



M I C H I G A N

JOINT
EDUCATION

C O N F E R E N C E

2012 Exhibitor Information

Join...

Connecting Across the Curricula

- *Implementing Best Practices*
- *Integrating Technology*
- *Enhancing Instructional Leadership*
- *Maximizing Student Achievement*

Wednesday, June 20, 2012

Eastern Michigan University, Student Center, -Ypsilanti, MI



Michigan Association of Media Educators (MAME)



Michigan Association of Middle School Educators (MAMSE)



Michigan Council for the Social Studies (MCSS)



Michigan Council of Teachers of Mathematics (MCTM)



Michigan Council for Exceptional Children (MCEC)



Michigan Science Teachers Association (MSTA)



Michigan Association for Computer Users in Learning (MACUL)

*...and other partners for the
Joint Intergrated Education Conference!*

For FULL details and exhibit contract, go to www.mijec.org



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June 20, 2012
Eastern Michigan
University Student
Center - Ypsilanti, MI

Show Inquires

For more information about the show, please contact:
Sue Campbell
Exhibit Coordinator
Michigan Joint Education Conference
1390 Eisenhower Place
Ann Arbor, MI 48108
Phone: 734-973-0433 (MSTA line)
Fax: 734-677-3287
Email: scampbell@managedbyamr.com

You're Invited...

Join us for *Connecting Across the Curricula*, the *Michigan Joint Education Conference!* The event will take place at Eastern Michigan University Student Center, in Ypsilanti, Michigan, June 20, 2012. Attendance is expected by teachers and administrators from all over Michigan. Current issues and teaching techniques will be highlighted throughout the conference.

Exhibit Information

Exhibit Space (10' x 10'): Each space will have one table and two chairs. Each booth will be allowed two (2) workers. **IMPORTANT:** You *MUST* bring your own table coverings and booth sign.

Exhibit Show Hours: Wednesday, June 20, 2012 ____ 8:30am - 2:30pm

Exhibit Set-Up: Tuesday, June 19, 2012 ____ 3:00 pm - 6:00pm

Wednesday, June 20, 2012 ____ 7:30am - 8:00am

Exhibit Tear Down: Wednesday, June 20, 2012 ____ 2:30pm - 3:30pm

Sponsorship Opportunities

Your company can expand its visibility at this conference by being a sponsor. Please review the following options. (You do not need to be present as an Exhibitor to be a sponsor).

Gold Sponsor - \$3,500

- Prime exhibit location (main entrance)
- Complimentary bag insert of item you provide
- Conference bag purchased with a portion of these funds, and you will have *Exclusive* sponsor identification on the bags
- Acknowledgment through signage

Silver Sponsor - \$2,500

- One Exhibit space (prime location)
- Complimentary bag insert of item you provide
- Exclusive Sponsor for Lunch
- Acknowledgment through signage

Bronze Sponsor - \$1,500

- One Exhibit space (prime location)
- Complimentary bag insert of item you provide
- Exclusive Sponsor for Breakfast
- Acknowledgment through signage

Refreshment Break - \$750

- Acknowledgment through signage

Registration Sponsor - \$500

- Acknowledgment through signage

Speaker Gift Sponsor - \$500

- Acknowledgment through signage

Bag Insert

Expand your contacts with attendees by placing a bag insert in each participant's conference bag! If you are unable to attend the conference, this would be an *excellent* way to reach the attendees!

Conference Raffle

Would you like to donate an item to be raffled off at the Michigan Joint Education Conference? Your donation will be greatly appreciated! Raffle will be done at Noon in the Exhibit area. **MUST** be present to win!



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Exhibit Space Contract

1. Space Reservation

I would like ____ booth(s) reserved for our company at the MI Joint Education Conference, *Connecting Across the Curricula*, June 20, 2012. **The price for one booth is \$160.** (Price includes 2 boxed lunches per booth).

I would like electricity in my booth(s) at a cost of \$25 per booth.

Booth fee includes one table and two chairs. Each vendor must provide their own table covering, company signage, and any other items needed to set up their display.

2. Badges:

Please list the name(s) of representatives who will need name badges. (LIMIT - 2 PER BOOTH)

1. _____ 2. _____

3. Organization Description:

Please provide a brief (25 words) description of your organization.

4. Total Enclosed:

Total space cost _____ + *Electricity* _____ = \$ _____

PLEASE SIGN IN THE SPACE PROVIDED AND FORWARD COPIES OF YOUR COMPLETED CONTRACT AND FULL PAYMENT TO: Michigan Joint Education Conference, Exhibits, 1390 Eisenhower Place, Ann Arbor, MI 48108.

