

2012 Loleta Fyan Small & Rural Libraries Conference Vendor Registration Form

Host: The Library of Michigan

Theme: "Connect, Collaborate, Create"

Location: Grand Traverse Resort, 100 Grand Traverse Village Blvd., PO Box 404, Acme, MI 49610

Conference Dates: May 2 to May 4, 2012. **Exhibit Hall Date:** Thursday, May 3

Exhibit Hours: Thursday, May 3; 11:30 to 5:00 pm and 6:30 to 8:00 pm

Booth Fee: \$275.00 for booth space and inclusion in the conference program. The refund deadline is April 23, 2012. A cancellation fee of \$100 will be assessed after April 6, 2012. Non-for-profit vendors booth rental fee is \$150.

Booth Specifications: 8 x 10 ft. Includes a 2 x 6 ft. table, 2 chairs, wastebasket, skirting and sign; wireless Internet.

Company _____

Address _____

Phone number _____ **Email** _____

Name of Representative _____

Signature of Representative _____

Payment Form – Please copy for your records.

• Booth	\$275.00 (\$150 for not-for profit vendors)	\$ _____
• Electricity	\$40.00 per table (four outlets)	\$ _____
• Dedicated Internet	\$50.00 per line	\$ _____
• Additional Booths	\$150.00 each	\$ _____
• Sponsorship of All-Conference Dessert Reception (\$100 minimum) (6:30 – 8:00 pm Wednesday, May 3 rd in the Exhibitor Area)		\$ _____
TOTAL		\$ _____

Check payment type:

Visa Mastercard Discover

Cardholder's Name _____

Billing Address _____

City _____ State _____ Zip Code _____

Card # _____ Exp. Date _____ CVV Code _____

Authorized Signature: _____

Fax completed registration form to 517-373-3915.

Check sent under separate cover (payable to the State of Michigan) to:

Michigan Department of Education
Office of Financial Management
P.O. Box 30106, Lansing, MI 48909
ATTN: Kerrie Hamilton

Please indicate Index Code 36504 on payment

For registrations received after **April 6, 2012**, exhibitor information will listed on an insert, not in the conference materials. Vendors **must** register separately at <http://www.solutionwhere.com/lom> and indicate meal preferences. **All fees associated with registration and meals are included in booth registration fee. Please ignore all prompts for payment during the registration process.** Questions can be directed to Ann Sanders at the Library of Michigan at 517-373-9489 or sandersa2@michigan.gov.