

Dear Vendor:

On behalf of the MCAA Planning Committee, I would like to extend an invitation to participate in the vendor exhibit at the 2019 Michigan Court Managers Conference at Treetops Resort, located in Gaylord, Michigan, **May 14th and 15th, 2019**. The Conference is a collaborative effort of the Michigan (District) Court Administrators Association and the Michigan Association of Circuit Court Administrators.

NEW THIS YEAR: Assigned Vendor Tables

**** Please see attached diagram; make a table # selection; locations will be assigned on the first registered and paid. We will do our best to accommodate as close to your choice as possible. If no preference you may leave this blank and we will assign a table.**

Sponsorship Opportunities Available:

****Diamond Sponsorship: Two (2) available for \$2,500.00 each. The Sponsorship includes:**

- A 15 minute speaking opportunity available to all attendees on Wednesday morning
 - First Sponsorship presentation is 9:30 a.m. – 9:45 a.m.
 - Second Sponsorship presentation is 10:00 a.m. – 10:15 a.m.
- Breakfast and Lunch on Wednesday
- Session information will be posted on the conference website
- An email will be sent to all registered attendees
- One complimentary booth space

The Diamond Sponsorships **will be awarded to the first two interested vendors who have completed the online registration and payment is received.**

****Meal Sponsorship(s): Available at \$500.00 or \$250.00 each. The Sponsorship includes:**

- Sponsorship cards placed on the food tables during the meal.
- Additional Sponsorship flyer will be provided to attendees with names and logo of sponsors.

Table Sponsorship: \$50.00 each. The sponsorship includes:

- One piece of your advertising material would be displayed as a centerpiece, during the term of the conference.
- You must provide the material and it should not exceed total dimensions of 8x11x6. (The conference committee will not return the item unless arrangements are made in advance.)
- Advertising materials must be submitted by April 13th with conference registration.

Vendor set-up, at the resort, will be on Tuesday, May 14, 2019 between the hours of 2:00 and 4:30 p.m. **The Welcome/Vendor Reception will commence at 7:00 p.m. and continue through 9:30 p.m. This reception will provide you the best opportunity to interact with the conference participants.** You are

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encouraged to remain present and initiate your promotion at 7:30 a.m. on Wednesday, May 15th. We will be hosting a continental breakfast on Wednesday morning, providing attendees another opportunity to visit your booth before their sessions begin with the vendor showcase wrapping up with drawings at 12:30 p.m. (*Pursuant to our agreement, exhibits must be removed by 2:00 p.m. on the 15th.*)

The **Regular Vendor Registration** fee is \$375.00 prior to April 13, 2018 and \$425.00 after that date. This fee includes:

- Provided by the resort, one table per vendor with privacy skirting, two chairs and power access. (You must provide your own power strip if more than one electrical plug is required.)
- Only one table is permitted per vendor as space is limited.
- Continental Breakfast and Lunch on Wednesday

To register and reserve your vendor exhibit opportunity please log in at <https://web.membernova.com/305516/form/vendor-registration> and complete the vendor registration form.

Registration Fee Payments can be made:

- With checks payable to: M.C.A.A. to: Tabitha Wedge, Court Administrator, c/o 3B District Court, PO Box 67, Centreville, MI 49032.
- Online with www.govpaynow.com or (888) 604-7888. Pay Location Code: 3050
 - There is no service fee to pay online.

Room Reservations: Must be made by contacting Treetops Resort directly. Accommodation and reservation information can be located by calling: 855-261-8764, reference: Michigan Court Manager's Conference. (There is no Group number.)

Please be aware; we are constantly looking for social networking ideas to get the attendees communicating and visiting with the Vendors! This year the following are being planned and we appreciate your cooperation with them:

- The poker card hand is returning. Each Vendor will receive a deck of cards and the attendees must create the best poker hand from the matching decks received.
- We are requesting a **"Vendor Code Name"** on the registration form. The name can be anything the Sales Rep would like. The purpose is for the attendees to align the Code Name with the Vendor. Their completed sheets will be entered into a drawing.
 - (If you forget or don't have a Code Name; we will assign one at registration.)

If you have additional questions or need information please feel free to contact me at (269) 467-5502, email wedget@stjosephcountymi.org.

Sincerely, Tabitha Wedge, Vendor Coordinator