



The National Association of Educational Buyers-Michigan Region cordially invites you to participate in our annual **VENDOR EXHIBIT**.

THURSDAY, OCTOBER 2nd, 2003

Zehnder's Restaurant

Frankenmuth, MI

3:30 PM - 6:00 PM

Take this unique opportunity to meet and network with educational buyers representing a variety of colleges and universities throughout the State of Michigan. You may also want to take this opportunity and join us for dinner at 6:30 pm following the vendor show.

\$175.00 FOR A BOOTH

(includes electrical hook-up and covered, skirted 6 ft Table)

\$35.00/PER PERSON FOR DINNER

Every company registered will receive a listing of all conference attendees, complete with contact information

To register, please complete the attached form and return with a check or money order by **September 15, 2003 to: (make check payable to NAEB-Michigan Region)**

Lisa Besemer
Ferris State University
Purchasing Department
420 Oak St, PRK 250
Big Rapids, MI 49307-2020

Fax: (231) 591-3902
Phone: (231) 591-3900

Email: besemerL@ferris.edu

Cancellation requests must be received by Cindy Howie, in writing no later than Friday, 9/26/03, 5pm to receive a refund

Hotel Information

Audio Visual Rental: Please make your own arrangements with the hotel for rental and payment, see enclosed information. (It is acceptable to bring your own audio visual equipment.)

Overnight Accommodations: Zehnder's Hotel is offering special rates for our conference and vendor show. Be sure to mention **NAEB-Michigan Region** when making your reservations.



NAEB VENDOR SHOW REGISTRATION FORM

COMPANY NAME _____

ADDRESS _____

CONTACT NAME _____

PHONE _____

FAX _____

EMAIL ADDRESS _____

WEB ADDRESS _____

Please reserve the following for my company:

	<u>Qty.</u>	<u>Cost Each</u>	<u>Total</u>
Sponsor ship	Plantinum/Gold /Silver		_____
	\$500 /\$300 /\$175		
Additional Booth	_____	\$150.00	_____
Dinner	_____	\$35.00	_____
Service Charge if paying the day of the Show		\$25.00	_____
Grand Total			_____



Additional Opportunities

You are invited to donate an item for the raffle that takes place during dinner after the vendor show on Thursday evening. You may bring the item with you, send it ahead of time or provide information on how the recipient of your item can receive it at a later date.



There are also several sponsorship opportunities for many events throughout our conference. If you would like to make a donation toward one of the following events please select from the list below and indicate the amount you would like to donate on the registration form. Your company will be given recognition as a sponsor of the event during the conference and will appear in our program as the sponsor.

Plantinum Sponsor \$500

1 Vendor Table at Exhibit, Name/logo in Program materials & at Registration Table, 2 tickets for Dinner Thurs evening

Gold Sponsor \$300

1 Vendor Table at Exhibit, Recognition for sponsorship at one of the meals/breaks via an announcement & Table Identification, 1 ticket for Dinner Thurs evening

Silver Sponsor \$175

1 Vendor Table at Exhibit

Other opportunities if someone were interested also exist. Please contact us to discuss these in more detail.

Events: **Wednesday night hospitality, Snacks and refreshments during vendor exhibits**

Programs: **Speaker fees, Scholarship Fund**

Supplies: **Any conference related materials and supplies, i.e., name badges, lanyards, folders, notebooks.**

