

***Enclosed is your 2011  
Registration and information***  
**MICHIGAN AIRPORT CONFERENCE**

Wednesday and Thursday, February 16 & 17  
at the Kellogg Hotel & Convention Center  
55 South Harrison Road, East Lansing, Michigan

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PRESORTED  
FIRST CLASS MAIL  
U.S. POSTAGE  
PAID  
Lansing, Michigan  
Permit No. 1200

MDOT  
Michigan Department of Transportation  
Airports Division  
2700 Port Lansing Road  
Lansing, MI 48906-2160

**2011 Michigan Airport Conference  
February 16 - 17, 2011  
Kellogg Hotel & Conference Center  
East Lansing, Michigan 48824**

**VENDOR REGISTRATION FORM**  
PLEASE TYPE OR PRINT LEGIBLY

\_\_\_\_\_  
Last Name First Name (to appear on name tag)

\_\_\_\_\_  
Representing Agency/Company Type of Business

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**(Please submit one registration form for each person attending)**

The registration fee per booth includes an 8'x10' booth with pipe and drape, skirted table (please indicate size below), 2 chairs, all conference sessions and materials, meals, and breaks for one person. For special arrangements regarding your exhibit, please contact the hotel directly at 517-432-4000. **There is no reduced rate for a one-day attendance. Deadline for Vendor registration is February 4, 2011.**

	<u>Cost</u>	<u>AMOUNT PAID</u>
Booth	\$450.00/ea	_____
Additional Attendee(s) (LIMIT 2)	\$100.00/ea	_____
	<b>Total:</b>	_____

Booth Number Preference: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Electricity needed in booth: \_\_\_\_\_ Table choice: 8ft. \_\_\_\_\_ 6ft \_\_\_\_\_ No table \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO M.A.A.E. – No refunds after February 4, 2011.**

Send registration form and payment to: Barbara Burris  
Airports Division  
2700 Port Lansing Road  
Lansing, Michigan 48906-2160  
Phone: 517-335-9943 Fax: 517-886-0366 E-mail: burrisba@michigan.gov

**To make a payment with a credit card, complete the following and mail or fax to the above.**

Visa  MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

To assist in meals and seating arrangements, please complete the following:

**WEDNESDAY**

**THURSDAY**

<b>Continental Breakfast</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Continental Breakfast</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Lunch</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Vegetarian</b> <input type="checkbox"/>	<b>Awards Lunch</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Vegetarian</b> <input type="checkbox"/>
<b>Reception</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**ROOM RESERVATIONS:** The Kellogg Hotel & Convention Center (800-875-5090) has reserved a block of rooms at a group rate of \$94 standard single/double or \$104 deluxe single/double (plus applicable taxes). **To qualify for this rate, you must mention you are attending the Michigan Airport Conference.** The hotel will guarantee this rate through January 24, 2011. Online room reservations are available at [www.kelloggcenter.com](http://www.kelloggcenter.com).

Date Rec'd \_\_\_\_\_ Payment Rec'd \_\_\_\_\_ Ch/Ck \_\_\_\_\_

### CONFERENCE INFORMATION

This is the 20<sup>th</sup> year the Michigan Airport Conference has been held. By co-sponsoring this conference, the Michigan Association of Airport Executives (MAAE) and the Michigan Bureau of Aeronautics are able to provide airport sponsors, managers, consultants, and others interested in aviation the opportunity to meet in an open forum to share information and ideas. The conference also provides a versatile medium to inform attendees regarding changes and opportunities available to airport communities. The presence of vendors accentuates the availability of new equipment, products, and processes, et cetera, that can be readily examined and provide hands-on opportunities. To have consultants available to explain their varying areas of expertise is another opportunity not to be missed.

### AGENDA AND SPEAKERS

MDOT/FAA will provide regular updates, and we will continue the round table discussions. Business sessions include presentations from Denver Intl Airport, the Michigan Film Office with Wayne County Airport, Safety Management Systems and Project Management Airport Managers.

We have extended an invitation to the office of Governor Elect Rick Snyder to join us for lunch on Wednesday. We hope to hear more about the new Governor's plans for the Michigan Airports System.

