



DISTINGUISHED EXHIBITOR:

The Michigan Bureau of EMS, Trauma, and Preparedness invite you to become an exhibitor for the 2019 Medical Control Authority Conference and the 2019 Michigan Trauma Conference. The conferences are being held on October 22 and October 23, 2019 respectively at Crystal Mountain. As a sponsor of the trauma conference held October 23rd you will have the opportunity to interface with many professionals including trauma surgeons, trauma program managers, EMS personnel, and rehabilitation specialists. The MCA conference, scheduled for October 22nd is attended by EMS Leadership, individual providers and EMS agency staff. The expected attendance for each conference day is approximately 200.

VENUE:

CRYSTAL MOUNTAIN
12500 Crystal Mountain Dr
Thompsonville, MI 49683

EXHIBITOR CHECK-IN:

All exhibitors must check in at the exhibitor area before setting up their exhibit.

EXHIBITOR HOURS:

Exhibits will be open Tuesday, October 22 from 7:30 a.m. to 4:30 p.m. AND Wednesday, October 23 from 7:30 a.m. to 11:15 a.m. Networking will take place before and after sessions.

ASSIGNMENT OF SPACE:

Space will be assigned in the order in which registration payments are received.

INSTALLATION AND REMOVAL:

The exhibit area will be open for installation on Tuesday, October 22 from 6:30 a.m. to 7:30 a.m. All exhibits should be operational by 7:30 a.m. on Wednesday.

LIABILITY:

The Michigan Public Health Institute assumes no responsibility for any loss, damage or injury occurring to the exhibitor and/or his/her property.

AS AN EXHIBITOR YOU WILL RECEIVE:

- 6' x 3' covered and skirted table with two chairs
- Sign with your organization name
- Two complimentary registrations
- Optional electrical outlet (upon request)
- Networking with participants

HOTEL ACCOMMODATIONS:

Please call Crystal Mountain at (231) 668-6628 to make your overnight reservation. The discounted overnight room rate is \$75.00 for a hotel guest room if reservations are made by **September 20, 2019**. Please be sure to let the hotel know that you are with the Group Name: MCA and Trauma Conference.

SHIPPING MATERIALS:

Arrangements and expenses for the shipment of materials is the responsibility of the exhibitor. The conference venue will accept shipments up to five business days prior to the conference. Contact Crystal Mountain at (231) 668-6628 for specific questions.

SEND SHIPPING MATERIALS TO:

Crystal Mountain
12500 Crystal Mountain Dr.
Thompsonville, MI 49683
Attn: Event Manager/
MCA and Trauma Conference
Holding for: **INSERT THE VENDOR CONTACT NAME**
Label Boxes: 1 of 4, 2 of 4...



EXHIBITOR REQUEST FORM

October 22-23, 2019

Crystal Mountain • Thompsonville, Michigan

Exhibitor spots are granted based on the discretion of the conference planning committee. To ensure inclusion in the conference marketing materials, your commitment must be received by **September 20, 2019**.

ORGANIZATION

Name: _____ Contact Name: _____

Organization Website: _____

Address: _____ City, State, ZIP code: _____

Telephone: _____ Email: _____

EXHIBITOR COMMITMENT

- Medical Control Authority Conference (\$350) (Oct. 22)
- Michigan Trauma Conference (\$350) (Oct. 23)
- Both Conferences (\$500) (Oct. 22 & 23)

AVAILABLE ADD-ONS

- Add table (\$100)
- Add electric (\$50)
- Additional booth staff (\$100)
- MDHHS Exhibitor (fee waived)

BOOTH STAFF

1. Name: _____ Email: _____ Vegetarian

2. Name: _____ Email: _____ Vegetarian

Please complete this form and submit by September 20, 2019 using one of the following methods:

Mail: Michigan Public Health Institute
Attn: Stephanie Smith
2436 Woodlake Circle
Okemos, MI 48864

Fax: (517) 324-6080

Email: ssmith@mphi.org

Checks should be made payable to: MPH
(Fed I.D. #38-2963835)

Credit card payment is available at events.mphi.org/payments.

QUESTIONS? Contact MPH at (517) 324-8330.

