

Michigan Association of CMH Boards

WINTER CONFERENCE EXHIBITOR CONTRACT

February 14 & 15, 2012

Exhibit Coordinator: Monique Ryals

Causeway Bay Hotel (formerly Holiday Inn South), Lansing, Michigan

(517) 374-6848

mryals@macmhb.org

Company: (print as you would like to see your name in the agenda)

Contact Person:

Title:

Address:

City, State, Zip:

Phone #:

Email:

Description of Products and Services to be Exhibited:

Badges to Read: (Your fee includes 2 persons. There is a \$250 charge for each additional person, for a maximum total of 4 exhibitors at each booth.)

1)

Email: _____

2)

Email: _____

Additional Exhibitors at \$250 each: (if any)

3)

Email: _____

4)

Email: _____

EXHIBITOR FEES

\$975 entitles you to exhibit your products and/or services throughout this conference. This fee also includes a quarter-page advertisement in our materials, attendance to all conference plenary sessions and workshops, and 2 breakfasts / 2 lunches for 2 persons at your booth.

\$250 X ____ (1 or 2) for each additional exhibitor.

\$2,500 – We are offering a reduced fee when signing an advanced contract for all three annual conferences in 2012 (Winter, Spring and Fall Conferences). This fee also includes a quarter-page advertisement (see specs below) in our onsite conference brochure. *****Also, when you sign an advanced contract for all three 2012 conference, we will include a complimentary advertisement in our next edition of the CMH Directory – a \$200 savings!!!**

*****This is the only time this option will be offered in 2012!! Deadline to sign up for this reduced rate is January 13, 2012*****

\$150 will entitle you to a quarter-page advertisement in our on-site conference materials. **Note: This option is for those companies who are NOT exhibiting during the conference. If you are signed up to exhibit, your ad is included in the \$975 (or \$2,500) fee.**

EXHIBIT DETAILS

Exhibit Size: Your exhibit space is 9' x 5.' Contact MACMHB if you require additional space.

Do you have a tabletop or floor display? Tabletop Floor Additional info: _____

AV Requirements:

Electricity (no additional charge)

T-1 High Speed Internet Connection (call for rate information)

Meals: Attendees meals are included in the cost of your exhibit fee. Check the number of tickets needed:

__ Tues Brkfst

__ Tues Lunch

__ Weds Brkfst

__ Weds Lunch

Special Needs: If You Have Special Dietary Or Physical Needs, Please Specify: _____

Who is the special need for: _____. Arrangements for special needs will be honored for those written requests received 10 business days prior to the conference. Clearly state your specific needs for mobility assistance, interpreters, etc. Attempts for on-site requests will be made.

ADVERTISEMENT DETAILS

Advertisement Specifications: Please provide **1 vertical ad formatted onto 8.5 x 11** sheet of paper. The ad should measure 7.5" wide x 10" high with half inch margins; black & white/grayscale. Acceptable formats: Word, WP, Publisher or PDF. MACMHB will scale the ad to the appropriate quarter page dimensions.

Please check which option you will use to provide your advertisement to MACMHB:

Ad is enclosed

Will email ad to mryals@macmhb.org by January 27, 2012 *****preferred method for quality*****

Will mail by January 27, 2012

SPONSORSHIP CATEGORIES

MACMHB values and appreciates the participation of its sponsors at our conferences. Events will be assigned on a first-come, first-served basis. To better assist sponsors with determining what level of participation they choose, participation is available in several categories. Please mark the category you wish to reserve:

\$350 will entitle you to a contributing sponsorship of a **morning or afternoon refreshment break**. Your name will be listed in the brochure, signage will be provided and your name will be announced at the podium.
 Tues A.M. Coffee Tues P.M. Break Weds A.M. Coffee

\$500 will entitle you to a contributing sponsorship of a **breakfast**. Your name will be listed in the brochure, signage will be provided and your name will be announced at the podium. Promotional material may be placed in the conference packets.
 Tues Breakfast Weds Breakfast

\$1,000 will entitle you to sponsorship of a **luncheon or plenary session**. You will receive a quarter-page advertisement, your name will be listed in the brochure, signage will be provided and your name will be announced at the podium. Promotional material may be placed in the conference packets.
 Tues Lunch Weds Lunch

FACILITY DETAILS

Set Up Times: Monday, February 13 between 3:00pm – 6:00pm or Tuesday, February 14 by 9:00am

Tear Down Time: Wednesday, February 15 after 12:00pm

Shipping Details: Deliveries should arrive at Hotel no more than five (5) days prior to the Group's arrival. The Hotel does not accept any liability for equipment, goods, displays or other materials which arrive unmarked or fail to arrive at the Hotel. The group or individual is responsible for insuring its property for loss or damage. Any materials being sent to the Hotel must be marked as follows:

1. Hold for Arrival - Attn: Guest's Name, Organization Name
2. Complete Return Address
3. Number of Boxes (example: Box 1 of 2 and Box 2 of 2)

Ship Materials to: Causeway Bay Hotel
Attention: CMH Conference – February 13-15, 2012
6820 South Cedar Street, Lansing, MI 48911

REGISTRATION DEADLINE: JANUARY 27, 2012 (sorry, no refunds)

****IF SIGNING UP FOR ALL 3 CONFERENCES AT REDUCED RATE, DEADLINE IS JANUARY 13, 2012****

Check Enclosed (payable to MACMHB)
 Credit Card. If you would like to pay by credit card you must do so online at www.macmhb.org. Look under Services; Conferences & Trainings and click on the Winter Conference link, or look under Services and click on the RED "2012 event payment page" link.

Return to: 426 S. Walnut, Lansing, MI 48933; Or FAX form to 517-374-1053

AGREEMENT

We hereby agree and understand that all exhibitors are responsible for maintaining their exhibit space in a safe manner and that the Michigan Association of Community Mental Health Boards is not responsible for any injuries or for damage or theft of any products/property.

Signature _____

Date _____