



2025

Michigan Career Education Conference

Exhibitor Booklet



January 26 - 28, 2025

Amway Grand Plaza Hotel | Grand Rapids, Michigan

We invite you to participate as an exhibitor and/or sponsor at the 2025 Michigan Career Education Conference sponsored by the Michigan Department of Education's Office of Career and Technical Education. More than 1,000 Michigan educators, administrators, counselors, and community partners are expected to attend this conference. Exhibiting at the conference is an excellent opportunity for you to display your company's latest products that support teaching and learning.

MICEC
Michigan Career Education Conference



January 26 - 28, 2025

HOTEL ACCOMMODATIONS:

Reservations must be made on or by December 30, 2024.

Amway Grand Plaza Hotel

Run of House: \$149 per night
Parking: \$32 per night for self-parking
\$35 per night for valet parking



1,000+

**CAREER & TECHNICAL EDUCATORS,
COUNSELORS, ADMINISTRATORS,
COMMUNITY PARTNERS,
& REPRESENTATIVES**

Connect with over 1,000 career and technical educators, counselors, administrators, community partners, and representatives from across the State of Michigan! At the conference, you will receive direct access to decision makers seeking resources to assist their educators in providing exemplary educational services. Network, influence, and interact with the leading educators from across the State of Michigan in one place. We look forward to providing this opportunity to showcase your products and services in this forum!

EXHIBIT SCHEDULE

EXHIBIT SET UP:

SUNDAY 3:00 P.M. - 5:00 P.M.

MONDAY 6:30 A.M. - 7:30 A.M.

EXHIBITS OPEN:

SUNDAY 4:00 P.M. - 6:30 P.M.

MONDAY 7:30 A.M. - 4:30 P.M.

TUESDAY 7:00 A.M. - 11:30 A.M.

PRICING

EXHIBITOR REGISTRATION

CENTER CONCOURSE AND CROWN FOYER \$825/booth

AMBASSADOR BALLROOM \$775/booth

This registration includes one six-foot, clothed and skirted standard table and two complimentary conference registrations, including breakfast and lunch.

(Each individual must complete the registration process via the online registration software and fill out the Google form.)

ADDITIONAL ORGANIZATION REPRESENTATIVE \$300

If your organization will be represented by more than two representatives, each additional representative must complete the conference registration via the online registration.

EACH ADDITIONAL SIX-FOOT CLOTHED AND SKIRTED EXHIBIT TABLE WITHIN ONE EXHIBITOR SPACE \$325

Please note that an approved purchase order is required to register online if you choose to provide a check payment. You will be required to upload a PDF file of the approved purchase order prior to completing your registration.

EXAMPLE CONFERENCE SCHEDULE

SUNDAY, JANUARY 26

- 12:00 p.m. – 5:00 p.m. Career Path Grant Workshops
 - 3:00 p.m. – 5:00 p.m. Exhibitor Set-Up
 - 3:00 p.m. – 7:00 p.m. Conference Registration Open
 - 4:00 p.m. – 6:30 p.m. Exhibits Open
 - 6:00 p.m. – 9:00 p.m. Sunday Evening Reception
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MONDAY, JANUARY 27

- 7:30 a.m. – 4:30 p.m. Registration Open
 - 7:30 a.m. – 4:30 p.m. Exhibits Open
 - 7:30 a.m. – 8:45 a.m. Continental Breakfast with Exhibitors
 - 9:00 a.m. – 10:30 a.m. Opening Session
 - Excellence in Practice Awards General Session
 - 10:30 a.m. – 11:00 a.m. Coffee Break with Exhibitors
 - 10:30 a.m. – 11:30 p.m. Breakout Session A
 - 12:00 p.m. – 1:15 p.m. Lunch
 - 1:15 p.m. – 1:45 p.m. Exhibitor Break
 - 1:30 p.m. – 2:30 p.m. Breakout Session B
 - 2:45 p.m. – 3:00 p.m. Coffee Break with Exhibitors
 - 2:45 p.m. – 3:45 p.m. Breakout Session C
 - 4:00 p.m. – 5:00 p.m. Breakout Session D
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TUESDAY, JANUARY 28

