

2019 MAMC 20TH ANNUAL CONFERENCE



Radisson Plaza Hotel & Suites
Kalamazoo, Michigan
June 18-21, 2019

VENDOR SPACE (ONLY 30 SPACES AVAILABLE)

The fee for vendor exhibit space is \$425. The 2019 MAMC Conference Committee has arranged for the vendor exhibits to be located in the Kalamazoo Room all day Wednesday and Thursday with a Vendor Showcase **Wednesday evening from 3:30 – 5:30pm.**

VENDOR HOURS

Tuesday, June 18 (set-up)	2:00pm – 5:00pm
Wednesday, June 19 (set-up)	9:00am – 11:30 am
Wednesday, June 19	Noon – 5:30pm (<i>Exhibit area is open throughout the day</i>)
Thursday, June 20	8:00am – 3:30pm (<i>Exhibit area is open throughout the day</i>)
Thursday, June 20 (tear down)	3:30 pm

SPECIAL EVENTS

The following events are offered during conference and vendors are invited to participate.

Please register during the on-line process.

- 5K Walk/Run is Wednesday morning

HOTEL RESERVATIONS

Each vendor is responsible for making their own room reservations at the Radisson Plaza Hotel & Suites. Reservations must be received on or before **May 27, 2019.** Call 269.343.3333 to book your reservation.

All reservations must be guaranteed by an accepted credit card. If a guest does not arrive, he/she will be billed for one night's room rate plus all applicable taxes, provided the reservation is not cancelled prior to 4:00pm on the day **PRIOR TO** arrival.

If a guest fails to cancel their reservation before the 24 hour window, prior to check-in, you will be charged a late cancellation fee, which is the nightly rate + applicable taxes. If a guest doesn't call to cancel their reservation and misses their reservation, they are also charged the nightly rate + applicable taxes.

PARKING

The hotel will provide a reduced rate of parking of \$5.00 per day for registered overnight guests as well as day attendees.

VENDOR REGISTRATION

All vendor space registrations must be submitted no later than **Monday, May 27, 2019** using the online link below:

<https://mamcvendors.eventbrite.com>

Password to enter Eventbrite page: 2019MAMCV

SPONSORSHIP

Sponsorships are available and ALL sponsors will be recognized throughout the conference for their generous contributions. If you are interested in a sponsorship, please contact Tara Paksi @ paksi.t@gcsionline.com.

SHIPPING

You may ship materials to the Radisson Plaza Hotel & Suites 72 hours prior to the conference.

Please ship to:

Radisson Plaza Hotel and Suites
100 West Michigan Avenue
Kalamazoo, MI 49006
S/R: Please hold for MICHIGAN ASSOCIATION OF
MUNICIPAL CLERKS
Vendor:
Vendors First and Last Name

QUESTIONS?

Contact Tara Paksi at paksi.t@gcsionline.com
or 517.371.2223