I have read and it is agreed all Rules and Regulations on the reverse side of this contract are a part hereof and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by the Show Manager.

Firm Name of Lease: _____

Printed Name of Signer: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Time Telephone: _____ Fax: _____

Email*: _____

**All confirmations and contact will be done via e-mail. Please provide an accurate e-mail address for primary contact.*

Method of Payment:

Visa MasterCard Check (made payable to: AMR Alliances)

Card Number: _____ / _____ / _____ / _____ Expiration Date: ____ / ____

Name on Card: _____ CVV Code: _____

Credit Card Billing Information (Exact address as it appears on billing statement is required.)

Billing Street Address: _____

Billing City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Email (to send payment receipt): _____

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Rules and Regulations

Definition of Terminology

As used herein in reference to the Michigan Joint Education Conference, the words "Michigan Joint Education Conference", "Conference", "Conference Management", "Exhibits Manager" and "Management" refer to the Michigan Joint Education Conference, acting through its agents or its employees in the management of the conference and vendor Exhibition Premises; "Exhibitor" refers to those companies and corporations contracting for the Michigan Joint Education Conference exhibition; "Exhibition Premises" and "Hall" refer to Eastern Michigan University, Ypsilanti, Michigan; "Decorator" refers to the contracting/decorating company.

Contract for Space

Your signed official application for exhibit space will constitute a contract for the right to use space only when an acceptance is signed and returned by the Exhibits Manager. Payment in full is due with the application. All contracts are expressly made subject to the terms for the Michigan Joint Education Conference lease relating to the Exhibition Premises.

Cancellations

In the event of cancellation by the exhibitor at any time, or if the rental space is unoccupied on opening day, the Exhibits Manager shall have the right to retain the exhibit fee as liquidated damages. Exhibitors may not sublease, reassign or apportion a whole or any part of the space assigned. If a cancellation is requested, refunds will be done on the following schedule:

- 1 to 30 days out from date of show - No refund
- 31 to 120 days out from date of show - 25% of booth fees paid will be refunded
- 121 to 180 days out from date of show - 50% of booth fees paid will be refunded
- 181 or more days out from date of show - The total cost of your booth fee will be refunded IF we are able to fill your space(s) that you were assigned. Otherwise the maximum amount refunded will be 75% of booth fees paid.
(Date of show refers to June 20, 2012)

Space Assignment

In the assignment of booths, Michigan Joint Education Conference will assign space according to the postmark. In the absence of a legible postmark, the date received will apply. Michigan Joint Education Conference reserves the right to shift space assignment after the contract is signed if it is found necessary to do so. Space is leased with the understanding that the exhibitor will hold Michigan Joint Education Conference harmless from any and all liability, which may result from any cause whatsoever.

Booths and Decorations

The rental plan for space is as shown in this contract. Each booth consist of one (1) table and two chairs. Each booth will be allowed two (2) workers. Each vendor must provide their own table covering, company signage and any other items needed to set up their display. Display boards and other tall exhibits shall not be placed in a manner, which will interfere with other exhibits.

Booth Exclusions

The booth rental fee does not include such items as, settees or electrical service. All costs related to the above listed booth exclusions are borne by the Exhibitor.

Admission

Admission to the Michigan Joint Education 2012 Conference will be by official name badge entitling the wearer to unlimited attendance. Each booth is entitled to two badges, which include two complimentary box lunches. Exhibitor personnel shall be limited to **not more than two people per booth at any one time**. Exhibitors and their representatives must wear these badges at all times while on the display floor. These badges are issued for the exhibitor's protection and identification. They are not transferable and must not be loaned or given to other persons; violators will be barred from the Exhibition Premises. The Exhibits Manager shall have sole control of admission policy at all times. If for any reason an Exhibitor, or his/her representative, desires to enter the Exhibition Premises in advance of the prescribed time, or after closing hours, a **written request** specifying the reason and giving names of all persons who will enter the Exhibition Premises in accordance with such request, shall be presented to the Exhibits Manager for approval at least **one month** prior to the conference.

Rejection and Penalties

The Exhibits Manager reserves the rights to restrict, reject, or prohibit any exhibit in whole or part, which because of noise or for any other reason becomes objectionable, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of rejection. If an Exhibitor is rejected because of a violation of these rules, or for any stated reason, no return of rental shall be made. The Exhibitor shall abide at all times by any and all regulations and requirements of Eastern Michigan University, with respect to the exhibits or any other matter connected herewith.

Advertising Matter

The Exhibits Manager reserves the right to refuse to permit distribution of souvenirs, advertising, printed matter or anything else considered objectionable. Distribution of allowed materials other than from within an exhibitor's space is forbidden.