The conference will close with our tradition of recognizing the Airport Sponsor and Consultant of the Year, followed by the "Passport" prize drawing. Closing the conference in this way is important because it celebrates our successes and encourages us to continue the pursuit of excellence. We truly hope to see you this year!

### DOOR PRIZES

Door prizes have time and again proven to be a good advertising medium. If you have items you would like to donate for that purpose, we would certainly appreciate your participation and, of course, your company would receive appropriate recognition for donating the prize.

### SPONSORSHIP OPPORTUNITIES

By sponsoring a function, in whole or in part, your company will receive special recognition in addition to the appreciation we normally bestow.

#### WEDNESDAY, February 16, 2011

<b>Morning:</b>	Continental Breakfast	\$ 800
	Refreshment Break	\$ 500
<b>Luncheon w/Speaker:</b>		\$2,500
<b>Afternoon:</b>	Refreshment Break	\$ 500
<b>Evening:</b>	Exhibitor Reception	\$4,000
	Host Bar	\$1,500

#### THURSDAY, February 17, 2011

<b>Morning:</b>	Continental Breakfast	\$ 800
	Refreshment Break	\$ 500
<b>Awards Luncheon:</b>		\$2,500

If you are interested in sponsoring an event and/or donating door prizes, please contact:  
Larry Bowron at 269-966-3570 or via email at [lcbowron@battlecreekmi.gov](mailto:lcbowron@battlecreekmi.gov) or Shawn Jezak at 517-977-1172 or via email at [maae@michairports.org](mailto:maae@michairports.org)

### EXHIBITORS

The conference display area offers your company an excellent opportunity to promote and exhibit your products and/or services to a large, diverse group of individuals involved in varied aspects of aviation. Time with exhibitors is scheduled to encourage attendees to visit the exhibitor area. The hors d'oeuvres reception, "Exhibitors Reception," has proven to be a positive tool in providing vendors an additional opportunity to meet and mingle with conference attendees.

### Exhibit Information

All continental breakfasts, breaks, luncheons, and the reception will be held in the exhibit area.

Location:	Big Ten Room
Setup:	Tuesday, Feb. 16, 5 p.m. – 10 p.m.
Show:	Wednesday, Feb. 16, 7:30 a.m. – 7 p.m. Thursday, Feb. 17, 8 a.m. – Noon
Dismantle:	Thursday, Feb. 17, 11:00 a.m. – 1:00 p.m.

Each booth will be provided with pipe and drape, skirted table and 2 chairs. Also included are all conference sessions and materials, meals, and breaks for **one** person. Accompanying individuals will be charged an additional fee.

### Exhibit Booth Assignment

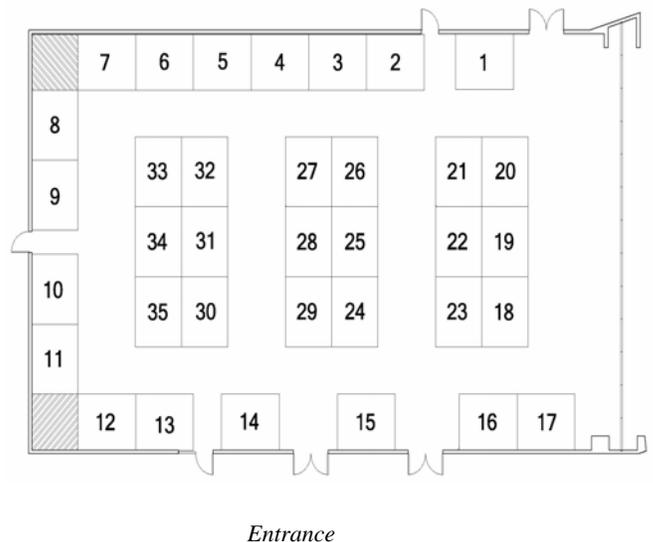
Please reference the exhibit booth layout design shown below. Indicate your top three location preferences on the Registration Form. We will strive to accommodate your request. Booths will be reserved upon availability when payment is received.

### Exhibit Booth Registration Fee

Exhibitor Registration:	\$450
Accompanying Individual(s):	\$100

Vendor registration deadline is February 4, 2011. Refund requests for cancellations will not be honored after February 4, 2011.

