



To: Non-profit agencies, associations and organizations

From: Laurie Nickson, Director of Professional Programs  
2010 MiAEYC Early Childhood Conference  
4572 S. Hagadorn Rd., Suite 1-D  
East Lansing, Michigan 48823-5385

As conference coordinator for the 2010 Michigan Association for the Education of Young Children (MiAEYC) Early Childhood Conference, I invite you to exhibit March 25–27, in Ballrooms A and B of DeVos Place, Grand Rapids, Michigan. It is anticipated that over 2,500 early childhood professionals, parents and students will attend this 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:

Postmarked by February 26, 2010:	\$325.00 for 1st booth \$225.00 for each additional booth
Postmarked after February 26, 2010:	\$425.00 for 1st booth \$275.00 for each additional booth

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. There are 81 exhibit booths in Ballrooms A and B; Ballrooms A and B are carpeted. After the 81 booths are allocated, exhibits will be placed in the Ballroom Foyer.

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.

**2009 MiAEYC Conference Exhibit Schedule:**

Set-up:	Wednesday	March 24	12:00 p.m. – 8:00 p.m.
	Thursday	March 25	7:30 a.m. – 9:45 a.m.
Exhibits:	Thursday	March 25	10:15 a.m. – 5:00 p.m.
	Friday	March 26	10:15 a.m. – 6:30 p.m.
	Saturday	March 27	9:00 a.m. – 2:00 p.m.
Tear-down:	Saturday	March 27	2:00 p.m. – 6:00 p.m.

The Exhibit Reservation Form and the MiAEYC Conference Exhibit Policies are enclosed. To exhibit at the MiAEYC Conference, signed acceptance of the MiAEYC Conference Exhibit Policies, by the exhibit company contact person or representative, must appear on the Exhibit Reservation Form.

MiAEYC is holding its 4<sup>th</sup> Annual Silent Auction at the Conference. Proceeds from the auction will benefit MiAEYC's Student Leadership Award Fund. MiAEYC 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. **MiAEYC is soliciting silent auction donations from exhibitors; details and a donation form are available at [www.MiAEYC.org](http://www.MiAEYC.org).**

If you have questions, or need additional information, please contact me at 888-666-2392, extension 305, or by email, [lnickson@miaeyc.org](mailto:lnickson@miaeyc.org)