

MDEC Conference Vendor Form

Form due one month prior to conference unless prior arrangements are made with the MDEC treasurer



Please fill out this form and submit along with a check to MDEC

Checks payable to: MDEC, PO Box 338, Sparta MI 49345

PayPal Payment Account: mdec.conference@gmail.com

Today's Date: _____ Date of MDEC Conference: _____

Vendor Representative Name: _____

Vendor Representative Contact Info: _____

Vendor Company Name: _____

Check amount: _____ Check number: _____

PayPal Email used to send fee: _____

Request for services in return for payment:

Write in amount to the left of your choice(s):

_____ **Sponsor meal: Circle choice: Thurs. dinner \$300, Fri. breakfast \$500, Fri. lunch \$500**

Vendors can choose to sponsor a meal on Thursday (\$300) and/or Friday (\$500). For this package, vendors get a table in main area; one representative's access to the conference with meals; an advertisement in the program; a link on the website; signage up during meal (vendor provided); and a raffle at the end of the conference (vendor provided gifts).

_____ **Standard table and one rep: \$150**

Standard agreement is \$150 payment in return for one representative to attend entire MDEC conference, meals, and have access to a table in a main area of the conference.

_____ **Additional representatives: \$25 for each person, includes meals**

This applies to standard table option or meal sponsorship option.

_____ **Vendor presentation at session and conference fee (1 rep included): \$300**

For companies that are selling licensed products or services and that wish to present during a session on Friday, the cost for presenting once and attending entire conference is \$300 for one representative. Session descriptions will include a note that it is a sponsored session paid by a company.

_____ **Advertisement in program and link on website: \$25**

_____ **Flyers distributed with hardcopy program and link on website: \$150**

_____ **Donation to MDEC in any amount**

_____ **Other (write in proposal and amount):**

NOTE: Vendors must supply their own extension cords, cables, etc.