- 7:00 a.m. – 11:30 a.m. Registration Open
- 7:00 a.m. – 11:30 a.m. Exhibits Open
- 7:00 a.m. – 8:00 a.m. Coffee and Snack
- 8:00 a.m. – 9:00 a.m. Breakout Session E
- 9:00 a.m. – 10:30 a.m. Tuesday Keynote
- 10:30 a.m. – 11:00 a.m. Coffee Break with Exhibitors
- 11:00 a.m. – 12:00 p.m. Breakout Session F
- 12:00 p.m. – 12:30 p.m. Coffee Break with Exhibitors
- 12:30 p.m. – 1:30 p.m. Breakout Session G

ADDITIONAL INFORMATION

Exhibitors must be present at their booth during all breakfast, breaks and reception.

Exhibitors must arrange for electricity, shipping requirements, and internet access directly with the Amway Grand Plaza Hotel by completing the form attached to the exhibitor confirmation letter. The confirmation letter will be emailed automatically upon completing your registration via the online submission form.

HOTEL ARRANGEMENTS

The conference is growing and so is our hotel block! Due to the overwhelming demand on our original hotel blocks, the Amway Grand Plaza Hotel has officially sold out. But no need to worry, we have added two additional beautiful hotels for attendees to stay. Room reservations must be made on or before the cut-off date of **Dec. 30, 2024**.

Reservations can be made by calling 1-877-901-6632 using group name Michigan Career Education or [click here](#) to book online.

CONTACT

SOPHIA RISHAR

Phone: 517-853-6787

Email: sophia@edgepartnerships.com

Website: michigancareerconference.org

AMWAY GRAND PLAZA HOTEL

Phone: 616-774-2000

Website: amwaygrand.com

RULES AND REGULATIONS

Conference activities, such as registration and breaks, will be held in the exhibit area.

Shipping and Receiving Information:

Shipments of material, literature, product, as well as cartons and envelopes should be addressed as follows:

Recipient's Name (person who will be picking up items)
Convention Name (name of company and/or convention)
c/o Amway Grand Plaza Hotel
187 Monroe Ave NW
Grand Rapids, MI 49503

PLEASE DO...

- Write recipients name and name of Convention on box itself
- Pre-pay all shipments; we are unable to accept COD shipments
- Number packages (ex: 1 of 3, 2 of 3, 3 of 3)
- Record and bring with you the tracking number of all packages shipped

PLEASE DO NOT...

- Address items to Convention Service Manager
- Send shipments more than 2 weeks prior to your arrival

Only a limited amount of exhibit material, no greater than items that fit on a bellman's cart, (5'X18") may be brought through the public Motor Lobby; your contracted group parking rates would apply. Bellman assistance with deliveries is available for a cost.

All major deliveries (larger than UPS, FedEx, USPS, etc) should be delivered through the Loading Dock, located on Lyon Street on the north side of the facility (accessed via the corner of Monroe Street and Lyon Street). The Loading Dock will only accommodate 2 oversized vehicles –temporary parking is permitted as you unload. Protocol on unloading is as follows: pull into dock, unload equipment off to the side (do not leave items on the Loading Dock truck plates), park vehicle elsewhere, then come back to retrieve equipment and facilitate movement inside the hotel. Vendors will most likely require assistance from the Loading Dock or hotel security staff to get inside, and please advise to your vendors the room name of their intended location. There is a call button on the outside of the building, and a house phone inside the Loading Dock, which are typically utilized for any deliveries after 5:00 p.m. or on weekends.

MICHIGAN CAREER EDUCATION CONFERENCE EXHIBITOR FORM

Please complete the exhibitor form. Once completed, you will be assigned a booth and receive a confirmation letter and instructions on how to register for the conference. All exhibitors and exhibitor booth representatives must register for the conference.

All fees must be paid by within 30 days of registration. If not paid, the booth will be canceled and given to another exhibitor.

