

Dear Vendor:

On behalf of the Michigan Court Manager's planning Committee, I would like to extend an invitation to participate in the vendor exhibit at the 2020 Michigan Court Managers Conference at Crystal Mtn Resort, located in Thompsonville, Michigan, **May 12th and 13th, 2020**. The Conference is a collaborative effort of the Michigan (District) Court Administrators Association, the Michigan Association of Circuit Court Administrators and the Michigan Association of Family Court Administrators.

RETURNING THIS YEAR:

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.**

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 9:45 a.m. — 10:00 a.m. ****FILLED 2/24/2020****
 - Second Sponsorship presentation is 1:30 p.m. – 1:45 p.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 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 April 13th with conference registration.

2020 Michigan Court Managers Conference

Vendor set-up, at the resort, will be on Tuesday, May 12, 2020 between the hours of 2:00 and 4:30 p.m. The Welcome/Vendor Reception will commence at 7:30 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 encouraged to remain present and initiate your promotion at 7:30 a.m. on Wednesday, May 13th. We will be hosting a breakfast on Wednesday morning, providing attendees another opportunity to visit your booth before their sessions. The vendor showcase will wrap up with drawings at 9:00 – 9:30 a.m.

The Regular Vendor Registration fee is \$375.00 prior to April 13, 2020 and increase to \$425.00 for later registrations. 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.
- Breakfast 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.

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

<https://content.membernova.com/305516/Document/Download?DocumentType=AccountDocuments&DocumentId=67fbeat8-9369-4ecb-9215-e3bfd64547d4&SelectedId=7465ad6d-9c2a-4b24-8e79-320b3588624f>

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