

MAN'S Michigan Association of Non-public Schools

2022 Education Conference and Expo

FaithBased
Schools

An Enduring Light
in Education

Nov. 3- 4, 2022

50 years

Exhibitor Prospectus

November 3-4, 2022

Lansing Center — Lansing, Michigan

WHO WE ARE



The Michigan Association of Non-public Schools (MANS) is celebrating 50 years of service to Michigan's nonpublic schools. Founded in 1972, MANS is an association of Catholic Schools of the seven dioceses of Michigan, The Michigan District of The Lutheran Church—Missouri Synod (LCMS), and District Two of Christian Schools International (CSI). Through advocacy, professional development, accreditation and innovative solutions, MANS ensures high-quality educational choice for Michigan's parents.

CONFERENCE DETAILS

The MANS Education Conference and Expo draws more than 2,000 educators including school leaders, teachers, and administrative support personnel.

This two-day program includes large group gatherings, featured speakers, and a wide variety of specialized sessions. At this unique event, attendees join together while renewing their commitments to serve children, parents, and local community. The conference theme, 50 Years—An Enduring Light in Education, aptly describes the purpose of this conference as a time to come together from all over the state and share in our common mission of lighting the hearts and minds of students.

We are creating an exciting opportunity for contributing sponsors and exhibitors to share product ideas and enjoy networking opportunities. Our attendees regard the exhibits as a highlight of the conference. The MANS Education Conference and Expo provides an extraordinary marketplace for increasing sales and making valuable connections that will surely benefit your organization for years to come. With its targeted audience, the Education Conference and Expo will be a potent, cost-effective marketing tool for school and education-related companies.

Venue:

Lansing Center
333 E. Michigan Avenue
Lansing, Michigan 48933

Target Audience:

The MANS Education Conference and Expo will bring together more than 2,000 Superintendents, School Administrators, Early Childhood Teachers, Elementary Teachers, Middle School Teachers, Secondary Teachers, and more! This unique conference will bring together decision makers from the schools along with those in the classroom.

Exhibitors can:

- Enjoy immediate access to the community of educators, decision makers, and school personnel
- Highlight goods and services to specific interest groups
- Demonstrate new products to a targeted audience
- Take advantage of face-to-face contact with potential customers
- Receive valuable feedback from experienced professionals
- Build in the excitement of the conference and showcase environment
- Interact with attendees who look forward to visiting exhibits

EXHIBITOR INFORMATION & FEES

Price Per Booth:

\$500 Standard Booth

\$650 Premium Booth (indicated in blue on the floor plan)

Your exhibitor fee includes:

- One (1) 10'x10' exhibit booth space
- One (1) 6' skirted table, two (2) chairs, one (1) wastebasket
- One (1) identification sign
- 8' high back drape; 3' high side drapes
- Two (2) complimentary exhibitor badges per organization

Booths are reserved upon receipt of a completed online registration form and payment of full amount due. Registrations will NOT be accepted without full payment. Confirmation of the booth reservation will be sent within a week of receipt. A complete Exhibitor Kit will be sent in July.

Booth Set-up:

Wednesday, November 2, 2022—9:00 a.m. – 4:00 p.m.

Exhibit Hall Open:

Thursday, November 3, 2022—9:00 a.m. – 6:00 p.m.

Friday, November 4, 2022—8:00 a.m. – 1:00 p.m.

Booth Dismantle:

Friday, November 4, 2022—1:00 p.m. to 5:00 p.m.

**Dismantling prior to 1:00 p.m. is not allowed

ADDITIONAL OPPORTUNITIES

Exhibitor Presentations:

Price: \$275

Exhibitors are invited to add on a 75 minute presentation to their exhibit package. Presentations will take place in a room near the Exhibit Hall. Conference staff makes no guarantees regarding attendance at vendor presentations. You may register for a presentation while registering as an exhibitor.

After registering and paying for the presentation, you will be contacted by conference staff with further details on scheduled date, time, and location of the presentation. Spaces are limited. Payment required in order to be placed on the schedule. Payment Deadline: July 31, 2022.

Room Sponsor:

Price: \$1,000

Sponsor a breakout room for one day of the conference and connect with attendees outside the expo hall.

- Opportunity to introduce speakers for two days
- Opportunity to have handouts on the table
- Signage outside the room with company logo

ArtPraise:

Schools and young artists are invited to participate in a special initiative called "ArtPraise". This event is an art showcase and competition which highlights the talents of our young artists using photography, drawing, painting and sculpture. Interested exhibitors will have the opportunity to host a piece of artwork at their booth, driving more participants to your booth. Voting will take place through the conference's mobile application, and winners will be announced on Friday during the keynote presentation.