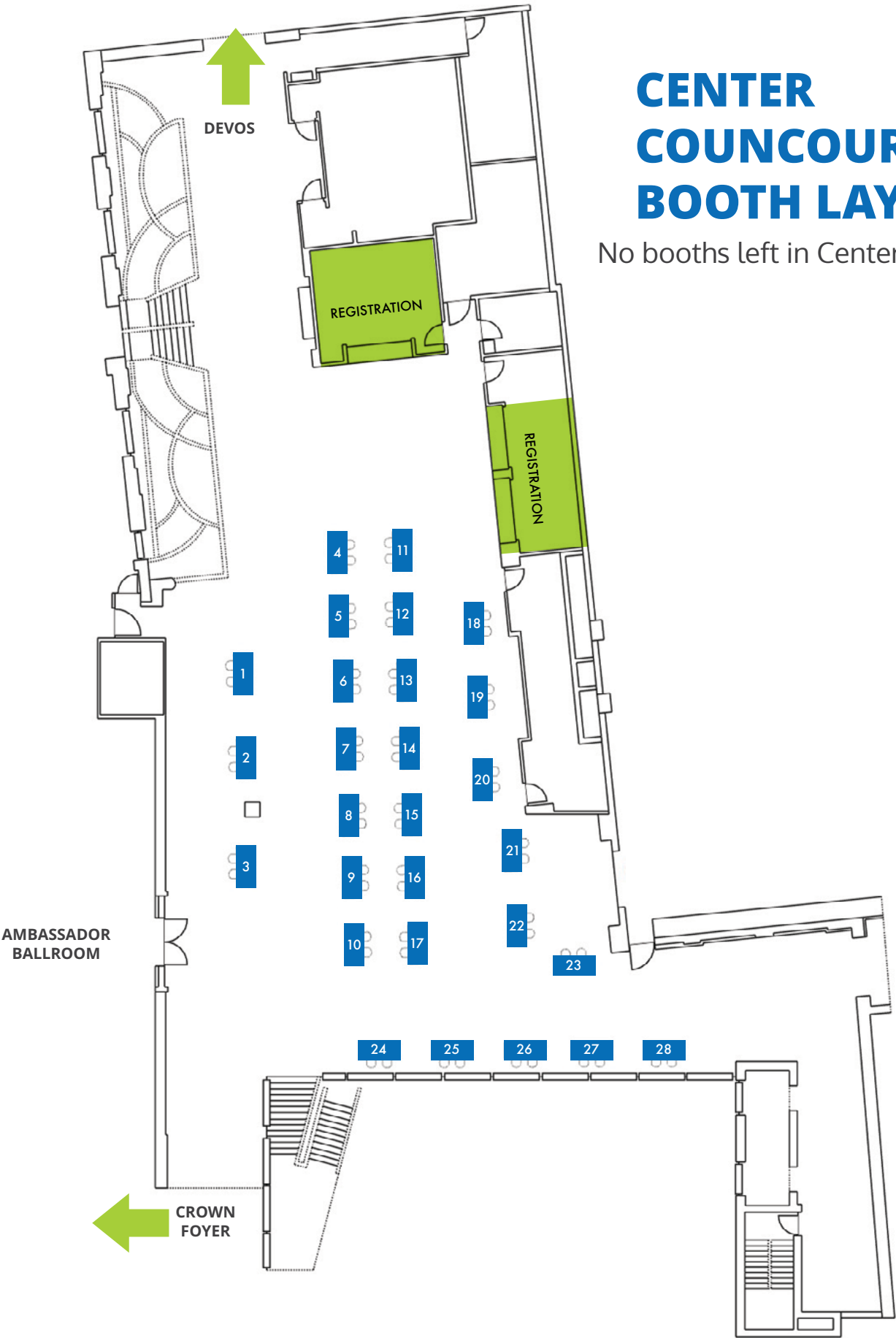
Cancellation of exhibit space – must be received in writing no later than December 16, 2024, to receive a refund. Cancellations and refund requests are subject to a \$50 processing fee. No refunds after December 16, 2024.

Return completed form, credit card information or check payable to Edge Partnerships, 117 E Kalamazoo St., Lansing, MI 48933 or via email to danielle@edgepartnerships.com.

Questions? Call 517-853-6787

CENTER CONCOURSE BOOTH LAYOUT

No booths left in Center Concourse



AMBASSADOR & CROWN FOYER BOOTH LAYOUT