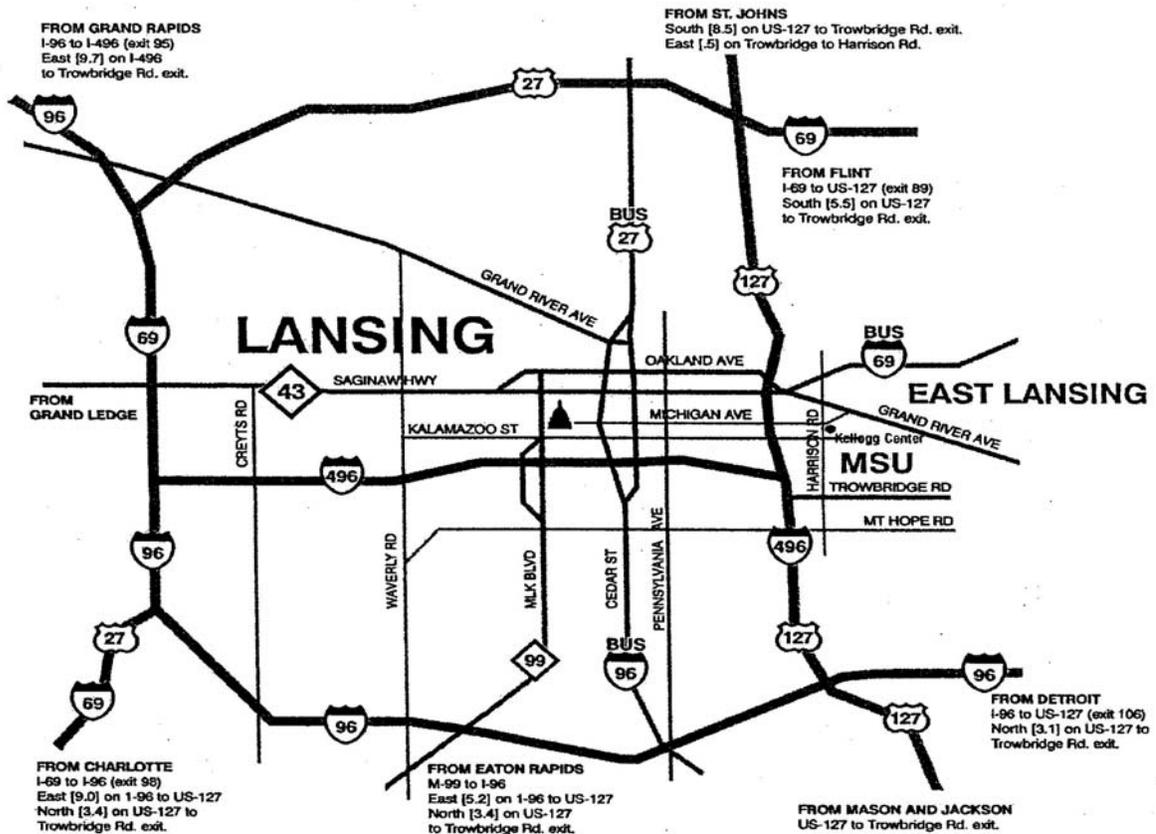
Big Ten Room



## CONFERENCE LOCATION

The conference is being held at the Kellogg Hotel & Convention Center in East Lansing, Michigan. The phone number is 800-875-5090. A block of rooms has been reserved at a group rate of **\$94 standard single/double** and **\$104 deluxe or luxury single/double** (plus applicable taxes). The Kellogg Hotel & Convention Center is conveniently located at 55 South Harrison Road in East Lansing, Michigan 48824. **These rates are guaranteed through January 24, 2011.** Be sure to mention you are attending the Michigan Airport Conference when making your reservations. Online room reservations are available at [www.kelloggcenter.com](http://www.kelloggcenter.com)

Directions to Kellogg Hotel & Convention Center:



MICHIGAN AIRPORT CONFERENCE  
February 16-17, 2011

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East Lansing, Michigan 48824  
800-875-5090  
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