Arrangement of Exhibits

Exhibitors must agree to arrange their exhibits so as not to obstruct the general view nor hide other exhibits. No partitions other than the side dividers provided by the Exhibits Decorator

will be allowed unless specifically approved. The Exhibits Manager must approve large display signs but Exhibitors may use cards or signs of appropriate size on individual exhibits, and on partitions. Side dividers may not be removed.

Show Hours

The exhibit premises will be open as follows:
Wednesday, June 20 from 9:30am - 2:30pm

Installation of Exhibits/Dismantling

Booth spaces will be available for installation from 3:00pm - 6:00pm, Tuesday, June 19, 2012. The Exhibitor agrees not to dismantle the booth or do any packing before 2:30pm, Wednesday, June 20, 2012.

Compliance with Fire Regulations

Fire-hose cabinets must be left accessible and be in full viewing at all times. Flammable and related materials which conflict with the underwriting of Eastern Michigan University or Fire Department rules must of necessity be excluded. The use of paper in any form for decoration is prohibited. All decorations, draperies, table covers, etc., must be flame proof. All materials and fluids, which are flammable, are to be kept in safety containers. All packing containers, excelsior and wrapping paper are to be removed from the floor and must be stored under tables or behind displays. EASTERN MICHIGAN UNIVERSITY IS A SMOKE-FREE ENVIRONMENT.

Insurance

In all cases, Exhibitors wishing to insure their goods must do so at their own expense. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitors displays, equipment, or property brought upon the premises of Eastern Michigan University and agrees to indemnify, defend and hold harmless the Michigan Joint Education Conference (Group), Eastern Michigan University and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of Eastern Michigan University premises excluding any liability caused by the negligence of the Group or Eastern Michigan University or its owner, servants, agents, and employees. The Exhibitor understands that neither the Group nor Eastern Michigan University maintains insurance covering the Exhibit's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance. It is the Group's responsibility to adhere to local fire codes and have the proposed floor plan approved by the local fire Marshal.

Exhibits at Eastern Michigan University

"The exhibitor assumes the entire responsibility for losses, damage, and claims arising out of exhibitor's activities on Eastern Michigan University premises and will indemnify, defend, and hold harmless Eastern Michigan University, its owner, and its management company, as well as their respective agents, and employees from any and all such losses, damages, and claims." Eastern Michigan University will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on Eastern Michigan University premises except for any claims, loss, or damage arising directly from Eastern Michigan University's own negligence. Michigan Joint Education Conference will be responsible to negotiate the contract with exhibitors.

Care of Building

Acceptance of exhibit space makes it obligatory on the part of the Exhibitor and its employees that they shall not deface, injure, nor mar the Exhibition Premises. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. No gasoline, kerosene, acetylene, candles or other flammable or explosive substances will be permitted by Eastern Michigan University. Any damage done shall be made good by the Exhibitor to Michigan Joint Education Conference or the owners of Eastern Michigan University as their interests may appear.

Liability

Neither Michigan Joint Education Conference, the Exhibits Manager, Eastern Michigan University, nor others associated with the management of the Conference, will assume responsibility for the safety of the property of the Exhibitor, its officials, agents, or employees, from theft, damage by fire, accident or other causes, but will use reasonable care to protect against such loss. It is agreed that the Exhibitor shall indemnify and hold harmless Michigan Joint Education Conference, the Decorator, Eastern Michigan University and others associated with the Conference and Exhibits Management from all liability, which might result from any cause whatsoever. In the event that the Conference cannot be held or space delivered to that purpose, Michigan Joint Education Conference sole liability shall be to reimburse the Exhibitor pro rata on monies actually paid by such Exhibitor less any and all cash or charges paid or incurred for advertising, administration and similar purposes.

General

These rules are subject to revision by Michigan Joint Education Conference, and all points not covered herein are subject to its decision. These rules have been formulated for the best interests of the Exhibitors, as well as Michigan Joint Education Conference, and Exhibitors are respectfully requested to cooperate in observance of them.

The Exhibits Manager shall be the final authority on any question regarding the interpretation of these rules and regulations. No amendments to this contract accepted.

Show Inquires

For more information about the show,

please contact:

Sue Campbell
Exhibit Coordinator
Michigan Joint
Education Conference
1390 Eisenhower Place
Ann Arbor, MI 48108
Phone: 734-973-0433
(MSTA line)
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Sponsorship Contract

Please check which sponsorship level you would like.

