



## Michigan School Business Officials

Want a FREE exhibit booth  
at MSBO's 2019  
Annual Conference?  
Reserve your 2019 exhibit booth  
space by 12/31/18 to be  
entered into a drawing for a  
free booth at the 2020  
Annual Conference  
— it's that easy!

Last year's winner  
Miller-Davis Company

**MSBO 81st Annual Conference  
and Exhibit Show  
April 30 – May 2, 2019  
Amway Grand Plaza Hotel and  
DeVos Place, Grand Rapids**



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# MSBO Exhibit Show

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**Reserve your 2019 exhibit booth space by 12/31/18 to be entered into a drawing for a free booth at the 2020 Annual Conference — it's that easy!**

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## **Exhibit Show Hours:**

**Wednesday, May 1, 2019:**  
2:30 – 5:00 p.m.

**Thursday, May 2, 2019:**  
11:00 a.m. – 1:00 p.m.

## **Exhibit Show Set Up:**

**Tuesday, April 30, 2019:**  
12:00 – 5:00 p.m.

The hall is locked for the evening and a security guard is present to watch over equipment.

**Wednesday, May 1, 2019:**  
8:00 a.m. – 12:00 p.m.

## **President's Reception:**

**Wednesday, May 1, 2019:**  
5:15 – 7:00 p.m. at the Amway Grand Plaza Hotel for conference attendees & exhibitors.

## **Exhibit Show Breakdown:**

**Thursday, May 2, 2019:**  
1:00 – 6:00 p.m.

## **Exhibit Booth:**

- 10' by 10' draped booth, with side dividers
- skirted table with two chairs
- carpeting
- a booth sign, if needed

## **Exhibit Booth Rental:**

\$1,240 for first booth  
\$1,090 for additional booths

Booth fees include an associate membership in MSBO and a listing in the School Purchasing Pages on the MSBO website for the 2019-20 year. Payment should accompany your reservation form.

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## Why exhibit at the

# MSBO

## Annual Exhibit Show?

- ➔ Be a part of Michigan's largest trade show of educational products and services.
- ➔ Dedicated exhibit time — visit with attendees without other events taking place.
- ➔ You'll meet:
  - business managers
  - chief financial officers
  - superintendents
  - purchasing agents
  - facilities and operations directors
  - food service directors
  - transportation directors
  - technology directors
  - human resource directors
  - and others who work in school business offices
- ➔ MSBO serves over 2,300 active members in Michigan schools, representing nearly every school district in the state.
- ➔ You'll receive a complimentary MSBO Associate Membership for the 2019-20 year.
- ➔ You'll receive a complimentary MSBO School Purchasing Pages membership for the 2019-20 year. The School Purchasing Pages is an electronic directory and purchasing resource for Michigan school business officials, superintendents, and other school administrators!

**Fax your reservation form to: (517) 327-0768 or**

**Register online: [www.msbo.org](http://www.msbo.org)**

**Booths are assigned on a first-come, first-serve basis**

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# MSBO Sponsorship Program Levels

## All three levels receive:

- Special recognition banner above your booth
- Your company name listed on the MSBO website with a link to School Purchasing Pages
- Company representatives attending the MSBO Annual Conference receive name badge ribbons identifying the company's level of sponsorship
- Acknowledgement in conference program
- Free set of mailing labels or a list of conference attendees
- Priority booth placement



## Diamond Sponsor Benefits • \$10,000

- A one-year MSBO Associate membership for two people, including your company in the School Purchasing Pages online directory
- Four complimentary registrations for the MSBO Annual Conference
- Reserved table with preferred seating at the Annual Conference Wednesday Luncheon
- Sponsorship of one issue of the *eNews & Views* newsletter
- Complimentary logo advertisement on the online MSBO membership directory website
- Full-page ad in the conference program OR provide an informational item for placement in each attendee's conference bag



## Platinum Sponsor Benefits • \$5,000

- A one-year MSBO Associate membership for one person, including your company in the School Purchasing Pages online directory
- Three complimentary registrations for the MSBO Annual Conference
- Complimentary logo advertisement on the online MSBO membership directory website
- Reserved table with preferred seating at the Annual Conference Wednesday Luncheon



## Gold Sponsor Benefits • \$2,500

- A one-year MSBO Associate membership for one person, including your company in the School Purchasing Pages online directory
- Two complimentary registrations for the MSBO Annual Conference



### Questions?

Contact Patty Lenneman at  
(517) 327-2584

Register online: [www.msbo.org](http://www.msbo.org)

Mail registration form and  
payment to:

MSBO  
1001 Centennial Way, Suite 200  
Lansing, MI 48917

Or fax to: (517) 327-0768

Refer this conference to a company who has never exhibited before and if they decide to exhibit, we will give you a \$100 gift card... refer two companies & we will give you a \$200 gift card. You must be listed as the referring company at the time of reservation.



# MSBO Annual Conference Exhibit and Sponsorship Reservation Form

## Exhibit Information

Yes, we would like \_\_\_\_\_ booth(s) reserved for our company at the 2019 MSBO Annual Conference, May 1-2, 2019. We understand that the price is \$1,240 for the first booth and \$1,090 for each additional booth per company.

Please indicate three (3) areas that reflect your company's product(s) and/or service(s). This information will be used for booth placement as well as for the School Purchasing Pages.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will not be able to exhibit at the MSBO Conference this year. Please keep us on the mailing list for next year. (You can still be a sponsor!)

## Sponsorship Information

Check the appropriate box to select your 2019 sponsorship level.

Diamond Sponsor—\$10,000    Platinum Sponsor—\$5,000    Gold Sponsor—\$ 2,500

## Company Information

All correspondence should be sent to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # (include area code) \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Company Website \_\_\_\_\_

## Payment Information

My check is enclosed. Make checks payable to MSBO.      **Total Due: \$** \_\_\_\_\_

Charge my credit card:    VISA    MasterCard    American Express

Card # \_\_\_\_\_ CSV \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature \_\_\_\_\_

## Referral Information

Referring Company (limit one): \_\_\_\_\_

(Must be filled in at time of reservation submission to be valid — referring company must also exhibit.)