

Dear Vendor:

On behalf of the Michigan Court Manager's Conference Committee, I would like to extend an invitation to participate in the 2023 vendor exhibit. The conference will be held at the Crystal Mtn Resort, located in Thompsonville, Michigan, on **October 3-October 4, 2023**. The conference is a collaborative effort of the Michigan (District) Court Administrators Association and the Michigan Association of Circuit Court Administrators. *Attendees include Court Administrators from District, Circuit, Circuit Family Division, Tribal as well as others.*

Sponsorship Opportunities

Diamond Sponsorship: TWO (2) openings available

The Sponsorship includes:

- A 15-minute speaking opportunity available to all attendees on **Wednesday, October 4th**
 - **First Sponsorship presentation is 9:00 a.m. – 9:10 a.m.**
 - **Second Sponsorship presentation is 9:45 a.m. – 10:00 a.m.**
- Breakfast Wednesday.
- Session information will be posted on the conference website.
- Additional conference flyer will be provided to attendees and membership.
- An email will be sent to all registered attendees.
- A copy of your advertising material, *(if supplied)*, would be displayed per conference attendee table, with the centerpiece, during the term of the conference.
- One complimentary booth space.

The Diamond Sponsorships **will be awarded to the first vendor(s) who complete the online registration with payment received.**

****Meal Sponsorship(s): Available at \$500.00 or \$250.00 each. The Sponsorships 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, per table sponsorship**, displayed as a centerpiece, during the term of the conference.
- You **are encouraged to supply the material**; it should not exceed total dimensions of 8x11x6.
 - The conference committee will not return the item without prior arrangements.
 - If no material is received, a table card will be provided with your name/logo only.
- Advertising materials must be submitted by September 8th with completed conference registration.

VENDOR REGISTRATION

The **Regular Vendor Registration** fee is **\$375.00**. *Late Registration (paid after September 8, 2023) \$425.00.*

This fee includes:

- One (1) table per vendor (provided by Resort) with privacy skirting, two (2) chairs and power access. *(You must provide your own power strip if more than one electrical plug is required.)*
- Only one (1) table is permitted per vendor as space is limited.
- Breakfast on Wednesday

To register and reserve your vendor exhibit opportunity please log in at

<https://micourtadmin.com/form/vendor-registration/> and complete the vendor registration form.

Assigned Vendor Tables

****Please see attached diagram; provide three (3) table # selections, locations will be assigned on the first registered and paid. We will do our best to accommodate your choices. If no preference, you may leave this blank, and we will assign a table.**

Registration Payments:

- Check 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.

Lodging Room Reservations: Must be made by contacting Crystal Mtn Resort directly. Accommodation and reservation information can be located:

<https://micourtadmin.com/documents/en-us/bbbad8eb-ed37-4293-8679-70b0996f9443/1/>

Vendor set-up

Crystal Mtn Resort Conference Center, Tuesday, October 3, 2023, between 2:00 p.m. and 4:30 p.m.

- The Welcome/Vendor Reception will commence at 7:00 p.m. and end at 9:30 p.m.
 - *This reception provides the best opportunity to interact with the conference participants.* You are encouraged to remain present and initiate your promotion at 7:00 a.m. on Wednesday, October 4th.
 - We will host breakfast; providing attendees the opportunity to visit your booth before their sessions.

Vendor wrap-up

- The vendor showcase will wrap up, including vendor drawings, (for those participating) at 8:00 – 8:30 a.m.

Social Networking

We are constantly looking for social networking ideas to keep attendees interacting with Vendors!

Returning are:

- The poker card hand: *Each Vendor will receive a deck of cards. The attendees must create the best poker hand from the matching decks received.*
- “Vendor Code Name”: *The name can be anything the Sales Rep would like. The attendees interact with the Vendor(s) to collect their Code Name. Their completed sheets will be entered for 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 further information, please don't hesitate to contact me at (269) 467-5502, email wedget@stjosephcountymi.org .

I look forward to seeing everyone this fall!

Sincerely,

Tabitha Wedge, Vendor Coordinator