

# MICHIGAN AFTERSCHOOL ASSOCIATION COLLABORATIVE FALL CONFERENCE 2016

Friday, November 18, 2016 – Westin Hotel, Southfield, MI

## Exhibit Reservation Form

**Exhibit fee:** \$150.00 per table (maximum of 2 tables)  
**Payable to:** Michigan AfterSchool Association  
**Mail to:** Michigan AfterSchool Association  
 c/o Conference Coordinator  
 2077 E. Alward Road  
 DeWitt, MI 48820  
**Payable by:** Check, money order, credit card (MasterCard or Visa).  
**Deadline:** October 21, 2016 (To be included in the brochure. Space may fill prior to deadline.)

**ALL INFORMATION IS REQUIRED:**

Company Name \_\_\_\_\_

Company Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Representative(s) Attending:**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

On behalf of my company, I accept the MAA Exhibit Policies (see attached).

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Exhibit Information & Needs									
Description of product(s) to be displayed/sold:									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1 table at \$150.00</td> <td style="width: 20%; text-align: right;">\$150.00</td> </tr> <tr> <td>1 additional table at \$150.00</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Additional Conference lunch**</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td style="text-align: right;">_____</td> </tr> </table> <p>**One complimentary lunch per paid table; Additional lunches are \$15 each.</p>	1 table at \$150.00	\$150.00	1 additional table at \$150.00	_____	Additional Conference lunch**	_____	<b>TOTAL:</b>	_____	<p><b>Request Electricity?:</b> ___ Yes ___ No</p> <hr/> <p><b>Vegetarian?:</b> Lunch 1: ___ Yes ___ No Lunch 2, if applicable: ___ Yes ___ No</p> <hr/> <p><b>Form of Payment:</b>            _____ Check            _____ Money Order            _____ Credit Card – Please complete the Credit Card            Payment Information below.</p>
1 table at \$150.00	\$150.00								
1 additional table at \$150.00	_____								
Additional Conference lunch**	_____								
<b>TOTAL:</b>	_____								

<b>Credit Card Payment Information – all information is required. To process by phone: Call 517-927-2367</b>	
Account #: _____	Expiration Date: ___/___/_____ (Month/Year)
3 digit code on back of card: _____	Type of Card: ___ Visa ___ M/C
Name of Cardholder (print): _____	
Cardholder billing address: Street: _____ State: ___ Zip: _____	
Signature of Cardholder: _____	

**MICHIGAN AFTERSCHOOL ASSOCIATION COLLABORATIVE FALL CONFERENCE 2016  
EXHIBIT POLICIES**

1. The exhibits at the Michigan AfterSchool Association Collaborative (MAAC) Fall Conference 2016 are intended to support the educational goals of the conference. Acceptance of exhibits is at the discretion of the Michigan AfterSchool Association, the Michigan Department of Education, the Conference Planning Committee and the Conference Coordinator. Unsuitable exhibits deemed objectionable because of choice of materials, noise, or method of operation may be rejected or restricted when the application is received, or restricted, prohibited, or evicted from the exhibit area on site by the Conference Coordinator. Exhibits evicted from the exhibit area for violation of the MAAC Fall Conference 2016 Exhibit Policies are not entitled to a refund.
2. Reservation fees must accompany the reservation form and are non-refundable. If an exhibitor fails to use the exhibit space reserved, no part of the payment will be refunded. No exhibitor shall assign, sublet, or share the space reserved without the authorization of the Conference Coordinator prior to the event.
3. Formal acceptance of reservation forms by the Conference Coordinator, as an agent for the MAAC Fall Conference 2016, and full payment of reservation fees constitute a contract for the right to use the space. In the event of fire, strike, or other uncontrollable circumstance rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be canceled prior to the date of the exhibit, payment on account for reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of rescission are the sole responsibility of the exhibitor.
4. Space will be assigned based on the date the exhibit reservation form, with payment, is received. Other considerations for space assignment include effective display design, insurance of a variety of products in general, easy access and traffic flow, and the fire, health and safety rules of the Westin Hotel - Southfield and of the municipality. Specific requests from exhibitors will be honored when possible. The Conference Coordinator will assign exhibit space.
5. Exhibitors are encouraged to take all precautions necessary for the safety of their materials and/or equipment.
6. Exhibitors must adhere to any rules and regulations, as set by the Westin Hotel – Southfield and by the Conference Coordinator, regarding set-up, operation and teardown.
7. Displays may not completely obscure the view of an adjacent exhibit.
8. Live music/entertainment, recorded music, videotapes, or other auditory displays must adhere to a 15-minute on, 15-minute off policy.
9. Exhibitors will hold harmless the Michigan AfterSchool Association, the Michigan Department of Education, all Conference Collaborating Partners, the Conference Coordinator, and the Westin Hotel – Southfield in the event of any liability, responsibility, loss, damage, cost, or expense of any kind arising directly or indirectly from any intentional or negligent act or omission by the Exhibitor or any of its agents or employees.

**To exhibit at the Michigan AfterSchool Association Collaborative Summer Summit 2016,  
signed acceptance of these policies must appear on the Exhibit Reservation Form.**

Office use only: Exhibitor: _____	# of Tables: _____
Date Received: _____	Electricity: _____