GO FOR THE GOLD!

13th Annual Conference

Michigan Association of Municipal Clerks
INFORMATION TO SPONSORS & VENDORS

VENDOR SPACE
The fee for vendor exhibit space is $350 (add $30 for electrical). The 2012 MAMC Conference Committee has arranged for the vendor exhibits to be located in a common area to assure maximum visibility for our vendors.

Vendors are asked to decorate their exhibit space in keeping with the Olympic theme and our tag-line “Go for the Gold.” Conference attendees will vote for the best decorated booth. The winning vendor will receive free vendor registration to the 2013 Annual MAMC Conference in Frankenmuth, Michigan.

VENDOR REGISTRATION FORMS AND LODGING
Vendor registration, additional meal requests and payment should be mailed no later than Friday, May 18, to: Tara Paksi, MAMC, 120 N. Washington Square, Suite 110A, Lansing, MI 48933.

HOTEL RESERVATIONS
Each individual is responsible for making their own reservations by calling toll-free 1-866-962-9563 by May 30, 2012. Please use Reservation # 1612MAMC to receive the group rate. Due to the number of rooms available at the conference site, please do not wait to make your lodging reservations. Reservations made after the cut off date will receive the prevailing rate subject to availability.

PRIZES AND SPONSORSHIP
Vendors are given the opportunity to participate in the conference by sponsoring breaks, meals and speakers. Levels of Sponsorship are listed on the Participation Form and must be paid in full at the time of registration.

**All prize donations should be delivered to the Great Wolf Lodge by Tuesday morning at 8:00 AM so that they can be distributed to the proper locations. Please attach a business card, a value (if desired) and what the gift is to be used for, i.e. silent auction, door prize, walk/run or golf outing.**

You may also mail any prizes/donations to: MAMC, Attn: Tara Paksi, 120 N. Washington Square, Suite 110A, Lansing, MI 48933, to arrive no later than Monday, June 11th.

VENDOR HOURS

**Tuesday, June 19**
6:00 PM to 8:00 PM - Early setup in exhibit area (if desired)

**Wednesday, June 20**
7:00 AM to 9:30 AM - Final setup in exhibition area
10:00 AM to 5:00 PM - Exhibit area open throughout the day

**Thursday, June 21**
8:00 AM to 4:00 PM - Exhibit area open throughout the day
LOCATION
Great Wolf Lodge • 3575 N US Highway • Traverse City, MI 49645

ATTENDING THE CONFERENCE
Great Wolf Lodge looks forward to having you as their guest. To help ensure your stay is comfortable, the following tips will help facilitate your arrival, stay and departure.

RESERVATIONS/CHECK-IN AND CHECK-OUT POLICIES
Reservations. One night in advance plus tax required. Personal checks accepted for advance deposits only. Checks are not accepted for reservations within four weeks of arrival. Cancellations must be made 72 hours prior to arrival date to receive a refund less a $25 processing fee.
Non-Smoking Policy. Smoking is not permitted in the suites. Failure to comply could result in removal from the facility without refund.
Check-in / Check-out. Check-in begins at 4:00 PM or as rooms become available thereafter. We require guests checking in to be at least 21 years of age. The credit card holder, the credit card used at the time of booking, and a photo ID is required upon check-in. Check-out time is prior to 11:00 AM.

SHIPMENT OR CONFERENCE MATERIALS
Due to limited area, shipment of packages and conference materials should not arrive more than three (3) days prior to the event.

ADDRESS ITEMS TO GREAT WOLF LODGE
Show Name:  MAMC Annual Conference
Guest Name: 
Date of Show:  June 19 - 22

SHOW LOCATION
Great Wolf Lodge
3575 N US Highway
Traverse City, MI 49645

Indicate on the boxes/packages the # out of # of boxes, (i.e. 1 of 6).
Perishable items are not accepted.

On behalf of the MAMC Conference Committee, thank you for supporting MAMC and we look forward to seeing you!