- Gold Sponsor - \$3,500**
 - Prime exhibit location (main entrance)
 - Complimentary bag insert of item you provide
 - Conference bag purchased with a portion of the funds, and you will have *Exclusive* sponsor identification on the bags
 - Acknowledgment through signage
- Silver Sponsor - \$2,500**
 - One Exhibit space (prime location)
 - Complimentary bag insert of item you provide
 - Sponsor for Lunch
 - Acknowledgment through signage
- Bronze Sponsor - \$1,500**
 - One Exhibit space (prime location)
 - Complimentary bag insert of item you provide
 - Sponsor for Breakfast
 - Acknowledgment through signage
- Refreshment Break - \$750**
 - Acknowledgment through signage
 - Complimentary bag insert of item you provide
- Registration Sponsor - \$500**
 - Acknowledgment through signage
 - Complimentary bag insert of item you provide
- Speaker Gift Sponsor - \$500**
 - Acknowledgment through signage
 - Complimentary bag insert of item you provide

Deadline for sponsorship

For inclusion in the onsite program - February 7, 2012

PLEASE SIGN IN THE SPACE PROVIDED AND FORWARD YOUR COMPLETED CONTRACT AND FULL PAYMENT TO: Michigan Joint Education Conference, Exhibits, 1390 Eisenhower Place, Ann Arbor, MI 48108.

Firm Name of Sponsor: _____

Printed Name of Signer: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Time Telephone: _____ Fax: _____

Email*: _____

*All confirmations and contact will be done via e-mail. Please provide an accurate e-mail address for primary contact.

Signature: _____ Date: _____

Visa MasterCard Check (made payable to: AMR Alliances)

Card Number: _____ / _____ / _____ / _____ Expiration Date: ____ / ____

Name on Card: _____ CVV Code: _____

Credit Card Billing Information (Exact address as it appears on billing statement is required.)

Billing Street Address: _____

Billing City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Email (to send payment receipt): _____

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Bag Insert

Expand your contacts with members of MCSS, MCTM, MCEC, MAME, MSTA, MAMSE, and MACUL! We are offering you the opportunity to place a "bag insert" in the on-site conference bag, which is handed out at conference registration. Following is a break down of cost. YOU NEED NOT BE PRESENT AT THE CONFERENCE TO PUT A BAG INSERT IN THE BAGS!

Bag Insert Options*:

- Insert with sponsorship _____ NO CHARGE
- Insert with booth rental _____ \$25
- Non profit association flyer _____ \$25
- Insert ONLY _____ \$100

*Bag inserts can consist of ink pens, unsharpened pencils, printed materials, or note pads. Michigan Joint Education Conference reserves the right to limit the number and type of vendor inserts, as well as restricting materials expressing opposing views of the Michigan Joint Education Conference.

Description of item to be placed in the conference bag:

Contact Information:

Company Name: _____
 Contact Person: _____
 Contact Person Phone: _____
 Contact Person Email: _____

Method of Payment:

Visa MasterCard Check (made payable to: AMR Alliances)
 Card Number: _____ / _____ / _____ / _____ Expiration Date: ____ / ____
 Name on Card: _____ CVV Code: _____
 Credit Card Billing Information (MUST be as it appears on your billing statement.)
 Billing Street Address: _____
 Billing City: _____ State: _____ Zip: _____
 Signature: _____ Date: _____
 Email (to send payment receipt): _____

PLEASE INDICATE YOUR CHOICE AND RETURN COMPLETED FORM, with payment (if applicable) to: Michigan Joint Education Conference, Exhibit Bag Insert, 1390 Eisenhower Place, Ann Arbor, MI 48108

ITEMS MUST ARRIVE AT THE MIJEC OFFICE ON OR BEFORE JUNE 15, 2012.

Show Inquires

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Conference Raffle

Would you like to donate an item to be raffled off at the Michigan Joint Education Conference? Your donation will be greatly appreciated! Please indicate your preference among the following:

- Raffle item displayed and raffled off at your booth. Entries can become a database for your mailings.
- Raffle item turned over to Michigan Joint Education Conference. All registrants will receive a raffle ticket that must be turned into the registration booth. One drawing will be done at Noon in the Exhibit area.
- We are not interested in participating in a raffle.

Item to Donate:

If you already know what you would like to donate to the Michigan Joint Education Conference raffle, please list the item(s) below.

Item: _____

Exhibitor: _____

Contact Person: _____

Contact Person's Phone: _____

Contact Person's Email: _____

Please return completed form to: Michigan Joint Education Conference, Raffle,
1390 Eisenhower Place, Ann Arbor, MI 48108

PLEASE DO NOT SEND ITEM!!

We will pick up the item(s) from you at the conference!

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