



All Michigan Counselors Conference
Fall 2011
Growing Strong Together
November 6-7, 2011
Radisson Plaza Hotel
Kalamazoo, Michigan



Exhibitor Registration Form

Name _____

Organization/Company _____

Address _____

Work phone # _____ Additional phone # _____ E-mail _____

Description of exhibit: _____

Name of person who will be exhibiting: _____

Name of additional people who may be helping: _____

Number of tables _____	X \$250.00 per table	= \$ _____
Do you need an electric outlet? Yes _____ No _____		
Cost of electricity: \$15 per day for 110V _____		= \$ _____
<i>(Extension cords and power strips may be rented through the hotel or you may bring your own. If additional power is needed please contact Jan Schoenherr at schoenherrjan@gmail.com)</i>		
Number of meal tickets for Sunday dinner @ 11:15 am		
& Monday luncheon @ 11:45 am _____	X \$65.00	= \$ _____
TOTAL		= \$ _____

(Please note: Wireless internet access can be provided by the hotel at your cost. If multiple vendors request internet, we can arrange for you to share a package, so let us know via the email below.)

Mail the Exhibitor Agreement and Registration Form with a check payable to MSCA.

(MSCA is not able to process Purchase Orders. To pay by credit card or virtual check, please go to www.michiganschoolcounselor.org/exhibitors)

Mail to: Jan Schoenherr
 762 N. Kalamazoo Ave.
 Marshall, MI 49068

or e-mail form to: schoenherrjan@gmail.com (if paid online with credit card or virtual check)

Deadline to guarantee an exhibit and have your company name in the program is October 7, 2011.

Exhibitor's Agreement

**Fall 2011 Conference
Growing Strong Together
November 6-7, 2011
Radisson Plaza Hotel
Kalamazoo, Michigan**

Setup

The programmed exhibit area will be available to attendees on Sunday, November 6, 2011, 10:00 A.M. Exhibitors will have access to the exhibit area prior to 10:00 A.M. on November 6.

Dismantle Date

The reserved exhibit space will need to be completely cleaned up and exhibits cleared from the Hotel by Monday, November 7, 2011 at 5:00 P.M.

Exhibit Rental

A rental of \$250.00 per table will be charged (\$225.00 per table if purchased before August 30). There is a charge for electricity at the rate of \$15 per day for 110V. You are encouraged to bring your own extension cord/power strip. These items are available through the hotel at your responsibility. Internet access may be made on site with the hotel.

The rental agreement includes the exhibit facility as programmed, general maintenance and continental breakfast. It does not include drayage and placement of display equipment, decoration and related services, guard services, labor, storage, gas or water supply. For further information regarding additional equipment rental or additional service by the hotel, please contact Jan Schoenherr at schoenherrjan@gmail.com.

Storage

Storage space is not available for material and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period.

Shipping and Receiving

You may ship material to the Radisson 2 – 3 days before the event. Please label your materials, "To: (EXHIBITOR NAME), BOOTH #, Michigan School Counselor Association, C/O Radisson Plaza Hotel & Suites, 100 W. Michigan Ave., Kalamazoo, MI 49007, Number of boxes (i.e. 1 of 2)." There is a storage charge of \$3.00 per day for each box and \$20. per day for each skid arriving earlier than 3 days prior to the event.

Decorations/Banners

Nothing shall be posted on, nailed to, or otherwise attached to the walls, floors, ceiling of the hotel without prior arrangements made with the Conference Chair.

MSCA reserves the right to refuse to sell exhibit space to any company it deems objectionable or contrary to the association's mission. Additionally, MSCA reserves the right to require exhibitors to remove promotional materials from the show floor that are deemed objectionable.

A copy of this signed agreement shall be on file with the Conference Chair and Exhibitor Chairperson.

_____ Exhibitor _____ date

_____ MSCA _____ date

Reservations cannot be held without a completed form and fee payment.