



Michigan Association for the Education of Young Children

To: Potential Commercial and Non-profit Exhibitors

From: Laurie Nickson, Director of Professional Programs

The 2019 Michigan Association for the Education of Young Children (Michigan AEYC) Annual Early Childhood Conference is April 11–13 in Grand Rapids, Michigan. I invite you to exhibit April 11th and 12th in Ballrooms C and D of DeVos Place. Please note, exhibits are Thursday and Friday only. It is anticipated that over 2,000 early childhood professionals will attend the conference.

Exhibits are typically tabletop materials but other kind 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 are 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.

Commercial Exhibit Fees

\$450 for 1st booth

\$275 for each additional booth

Non-profit* Exhibit Fees

\$325 for 1st booth

\$200 for each additional booth

*Proof of non-profit status must be submitted to Michigan AEYC within 5 days of exhibit registration.

Exhibitors registering after March 15, 2019 will not have their company information printed in the final program.

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

The booth size is 8' x 10'. Included in the booth fee are:

- 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. If you would like a booth I.D sign, please indicate this on the exhibit registration form and add \$8.00 to your exhibit fee.



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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.

2019 Michigan AEYC Conference Exhibit Schedule

Set-up	Wednesday	April 10	12:00 pm – 8:00 pm
	Thursday	April 11	7:30 am – 9:30 am
Exhibit Hours	Thursday	April 11	10:05 am – 5:30 pm
	Friday	April 12	10:05 am – 5:30 pm
Tear-down	Friday	April 12	5:30 pm – 8:30 pm

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

The link for online exhibit registration is:

https://miaeyc.formstack.com/forms/conf2019_exhibits

Michigan AEYC is holding its 13th Annual Silent Auction at the Conference. Proceeds from the auction benefit Michigan AEYC's student scholarships. Silent auction items are displayed in the exhibit area Thursday and Friday; the awarding of auction items will be done Friday, 5:30–6:30 pm. Michigan AEYC is soliciting auction donations from exhibitors. The online link for submitting a silent auction donation form is: https://miaeyc.formstack.com/forms/conf2019_exhibits

If you have questions, or need additional information, please contact me at (800) 336-6424, x305, or by email at lnickson@miaeyc.org

Thank you.