

**METRO DETROIT ASSOCIATION FOR THE
EDUCATION OF YOUNG CHILDREN
ANNUAL EARLY CHILDHOOD CONFERENCE**

**SATURDAY, SEPTEMBER 12, 2009
BAKER COLLEGE, AUBURN HILLS, MI**

The Metro Detroit Association for the Education of Young Children will be sponsoring its Annual Early Childhood Conference on Saturday, September 12 from 8:00 to 2:45. The conference will be taking place at the Baker College of Auburn Hills. MDAEYC invites you to exhibit your materials at this well attended conference. Please include materials for infants, toddlers, preschoolers and kindergarten levels. Exhibit hours are the same as the conference hours.

The cost of a table this year is \$85.00/table or \$100 for 2 tables. Space is very limited and will be available on a first come basis. Last minute, walk-in vendors will not be allowed. Tables will be skirted and refreshments will be served. Be sure to **make checks out to MDAEYC**. Set up will start at 7 am that day and **tables will be assigned**. There will be no set up prior to this time. A limited number of carts are available to transport your materials in and out of the building. A list of exhibitors will be made available to participants.

We are asking that a door prize of at least \$10.00 value be donated for a raffle at lunch time.

The registration form for commercial exhibits is attached. You are urged to return it as soon as possible with your check made out to MDAEYC.

I hope that your summer has been pleasant. I look forward to seeing you on September 12.

Sincerely,

Amy Maxwell

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VENDOR REGISTRATION FORM

Company Name: _____

Representative: _____ Phone Number: _____
_____ Phone Number: _____

Address: _____

City, State, Zip Code: _____

Email Address: _____

Please check tables needed: _____ one table (\$85.00)
_____ two tables (\$100.00)

Make checks out to MDAEYC: Total enclosed: _____

Mail to: Amy Maxwell
MDAEYC Conference Exhibits
1796 S Lapeer Rd
Lake Orion, MI 48360

_____ I have read the exhibit guidelines and agree to adhere to them

Name

Date

**METROPOLITAN DETROIT AEYC
FALL CONFERENCE 2009 EXHIBIT GUIDELINES**

The exhibits at the Annual MDAEYC 2009 Fall Conference are intended to support the educational goals of the conference. Acceptance of exhibits is at the discretion of MDAEYC and the Exhibit Coordinator.

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 Exhibit Coordinator for the conference.

Formal acceptance of reservation forms by the Exhibit Coordinator, as an agent for the conference, and full payment of reservation fees constitute a contract for the right to use the space provided. In the event of an unforeseen circumstance rendering the exhibit area unavailable, payment for the space will be refunded.

Space will be assigned based on the date the exhibit reservation with payment is received. Other considerations include display design, access and traffic flow along with health and safety rules. Specific requests from exhibitors will be honored when possible. The Exhibit Coordinator will assign exhibit space.

Exhibitors are encouraged to take all precautions for the safety of their materials and/or equipment.

Exhibitors must adhere to any rules and regulations as set by Baker College.

Displays must not obscure the view of an adjacent exhibit.

Live music/entertainment, recorded music, videotapes, or other auditory displays must adhere to the 15 minute on and 15 minute off policy.

Exhibitors will hold harmless MDAEYC, the conference committee, conference sponsors, and Baker College 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 agent or employees.

To exhibit at the MDAEYC Annual Fall Conference, signed acceptance of these policies must appear on the Exhibit registration form.