



MiAPPA

Michigan Association of Physical Plant Administrators



2010 WINTER CONFERENCE • FEBRUARY 9-10, 2010

HOSTED BY THE UNIVERSITY OF MICHIGAN

SPONSOR AND EXHIBITOR INFORMATION

[HTTP://WWW.PP.WMICH.EDU/MIAPPA/](http://www.pp.wmich.edu/miappa/)

CONFERENCE SCHEDULE

Monday, February 8, 2010

7pm-9pm—Early Registration

Tuesday, February 9, 2010

6:30-8:30am—Vendor Set-up

7:30-9:30am—Registration & Breakfast

8:30am-5pm—Vendor Booths Open

8:00-9:00am—Welcome, Timothy Slottow

9:00-9:30am—Vendor Showcase

9:30-10:30am—Concurrent Session I

10:45-11:45am—Concurrent Session II

11:45am-12:15pm—Vendor Showcase

12:30-2:00pm—Lunch/Business Meeting &
Experience Exchange

2:00-2:30pm—Vendor Showcase

2:30-3:30pm—Concurrent Session III

3:30-5:00pm—Vendor Showcase/Free Time

5:00 pm—First Shuttle to Michigan Union

6-8pm—Strolling Dinner at Michigan Union

8:15-8:30—Stroll to UM-Museum of Art

8:30-10:00—Strolling Dessert & Museum of
Art/Self-guided Tours

11:00pm—Last Shuttle to Hotel

Wednesday, February 10, 2010

7:30-9:30am—Late Registration

7:30am-12:30pm—Vendor Booths Open

8:00-9:00am—Breakfast Meeting & Keynote
Address, Gregory A. Keoleian

9:00-9:30am—Vendor Showcase

9:30-10:30am—Concurrent Session IV

10:45-11:45am—Concurrent Session V

11:45-12:15pm—Optional Lunch

12:30-3:00pm—Optional Campus Tours

12:30-3:00pm—Vendor Clean-up

Supervisor Leadership Training

February 8-10, 2010

7:30am through 5pm

WHO SHOULD EXHIBIT? YOU!

Are you looking to expand your market, increase your sales, or simply inform those in the physical plant industry about the services your organization provides? Then this is the place to be!

Don't delay! Space is limited!

Exhibitor space open to the first 70 paid organizations!

BENEFITS OF EXHIBITING AND SPONSORING

- Meet face-to-face with potential clients including leaders in the Michigan physical plant community.
- Increase exposure for your company and its products and services.
- Free listing of your company contact information in the 2010 program.
- Each booth includes: one 6 ft. table & 2 chairs.
- Various sponsorship levels to fit your budget!
- Some sponsorship levels include booth & registration!

EXHIBIT HOURS

- Exhibit area is open throughout the conference; Tuesday morning through Wednesday afternoon.
- Dedicated exhibit hours:
 - Set up: Tuesday morning 6:30am-8:30am
 - Open during all concurrent sessions and featured showcase times
 - Clean up: Wednesday afternoon 12:30pm-3:00pm

LOCATION

Four Points Sheraton Ann Arbor

3200 Boardwalk, Ann Arbor, MI 48108 • Phone: 734-996-0600

Room Rate: \$89/night • Mention MiAPPA to get the conference rate.

ZERO WASTE COMMITMENT

The MiAPPA Winter Conference 2010 is working toward Zero Waste and we need **your** help to succeed! Conferences are waste generating events and we need your support to reduce the environmental footprint of this event. Exhibitors and sponsors are encouraged to help us reach this goal by following these guidelines:

- All exhibit signage must be **reusable**.
- Printed materials must be done on **100% post-consumer recycled content paper** using **vegetable-based inks**.
- Promotional items given out must be **durable** and useful.
- Surplus promotional items **must be taken back with you** at the end of the conference.
- Use this opportunity to **promote your own environmental initiatives** as well! Ask us about a Green Sponsorship!

EXHIBIT AND SPONSORSHIP LEVELS

PLATINUM SPONSORS • \$5,000 AND ABOVE

- 1 complimentary booth (1 - 6ft table w/2 chairs)
- 6 Conference Registrations INCLUDED (each additional \$150)
- Larger than Gold Sponsorship name/logo printed in conference booklet
- 3-4 sentence description of the services your company provides included in the conference booklet
- Name/logo included on Platinum Sponsors' slide during dinner time slideshow
- Identifying Platinum Sponsorship signage at your booth
- Name/logo printed on banner that will hang above the registration desk throughout the conference
- Recognized as a sponsor of the networking dinner (Tuesday)
- Website acknowledgement of sponsorship

GOLD SPONSORS • \$2,500-\$4,999

- 1 complimentary booth (1 - 6ft table w/2 chairs)
- 3 Conference Registrations INCLUDED (each additional \$150)
- Larger than Silver Sponsorship name/logo printed in conference booklet
- 2 sentence description of the services your company provides included in the conference booklet
- Name/logo included on Gold Sponsors' slide during dinner time slideshow
- Identifying Gold Sponsorship signage at your booth
- Name/logo printed on banner that will hang above the registration desk throughout the conference
- Recognized as a sponsor of the business lunch (Tuesday)
- Website acknowledgement of sponsorship

SILVER SPONSORS • \$1,000-\$2,499

- 1 Complimentary booth (1 - 6ft table w/2 chairs)
- 2 Conference Registrations INCLUDED (each additional \$150)
- Name/logo printed in conference booklet
- Name/logo included on Silver Sponsors' slide during dinner time slideshow
- Identifying Silver Sponsorship signage at your booth
- Recognized as a sponsor of the welcome breakfast (Tuesday)
- Website acknowledgement of sponsorship

BRONZE SPONSORS • \$500-\$999

- 1 Conference Registration INCLUDED (each additional \$150)
- Name printed in conference booklet
- Name included on Bronze Sponsors slide during dinner time slideshow
- Identifying Bronze Sponsorship signage at booth of your sponsorship (if applicable)
- Website acknowledgement of sponsorship

BOOTH • \$600.00

- 1 6 ft. table with two chairs
- 1 Conference Registration INCLUDED (each additional \$150)
- First come first served! Only 70 spaces available!

