



M I C H I G A N

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EDUCATION

C O N F E R E N C E

## 2010 Exhibitor Information

### Connecting Across the Curricula

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

Wednesday, June 23 2010  
Thurston High School - Redford, Michigan

For FULL details and exhibit contract, go to [www.mijec.org](http://www.mijec.org)

#### Join...



Michigan Council for the Social Studies (MCSS)



Michigan Council of Teachers of Mathematics (MCTM)



Michigan Science Teachers Association (MSTA)



Michigan Association for Computer Users in Learning (MACUL)



Michigan Association of Middle School Educators (MAMSE)

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



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**June 23, 2010**  
Thurston High School  
26255 Schoolcraft  
Redford, MI 48239

## Show Inquires

For more information about the show, please contact:  
Sue Campbell  
Exhibit Coordinator  
Michigan Joint Education Conference  
3300 Washtenaw Ave.,  
Suite 220,  
Ann Arbor, MI 48104  
Phone: 734-677-2270  
Fax: 734-677-3287  
Email: [sue@ucia2.com](mailto:sue@ucia2.com)

## You're Invited...

Join us for *Connecting Across the Curricula*, the 3<sup>rd</sup> Michigan Joint Education Conference! The event will take place at Thurston High School in Redford, Michigan, June 23, 2010. 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 covered and skirted table, two chairs, one wastebasket, one table identification sign, and 3 foot draped dividers between each booth. Each booth will be allowed two (2) workers. *Pricing for exhibits is on next page.*

**Get discount pricing** for exhibiting at the June 23, 2010, MI Joint Education Conference (MIJEC) & the June 22, 2010 ETLC (Educational Technology Leadership Conference)/MACUL at Thurston High School. You will get the same exhibit space for both shows! Additional information on the ETLC/MACUL conference can be received by contacting Ric Wiltse at [rwiltse@macul.org](mailto:rwiltse@macul.org) or (517) 882-1403.

**MIJEC Show Hours:** Wednesday, June 23, 2010 \_\_\_\_ 8:30am - 2:30pm

**MIJEC Exhibit Set-Up:** Tuesday, June 22, 2010 \_\_\_\_ 3:00pm - 6:00pm

**MIJEC Exhibit Tear Down:** Wednesday, June 23, 2010 \_\_\_\_ 2:30pm - 3:30pm

## Sponsorship Opportunities

Your company can expand its visibility at this conference by being a sponsor. Please review the following options. The sponsorship contract can be found on page 4. (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 the funds, and you will have Exclusive sponsor identification on the bags
- Acknowledgment through signage

### Silver Sponsor - \$2,500

- One 6 foot Exhibit space (prime location)
- Complimentary bag insert of item you provide
- Exclusive Sponsor for Lunch
- Acknowledgment through signage

### Bronze Sponsor - \$1,500

- One 6 foot 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! Bag insert form can be found on page 6.

## Conference Raffle

Would you like to donate an item to be raffled off at the 3<sup>rd</sup> Michigan Joint Education Conference? Your donation will be greatly appreciated! Conference Raffle form can be found on page 7. 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 3<sup>rd</sup> MI Joint Education Conference, *Connecting Across the Curricula*, June 23, 2010. **The price for one booth is \$250.** (Price includes 2 boxed lunches per booth).

- I would like electricity in my booth(s) at a cost of \$10 per booth.
- I would like to exhibit at the MI Joint Education Conference & ETLC/MACUL on June 22, 2010. (If you exhibit at both shows, you may deduct \$50 from the price of the MIJEC conference. For exhibit prices and information on the ETLC/MACUL conference, contact Ric Wiltse at [rwiltse@macul.org](mailto:rwiltse@macul.org) or (517) 882-1403.

## 2. Booth Sign:

One 7" by 44" sign will be provided. The following is the correct lettering of our company name, as it should appear.

## 3. Badges:

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

1. \_\_\_\_\_ 2. \_\_\_\_\_

## 4. Organization Description:

Please provide a brief (25 words or less) description of your organization. This description will be reproduced in the exhibit directory.

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## 5. Total Enclosed:

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

PLEASE SIGN IN THE SPACE PROVIDED AND FORWARD TWO COPIES OF YOUR COMPLETED CONTRACT AND FULL PAYMENT TO: Michigan Joint Education Conference, Exhibits, 3300 Washtenaw Ave., Suite 220, Ann Arbor, MI 48104. I have read and it is agreed all Rules and Regulations on page 4 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 Exhibit Coordinator.

