|---|

| | | | | | |
|---|---|----------|----------|-----------|--|
| Additional Convention Registration | \$200 per person | X | = | \$ | |
| Thursday Contin. Breakfast <input type="checkbox"/> | Thursday Luncheon <input type="checkbox"/> | | | | Tickets required for all meal functions |
| Friday Hot Breakfast <input type="checkbox"/> | Thursday Convention Connection <input type="checkbox"/> | | | | |

As we are a non-profit organization serving Michigan Business teachers, please help us by donating door prizes to be awarded at the closing session on Friday. A listing of providers will be listed in the Convention Program.

| | |
|--|-------------------|
| <input type="checkbox"/> Yes, we will provide door prizes | Quantity = |
|--|-------------------|

NOTE: We do not publish the contact information of convention attendees, but you may put out a sign-up sheet to gather contact information for your records. All exhibitors and sponsors will be acknowledged in the convention program.

| | | |
|----------------------------------|---|---|
| Mail form and payment to: | Colleen Webb 6164 Urban Drive East China, MI 48054 webb6164@gmail.com | Make check or money orders payable to: |
| | | Michigan Business Education Association |

A \$75 handling charge is assessed for returned checks and rejected credit card charges.

Cancellation Policy: All payments made are non-refundable.

MBEA has set aside a block of rooms for this event. Hotel reservation forms and additional exhibitor instructions will be sent once your registration form is received or upon request. The hotel reservation form and this document will also be posted for downloading on the website, www.mbea-online.org or email webb6164@gmail.com to request the form.

PAYMENT INFORMATION (NO PURCHASE ORDERS WILL BE ACCEPTED)

| | | | |
|--|--------------------------------------|---|--|
| Total Enclosed | \$ | <input type="checkbox"/> Money Order | <input type="checkbox"/> Check # |
| | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover |
| Account Number | | | Expiration Date |
| Name as printed on card | | | |
| Street Address | | | |
| | | | |
| | City | State | Zip Code |
| C V V Code (3 digits from back of Card) | | | |