



MICHIGAN
ASSOCIATION FOR
**Education
of Young
Children**

To: Potential Exhibitors from Non-profit Entities

From: Laurie Nickson, Director of Professional Programs
2017 MiAEYC Early Childhood Conference
839 Centennial Way, Suite 200
Lansing, Michigan 48917-9277

The 2017 Michigan Association for the Education of Young Children (MiAEYC) Early Childhood Conference is April 20–22 in Grand Rapids, Michigan. I invite you to exhibit April 20 and 21, in Ballrooms C and D of DeVos Place. **Please note, exhibits are Thursday and Friday only.** It is anticipated that over 2,250 early childhood professionals, parents and students will attend the conference.

Exhibits are typically tabletop materials, but other kinds of exhibits may be able to be accommodated with sufficient advance notice. Exhibitors may supply catalogues, price information and order forms, and conduct direct sales.

Booth spaces will be assigned according to the date the exhibit registration form, with payment, is received. Other considerations for booth assignments include effective display design, insuring a variety of products in every aisle and easy access and traffic flow.

Exhibitors reserving multiple booths may request a specific configuration of booths. Again, booth assignments are determined according to the Conference Exhibit Policies.

Exhibit fees:

\$325.00 for 1st booth
\$200.00 for each additional booth

Exhibitors registering after March 30, 2017 will not have their company information printed in the final program.

The fee includes complimentary registration for two exhibit representatives; additional representatives will be charged the conference registration fee.

The booth size is 8' x 10'. The booth fee includes:

- two (2) skirted tables: one (1) 8' table and one (1) 6' table
- 8' high by 8' wide back drape
- 3' high by 10' deep side dividers
- two (2) contour chairs

Booths will be assigned according to the date the exhibit registration form, with payment, is received. Please note, Ballrooms C and D are carpeted.

A booth I.D. sign, identifying your company name, is available for \$8.00; booth I.D. signs are no longer included in the exhibit package. If you would like a booth I.D. sign, please indicate this on the exhibit reservation form and add \$8.00 to your exhibit fee.

Additional equipment is supplied, at extra cost, through Art Craft Display, Inc. Upon receipt and acceptance of your registration form and fee; you will receive confirmation from me, and an Exhibitor Packet from Art Craft Display, Inc.

2017 MiAECY Conference Exhibit Schedule:

Set-up:	Wednesday	April 19	12:00 p.m. – 8:00 p.m.
	Thursday	April 20	7:30 a.m. – 8:45 a.m.
Exhibits:	Thursday	April 20	9:00 a.m. – 5:30 p.m.
	Friday	April 21	10:05 a.m. – 5:30 p.m.
Tear-down:	Friday	April 21	5:30 p.m. – 8:30 p.m.

To exhibit at the MiAECY Conference, signed acceptance of the MiAECY Conference Exhibit Policies, by the exhibit company contact person or representative, must appear on the Exhibit Reservation Form.

The link for online exhibit registration is:

https://miaeyc.formstack.com/forms/conf17_exhibits

MiAECY is holding its 11th Annual Silent Auction at the Conference. Proceeds from the auction will benefit MiAECY's Student Scholarship Fund. MiAECY is displaying silent auction items in the exhibit area Thursday and Friday; the awarding of auction items will be done Friday between 5:30-6:30 pm. MiAECY is soliciting silent auction donations from exhibitors. The online link for submitting a silent auction donation form is: **https://miaeyc.formstack.com/forms/2017_silent_auction_donation_form**

If you have questions, or need additional information, please contact me at 800-336-6424, extension 305, or by email, lnickson@miaeyc.org.

Thank you.