



1001 Centennial Way  
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Dear Business Associate,

The Michigan Institute for Educational Management (MIEM) is pleased to announce that the **20th Annual Support Staff Conference for Administrative Professionals** will be held November 9–10, 2006 at the Amway Grand Plaza Hotel in Grand Rapids, Michigan. The one-day exhibit will be held on Thursday, November 9, 2006.

**Are these your customers?** - building level secretaries (elementary, middle school, junior high, high school), superintendent's executive secretary, business office support staff, and administrative assistants from Michigan school districts - If so, this exhibit is for you! We anticipate 400-500 attendees from throughout Michigan.

**The exhibits will be held Thursday, November 9, 2006, in the Crown Foyer, Center Concourse, and West Concourse at the Amway Grand Plaza Hotel, Grand Rapids, Michigan.**

- Time: Set up: 7:00 a.m.; Exhibits open: 8:00 a.m.-1:40 p.m. except during lunch (11:30 a.m.-1:15 p.m. Exhibits close: 1:45 a.m.
- Lunch is on your own, or you may purchase an Opening Session lunch ticket.
- Conference attendees begin registration at 8:00 a.m.
- Tabletop exhibits for \$130 will include one skirted, 8-foot table and two chairs.

**BE THERE to greet our attendees, and they will extend that same welcome to you on your next call!**

**Benefits for you:**

- A conference attendance list to build your customer base.
- Make several contacts, **ALL** in one location.
- You will be listed in the conference program.

On the next page is the application that will reserve your exhibit table. If you have any questions regarding exhibits, please contact me at 231-587-8637 or [carolkings@torchlake.com](mailto:carolkings@torchlake.com). See you in Grand Rapids!

Regards,

Carol Kingsley  
MIEM Conference and Events Planner

**Michigan Institute for Educational Management  
20<sup>th</sup> Annual Support Staff Conference for Administrative Professionals  
Exhibit Space Application for Thursday, November 9, 2006**



- YES**, please reserve a table for my company at the 20<sup>th</sup> MIEM Support Staff Conference for Administrative Professionals on **Thursday, November 9, 2006**. I understand that the cost for the first table is \$130.00
- YES**, I need \_\_\_\_\_ (# needed) additional table(s) at \$125.00 each.
- YES**, I need an electrical cord at \$15.00.
- YES**, I need an electrical outlet. (I will be supplying my own extension cord.)
- YES**, I need \_\_\_\_\_ a lunch ticket for the Opening Session at \$25.00 each.
- YES**, contact me about sponsoring an event. *Suggested Events:* Keynote, Lunch, and Breaks. Sponsors will be listed in the conference on-site program and signs at the conference.
- YES**, our company would like to give a door prize. This is a great opportunity to provide a sample of your product or service. Please indicate below your interest in donating a door prize. Door prize contributors will be listed in the conference program if you let me know by **October 13, 2006**. **Door prizes can be left at the MIEM registration desk on Thursday, November 9, 2006, which is located in the Center Concourse of the Amway Grand Plaza.**

Please indicate the product(s) or service(s) your company will be exhibiting at the conference. This information is needed for exhibit placement.

\_\_\_\_\_

Correspondence regarding the conference should be sent to:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_  
(Please list your company name as you wish it to appear in the conference program.)

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

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

Phone \_\_\_\_\_

Fax \_\_\_\_\_

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

**Signature** \_\_\_\_\_

One (1) 8' table	\$130
Additional 8' table (s) @ \$125 ea	
Electrical Cord	\$15
Lunch on Nov. 9	\$25

**Check or Credit Card Information must be included to reserve your exhibit table.**

**TOTAL: \$** \_\_\_\_\_ *Make check payable to MIEM.*

Please charge my:  VISA  MasterCard

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature on card \_\_\_\_\_

*Please return this form by October 13, 2006, if you wish to be listed in the conference on-site program.*

☐ Carol Kingsley  
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**OR**

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