Firm Name of Leasee: \_\_\_\_\_

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: \_\_\_\_\_

### *Method of Payment:*

- Visa  MasterCard  Check (made payable to: AMR Alliances)

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_

Signature on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

Name as it appears on credit card: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Show Inquires

For more information about the show, please contact:  
 Sue Campbell  
 Exhibit Coordinator  
 Michigan Joint Education Conference  
 3300 Washtenaw Ave., Suite 220,  
 Ann Arbor, MI 48104  
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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 Thurston High School, Redford, 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 scale:

- 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 23, 2010)

## 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) covered and skirted table, two chairs, one wastebasket, one table identification sign, and 3 foot draped divider between each booth. Each booth will be allowed two (2) workers. 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 2010 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 Thurston High School, 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 23 from 8:30am - 2:30pm

## Installation of Exhibits/Dismantling

Booth spaces will be available for installation on Tuesday, June 22 from 3:00pm - 6:00pm. The installation of exhibits and removal of all boxes and crating must be completed by 6:00pm, Tuesday, June 22, 2010. The Exhibitor agrees not to dismantle the booth or do any packing before 2:30pm, Wednesday, June 23, 2010.

## 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 Thurston High School 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. THURSTON HIGH SCHOOL 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 Thurston High School and agrees to indemnify, defend and hold harmless the Michigan Joint Education Conference (Group), Thurston High School 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 Thurston High School premises excluding any liability caused by the negligence of the Group or Thurston High School or its owner, servants, agents, and employees. The Exhibitor understands that neither the Group nor Thurston High School maintains insurance covering the Exhibitor'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 in Thurston High School

"The exhibitor assumes the entire responsibility for losses, damage, and claims arising out of exhibitor's activities on Thurston High Schools premises and will indemnify, defend, and hold harmless Thurston High School, its owner, and its management company, as well as their respective agents, and employees from any and all such losses, damages, and claims." Thurston High School will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on Thurston High School premises except for any claims, loss, or damage arising directly from Thurston High Schools 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 Thurston High School. Any damage done shall be made good by the Exhibitor to Michigan Joint Education Conference or the owners of Thurston High School as their interests may appear.

## Liability

Neither Michigan Joint Education Conference, the Exhibits Manager, Thurston High School, the Decorator 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, Thurston High School 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.



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# Sponsorship Contract

Please check which sponsorship level you are interested in.

- 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 6 foot Exhibit space (prime location)
  - Complimentary bag insert of item you provide
  - Sponsor for Lunch
  - Acknowledgment through signage
- Bronze Sponsor - \$1,500**
  - One 6 foot 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

PLEASE SIGN IN THE SPACE PROVIDED AND FORWARD TWO COPIES OF YOUR COMPLETED CONTRACT AND FULL PAYMENT TO: Michigan Joint Education Conference, Exhibits, 3300 Washtenaw Ave., Suite 220, Ann Arbor, MI 48104.

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: \_\_\_\_\_

### Method of Payment:

Visa  MasterCard  Check (made payable to: AMR Alliances)

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_

Signature on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

Name as it appears on credit card: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## Bag Insert

Expand your contacts with members of MCSS, MCTM, 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 AN EXHIBITOR 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:

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### 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: \_\_\_\_ / \_\_\_\_  
 Signature on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_  
 Credit Card Billing Information (*Exact address as it appears on billing statement is required.*)  
 Name as it appears on credit card: \_\_\_\_\_  
 Billing Street Address: \_\_\_\_\_  
 Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE INDICATE YOUR CHOICE AND RETURN COMPLETED FORM, with payment (if applicable) to: Michigan Joint Education Conference, Exhibit Bag Insert, 3300 Washtenaw Avenue, Suite 220, Ann Arbor, MI 48104

**ITEMS MUST ARRIVE AT THE MIJEC OFFICE BETWEEN JUNE 15 AND June 18, 2010.**

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## Conference Raffle

Would you like to donate an item to be raffled off at the 3<sup>rd</sup> 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: \_\_\_\_\_

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Fax: 734-677-3287  
Email: [sue@ucia2.com](mailto:sue@ucia2.com)

Please return completed form to: Michigan Joint Education Conference, Raffle, 3300 Washtenaw Avenue, Suite 220, Ann Arbor, MI 48104

***PLEASE DO NOT SEND ITEM!!***

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