

**Exhibit & Sponsorship
Information**

MIEM



27th Annual Support Staff Conference for Administrative Professionals

November 21-22, 2013

Amway Grand Plaza Hotel • Grand Rapids

Enhancing
^
Quality Connections

Exhibitor

Sponsor

MIEM

MESSA

Why Sponsor?

- ★ Your company's sponsorship gives you an opportunity to talk one-on-one with central office and building level administrative professionals to showcase your products and/or services.
- ★ Your company will have extensive exposure with participants in several ways: through the conference program, signage and sponsorship announcements.
- ★ Your sponsorship helps to keep conference costs low and provides an affordable professional development opportunity for school district personnel. Attendees appreciate your support of the conference!

Keynote Speaker Sponsor Benefits • \$1,000

- One complimentary conference registration (*includes access to all clinic sessions*)
- Invitation for Thursday's Luncheon for two of your company's representatives
- Your company's logo on MIEM website and in conference program
- Acknowledgement on conference signage

Breakfast/Lunch/Breaks/Reception/Thursday Evening Events Sponsor Benefits • \$500

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- Acknowledgement on conference signage

Sponsorships Opportunities:

Thursday, November 21, 2013:

- Lunch
Noon-12:30 pm
- Opening Keynote Speaker Verna Felder-Latham
Director of Communications, Detroit Service Learning Academy
12:30-1:15 pm
- Networking Reception (*multiple sponsorships available*) 4:30-6:00 pm
- Thursday Evening Mall Trip
6:30-9:30 pm

Friday, November 22, 2013:

- Breakfast
8:00-8:30 a.m.
- Lunch and Closing Keynote Speaker Jonathan Edison,
Motivational Speaker & Former Educator
11:30 a.m.-1:30 p.m.
- All Breaks
Thursday Afternoon
Friday Morning
Friday Afternoon

Why Exhibit?

- ★ It's an opportunity to showcase your company's products or services.
- ★ Meet & get to know the important informal leaders who communicate with those who make purchasing decisions.
- ★ Share with people who know & care about those they serve.

Exhibit Hours:

11:00 a.m.-Noon and 1:15-1:45 p.m.

Exhibitors enjoy lunch with attendees from Noon-1:15 p.m.

Exhibit Show Setup:

9:00 a.m.-11:00 a.m.

Tabletop Booth:

- 8' Draped Table
- Two Chairs

Note: electrical cord available for additional \$15.

27th Annual Support Staff Conference for Administrative Professionals Exhibitor/Sponsorship Form

Booths are first come, first serve
Exhibit space is limited!

Tabletop Booth Space

Please reserve a table at the MIEM Support Staff Conference for Administrative Professionals on November 21, 2013. I understand that the cost for the first table is \$130 and **includes lunch for 2 people.**

We need _____ additional tables at \$125 each

I need an electrical cord at \$15

I need an electrical outlet.

(I will be supplying my own extension cord.)

Please indicate the product(s) and/or service(s) your company will be exhibiting at the conference. This information is needed for exhibit placement.

Contact Information

All correspondence regarding the conference should be sent to:

Name/Position

Company

Address

City/State/Zip

Phone Number (include area code)

E-Mail Address

Send registration form and payment to:

MIEM
1001 Centennial Way, Suite 300
Lansing, MI 48917
(517) 327-2589 • Fax (517) 327-0771

Sponsorship Information

I would like my \$500 sponsorship to go toward:

All Breaks Thursday Breakfast

Thursday Networking Reception Thursday Evening Mall Trip

Friday Breakfast

I would like my \$1,000 sponsorship to go toward:

Keynote Presenter

Verna Felder-Latham Jonathan Edison

Contact me about sponsoring a scholarship for this conference.

Please indicate your interest in sponsoring an event by November 1, 2013 so that we can list your sponsorship in the conference on-site program.

Door Prizes

Yes, we would like to offer a door prize—*Please note prize on line below: This is a great opportunity to provide a sample of your product or service. Door prize contributors will be listed in the conference program if you let us know by November 1, 2013. Door prizes can be left at the MIEM registration desk on Thursday, November 21, 2013 which will be located in the Center Concourse of the Amway Grand Plaza Hotel.*

Prize Description

Contact Name

Payment Information:

My check for \$_____ is enclosed. Make check payable to MIEM.

Please charge my: VISA MasterCard

Cardholder's name: _____

Card#: _____

Expiration Date: _____

Signature: _____

Questions? Contact Diane Dick at 517.327.9261 or ddick@gomasa.org.