

MICHIGAN 9-1-1 CONFERENCE BOOTH AGREEMENT

January 20, 2010

Greetings!

If you are not responsible for participation in industry trade shows and conferences, please forward this information to the individual who handles that for your organization.

We are pleased to announce the 2010 Michigan NENA Conference and Exhibit Show. We look forward to another excellent conference this year. This year's conference will once again be held in Lansing at the Lexington Lansing Hotel. The conference dates are May 24th through 26th, 2010. The trade show will be on Tuesday afternoon and evening, May 25th and Wednesday morning, May 26th. Vendor set-up will be from 11:00 AM to 4:00 PM on Tuesday, May 25th.

Trade show hours will be 4:00 PM – 8:00 PM on Tuesday and 10:00 AM – 1:00 PM on Wednesday.

Vendor hours will be exclusive and include a reception and cocktails at 6:00 PM Tuesday evening and a box lunch served in the exhibit area on Wednesday. We will have space for approximately forty (40) booths. ***Final vendor information packets will be sent upon receipt of your booth form and payment.***

We have implemented an EARLY sign up program where you can save a bit if you are registered by March 1st, 2010.

Enclosed are forms for exhibit space rental and conference registration (***2 included in your booth fee***). In addition to exhibit space rental, there are other sponsorship opportunities available as well. These sponsorships offset conference expenses and allow us to keep registration fees reasonable for attendees. Available sponsorships run from \$500 - \$5000, and partial sponsorships are also accepted. Please let me know if you have the ability to be one of our conference sponsors. If you have other suggestions or questions about sponsorships, I can be reached at any of the below listed numbers or e-mail.

The committee looks forward to seeing your company represented at this year's conference where we expect over 250 registrations. If you have any questions, please feel free to contact me.

Sincerely,

Karen Chadwick, Chapter President, Vendor & Exhibits Chair
Michigan 9-1-1 Conference
Grand Rapids Communications Center
1 Monroe Center NW
Grand Rapids, MI 49503
Phone: 616 456-3840
Fax: 616 456-8051
Email: kchadwick@grcity.us

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COMPANY					
ADDRESS					
CITY		STATE		ZIP CODE	
PHONE				FAX	
CONTACT				TITLE	
EMAIL					

Vendor time is "exclusive" and includes an evening reception, morning continental breakfast and a lunch. Each 8' x 10' booth space includes: all pipe and drape, one (1) 8' covered table with drape, two (2) chairs, two (2) full conference registrations, necessary electric service, wireless internet, carpet, waste basket and booth signage.

EARLY SIGN UP _____ 8' x 10' spaces(s) @ \$675.00 each \$ _____
 AFTER 3/1/2010 _____ 8' x 10' spaces(s) @ \$725.00 each \$ _____

Full payment is required with this form and due no later than May 8th, 2010. No purchase orders will be accepted. Please indicate method of payment below.

Payment Method	Card #	
Check *	Exp Date	
VISA	Cardholder	
MasterCard	Signature	
Am Express		

Each booth space receives two (2) full conference registrations. Please indicate the names of your representatives who will be using these registrations.

Name		Title	
Name		Title	

PLEASE FORWARD THIS COMPLETED AGREEMENT WITH YOUR PAYMENT TO:

Karen Chadwick
 Grand Rapids Communications Center
 1 Monroe Center NW
 Grand Rapids, MI 49503
 Phone: 616 456-3840
 Fax: 616 456-8051
 Email: kchadwick@grcity.us

** Make checks payable to: MICHIGAN NENA*
 Michigan NENA Federal Tax ID # 38-2982757