



**2022 SHAPE Michigan Annual State Convention**  
**Grand Traverse Resort, Acme MI**  
**November 10-12, 2022**

**PROGRAM PRESENTATIONS**

Educators like to learn how your programs/products/services can be applied in their classroom, schools and districts. If interested in presenting, please go to our website and fill in the link to register your session. Exhibitor Showcase Presentations are limited to exhibitors who have purchased a booth or sponsorship. Presentation forms must be returned to SHAPE Michigan by October 1, 2022.

**CONVENTION FORMAT**

Workshops and educational sessions are presented during Thursday, Friday, and Saturday. Exhibit days are Thursday and Friday.

**EXHIBITOR BOOTHS**

Each booth is 8' x 10', with table and chair. Electricity and additional supplies may be ordered through the Grand Traverse Resort at the exhibitor's cost. Packets for additional coverage will be sent with confirmations.

**BOOTH SELECTION**

Priority is given to convention and association sponsors. Booths are assigned by the convention management in order of registrations received. Please note on your registration any specific booth set-up needs (corner or hard back needed).

**MOVE-IN HOURS**

Thursday Move-in 7:30am – 10:00am. Information on possible Wednesday evening move-in to follow.  
Exhibit Hall Hours: Thursday – 11:30am – 5:00pm, Friday – 9:00am – 5:00pm.  
Please plan to keep your exhibit open until this time.

**USE OF SPACE - LIABILITY**

Activity must be confined to the limits of the exhibit booth. Arrangements outside of this must be preauthorized through SHAPE Michigan convention management. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent the SHAPE Michigan. Exhibitor assumes full responsibility for complying with facility, local, city, and state laws regarding sales tax and regulations concerning fire, safety, electrical wiring, health standards and damages.

**LOADING/UNLOADING**

All exhibitors, equipment and materials must enter using the appropriate loading dock or the entrance by the exhibit hall. Exhibitors shall b solely responsible for delivery, handling, setup, and removal of their own displays and materials. The Venue dies not supply labor or carts and setup.

**ORDERING ADDITIONAL EQUIPMENT**

For any additional equipment needed, please fill out the attached forms and return them in a timely manner.



## **SPONSORSHIP OPPORTUNITIES**

### **COMMERCIAL PACKAGE - \$800**

Puts your logo in front of participants before the convention and as they register.

3 Months on Website and Memberclicks registration platform during Registration

1 Full page black/white ad in Convention Program and listed with Logo in phone app

Tote stuffer – supplied by vendor

1 Booth

### **COMMERCIAL PACKAGE - NON Profit Associations - \$400**

Puts your logo in front of participants before the convention and as they register.

3 Months on Website and Memberclicks registration platform during Registration

1 Full page black/white ad in Convention Program and listed with Logo in phone app

Tote stuffer – supplied by vendor

1 Booth

### **CATALOG or TOTE “STUFFER” - \$200**

Every registrant receives a tote bag. To provide your own flyer or gift, please provide 700 items shipped to :  
SHAPE Michigan, PO Box 208, Laingsburg MI 48848



**APPLICATION AND CONTRACT FOR EXHIBIT SPACE  
2022 SHAPE Michigan Convention  
November 10-12, 2022  
Grand Traverse Resort, Acme MI**

Return Application and Payment to:  
SHAPE Michigan 2022 Convention  
P.O. Box 208  
Laingsburg, MI 48848  
Email: shapemichiganoffice@gmail.com

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Name of Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Website: \_\_\_\_\_ Toll Free Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Company Representatives or Booth Attendants – Names for Name Tags: \_\_\_\_\_

Please write a one-sentence description of your business for Convention Program/App:

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**EXHIBITOR REGISTRATION PROCESS**

Email your interest in having a booth to the SHAPE Michigan Convention Manager:  
Rebecca Langdon-Hagerty – shapemichiganoffice@gmail.com

To purchase any booth space, advertisements or sponsorships, complete the attached application and mail it back with 50% deposit or full payment. A deposit of 50% will hold your booth reservation until October 1. All fees are due by October 13, 2022.

Logos and ads, black/white and color, should be submitted to the Convention Manager for inclusion in the program, app and/or website.

Late Registrations: Registrations received after October 1, 2022 – **Fees increase \$100.**

Travel and hotel accommodations are the exhibitor's responsibility. Special Convention Rates at the Radisson Lansing hotel will be available. Reference SHAPE Michigan.



**APPLICATION**

**Please select 1 or more Registrations received after October 13, 2022 – Fees increase \$100**

Commercial Package: (\$800) \$ \_\_\_\_\_

Catalog or Tote "Stuffer": (\$200) \$ \_\_\_\_\_

Non-profit Exhibitor's Booth (\$400) \$ \_\_\_\_\_

**Payment Information**

**Amount: \$ \_\_\_\_\_**

Credit Card:  Visa  Mastercard  American Express

Check Payable to **SHAPE Michigan**

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

CSC \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing City, State and ZIP CODE: \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Will donate prize(s) for door prize drawings: \_\_\_\_\_

***Please retain a copy of the exhibit contract for your records!***

***Do you have another Sponsorship idea?***

***Contact the Convention Manager at [shapemichiganoffice@gmail.com](mailto:shapemichiganoffice@gmail.com)***