CONFERENCE ATTENDANCE • \$400.00 PER PERSON

- Includes conference programs, meals, and tours
- Add'l attendee registration from the same company \$150.00

MISCELLANEOUS SPONSORSHIPS

If you don't see a sponsorship program that fits your budget? We are happy to work with you to customize a sponsorship level that meets your needs! Contact Mary Diskin at: 734-764-3400 or mkdiskin@umich.edu. Ask about our Green Sponsorship!

EXHIBITOR AND SPONSOR GUIDELINES

These rules and guidelines have been developed for the purpose of providing a well-balanced, well-regulated exhibit hall and conference.

MANAGEMENT AUTHORITY

MiAPPA reserves the right in all emergencies, differences of opinion, or complaints to make such rulings as, in their judgment, are in the best interest of MiAPPA and the success of this event. The exhibitor agrees to abide by all such rulings.

APPLICATION FOR SPACE

Products or services displayed or promoted must be the company that applied for and occupies exhibit table. Application for space must be made on the form provided. Payment in full must accompany the application. **Booth cancellations on or before January 10, 2010 will incur an administrative fee of \$300.00. Cancellations after January 20, 2010 or no-shows will receive no refund.** No part of the exhibit space may be sublet without the permission of MiAPPA. No two companies may share an exhibit table.

REGISTRATION AND BADGES

All attendees and exhibitor company representatives must wear a name badge issued by MiAPPA at all times during the sessions, meal functions, and exhibit hours. Exhibitors are responsible for persons wearing a badge as representing the exhibitor. Company representatives not exhibiting may attend but may not conduct business of any type at any event during the conference.

BOOTH GUIDELINES (TABLE TOPS)

All table top exhibits include a six foot table and two chairs. Exhibitors may not obstruct the vision to any other booths by oversized displays, signs, etc. The sound level from any audio source is not to interfere with communication at other booths. You must bring your own power strips and extension cords if your booth requires electricity. Exhibitors are responsible for any costs incurred from renting these items from Four Points Sheraton. (Requests for electricity will be considered, but cannot be guaranteed.)

BOOTH SET-UP AND BREAKDOWN

Exhibitors must abide by the conference schedule set forth. Booths are to be set up and broken down during the posted times

DECORATING AND SHIPPING

Booth set-up assistance and shipping should be handled directly with Four Points Sheraton.

ZERO WASTE

Exhibitors agree to use reusable signage at their booth and any printed materials be done on 100% post-consumer recycled content paper using vegetable-based inks. Exhibitors will only provide giveaways that are durable and useful and will take any surplus back with them after the event. Exhibitors are encouraged to highlight their own environmental programs and practices at their displays.

HOLD HARMLESS/LIABILITY

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury or damage to displays, equipment and other property brought on to the premises, and agrees to indemnify the Four Points Sheraton and MiAPPA from any and all such losses, damages, and claims. Each exhibitor is responsible for carrying product and personal injury liability insurance. Exhibitor agrees that if MiAPPA should incur liability to said exhibitor for any act whatsoever, as determined by an appropriate court of law or any other binding decision making body, the damages to which the exhibitor will be entitled are limited to the amount of the exhibit fee paid by the exhibitor.



MIAPPA WINTER CONFERENCE 2010 EXHIBITOR AND SPONSOR REGISTRATION FORM



If you are interested in being a sponsor of the MiAPPA Winter Conference 2010 at the University of Michigan, please complete this form and return by December 31, 2009. Please type or print. **One registration form per person. If more than one person per company is attending, please send registrations together.** Please photocopy extras. **Payment must accompany this application for exhibit space.** Table top locations will be determined by sponsorship levels and on a first come basis. **Act now! Conference registration goes up \$25.00 after December 31, 2009!**

Return completed forms along with payment to:

Mary Diskin (MiAPPA Conference Coordinator)
The University of Michigan
326 E. Hoover, Physical Properties Bldg. Rm 140
Ann Arbor, MI 48109-1002

- Platinum Sponsor • \$5,000+
- Gold Sponsor • \$2,500-\$4,999
- Silver Sponsor • \$1,000-\$2,499
- Bronze Sponsor • \$500-\$999
- Conference Attendee Only • \$400.00 (per person)
- Booth Only • \$600.00
(Includes 1 conference registration)
of booths _____ x \$600 = _____
- Request for electrical outlet for booth.
- Additional attendee from same company • \$150.00

Name

Badge Name

Title

Company/Organization

Address

City State Zip

E-mail

Phone Fax

Web Address

To avoid service fees send a check made payable to:

Regents of the University of Michigan
Reference: MiAPPA Winter Conference 2010

Or pay by credit card:

- VISA MasterCard
- Discover American Express

I have read and understand the rules and guidelines. I agree to abide by and be legally bound by this agreement.

Card Number: _____

Card Expiration: _____

Authorized Company Representative

Cardholder Signature