Lisa K. Hathaway, Conference Chair
Sarah Bydalak, Co-Chair
## 2012 VENDOR CONFERENCE REGISTRATION FORM

**Organization:** ______________________________  **Contact Person:** ____________________________

**Address:** ________________________________________________________________________________

**Telephone:** __________________________  **E-Mail:** _______________________________________

**Return completed form with check payable to “MAMC”**

Please mail to:  Tara Paksi  
Michigan Association of Municipal Clerks  
120 N. Washington Square, Suite 110A  
Lansing, MI 48933

### CONFERENCE NAME BADGES AND ADDITIONAL MEALS

Also include: Golf Outing, Walk/Run, Sponsorships/Donations, Electrical Outlets

The vendor exhibit space fee of $350.00 includes the following meals for ONE (1) person: Clerk of the Year Banquet on Wednesday; breakfast, lunch, and President’s Banquet on Thursday. If you require additional meals for your company representatives, please use the meal worksheet below. If additional meals are being purchased, please include the total meal charges in your check, made payable to “MAMC”.

<table>
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<tr>
<th>Representative(s)</th>
<th>Name for ID Badge:</th>
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| Meal                  | Included |   |
|-----------------------|----------|
| Clerk of the Year Dinner Wednesday (40) | Included |   |
| Breakfast Thursday a.m. (18) | Included |   |
| Lunch Thursday (20) | Included |   |
| President’s Dinner Thursday (40) | Included |   |
| Breakfast Friday a.m. (15) | Included |   |
| Electrical Outlet Vendor Show 2 Days (30) | Included |   |
| Golf Outing 7:30 a.m. Wednesday 9 holes ($25 each) | Included |   |
| 18 holes ($35 each) | Included |   |
| 5K Walk/Run ($20 each) 7:00 a.m. Wednesday | Included |   |

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<th>TOTAL Per Individual</th>
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**Vendor Exhibit Space Fee ($350)**  
$                   

**Sponsorships, Advertising & Donations**  
Please describe (see next page for details) $                   

**Total Amount Due (Enclosed)**  
$                   

**Company Name as it is to appear on your ID Badge**

FULL PAYMENT MUST ACCOMPANY REGISTRATION
2012 CONFERENCE SPONSOR PARTICIPATION FORM

Organization: ________________________________________________________________________
Contact Person: ________________________________________________________________________
Address: ___________________________________________________________________________
Telephone: __________________________ E-Mail: ______________________________________

Return completed form with check payable to “MAMC”
Tara Paksi
Michigan Association of Municipal Clerks
120 N. Washington Square, Suite 110A
Lansing, MI 48933

YES! We will participate in the conference by supporting the following event(s):

SPONSORSHIP LEVELS
- President’s Dinner ($1,200)
- Entertainment ($1,000)
- Gold - Lunch ($600)
- Silver - Breakfast of Champions ($500)
- Bronze - Break ($250)

GENERAL DONATION FOR CONFERENCE
- Monetary Donation: $__________________
- Trinkets, 250 items (pens, note pads, etc.)
- Silent Auction Gift(s):
- Door Prize(s) (Friday a.m.): _________________________

GOLF OUTING
Wednesday 7:30 a.m.
Shotgun Start/Scramble
Elmbrook Golf Course
- I would like to donate Prize(s) for the Golf Outing:

5K WALK/RUN
Wednesday 7:00 a.m.
Walk/Run
- I would like to donate Prize(s) for the Walk/Run:

CONFERENCE PROGRAM ADVERTISING
- Back Cover ($200)
- Full Page ($150)
- Half Page ($100)
- Quarter Page ($55)

FRIDAY, MAY 18
FINAL DEADLINE!

All vendors and sponsors will be acknowledged for their generous support in our printed materials and signage.

To ensure proper recognition please return this form by Friday, May 18, 2012.

Please feel free to call Tara Paksi at 517.371.2223 with any questions.

Thank you for your participation in this important event for the Municipal Clerks of Michigan!
GO FOR THE GOLD!

MAMC
Annual Conference
June 19-22, 2012