Featured Speaker:

Does your company have a highly sought-after speaker? Do you know a speaker that would be a perfect fit for this conference? Contact conference staff and discuss how to sponsor a featured speaker. As a featured speaker sponsor you will receive:

- Opportunity to introduce speaker
- Opportunity to have handouts on the table
- Signage outside the room with company logo
- Acknowledgement in Featured Speaker promotions sent prior to the conference.
- Opportunity to have (one) pull-up banner in the room

SPONSORSHIP OPPORTUNITIES

Extend your connection with MANS Education Conference Expo attendees by becoming a sponsor. The MANS Conference and Expo offers companies many opportunities to connect with their targeted audiences. The sponsorship packages below offer an opportunity to reach attendees beyond the exhibit hall.

	Sponsorship		
	Premier \$6,000.00	Gold \$4,000.00	Silver \$2,000.00
10 x 10 Exhibit Booth Space	√	√	√
Exhibit Booth Space	Premium	Standard	Standard
Complimentary Registrations	4	3	2
Advertisement in Conference At-A-Glance Booklet	Full Page	Half Page	Quarter Page
General Session Acknowledgment	√	√	√
Listing, including URL on mobile app	√	√	√
Sponsorship Opportunity *details on following pages	1 Premier Opportunity	1 Gold	1 Silver
Exhibitor Presentation	√	√	
Discount on second booth	50%	10%	
Room Sponsor	√		
Logo in top scrolling banner on mobile app home screen	√		

Business Partnership

Interested in extending your sponsorship beyond the conference?

Business Partners benefit from yearlong connection to MANS members. Business Partners receive the benefits of a sponsor listed above along with the additional benefits listed below. Interested in maximizing your sponsorship? Contact Molly Koll at mkoll@m-a-n-s.org to learn more.

	additional \$1,500.00	additional \$1,000.00	
Named sponsor at MANS Law Day	√	√	
Logo on MANS website	√	√	
Recognized at a MANS professional development event	√	√	
Communication sent by event management to attendees prior to the 2022 MANS Education Conference and Expo	√	√	
Content in MANS Weekly Update	√		
Present annually to the MANS Board of Directors	√		
Named Sponsor at MANS Public Policy Day	√		

Customized Sponsorship:

Not seeing a sponsorship opportunity that fits your company's needs or budget? Let us know and we would be happy to work with you to create a sponsorship that will help meet your need.

Conference Contact:

Molly Koll
Michigan Association of Non-public Schools
mkoll@m-a-n-s.org
616.430.6610



PREMIER SPONSORSHIP OPPORTUNITES

Keynote Sponsor

2 available

- Logo displayed on-screen during keynote acknowledgment
- Logo and URL listed on mobile app for sponsored keynote session
- Acknowledgment during introduction of keynote speaker
- Acknowledgment on signage outside the room

Wifi Sponsor

1 available

- Company Logo to appear on Wifi Landing Page
- Acknowledgment as Wifi sponsor in Conference At-A-Glance Booklet
- Recognition of sponsorship on the Wifi directions/password information

Registration Sponsor

1 available

- Logo on homepage of registration
- Logo on registration confirmation communications
- Video Link on Conference Attendee webpage (video provided by your company)
- Acknowledgment as registration sponsor in Conference At-A-Glance Booklet

Mobile App Sponsor

1 available

- Recognition of sponsorship on mobile app home screen
- Recognition of sponsorship on the mobile app introductory guide – sent to all attendees
- Acknowledgment as mobile app sponsor in Conference At-A-Glance Booklet

Lounge Sponsor

1 available

- One literature rack where sponsor can provide materials within the lounge area
- Signage located in lounge
- Acknowledgment as lounge sponsor in Conference At-A-Glance Booklet

GOLD SPONSORSHIP OPPORTUNITES

Beverage and Snack Stations

6 available

- Beverage and snack station located in Exhibit hall
- Signage available around break station
- Opportunity to distribute literature and/or promotional item

Conference Lanyards*

1 available

- Exclusive sponsor of the MANS Education Conference and Expo name badges and lanyards
- Your company logo will be printed on the name badges and lanyards
- Lanyards will be in your choice of color with a one-color logo imprint

Conference Bags*

1 available

- Exclusive sponsor of the MANS Education Conference and Expo bags
- Your company logo will be printed on the bags given to each attendee on-site
- Opportunity to include company literature and one promotional item in the conference bag

5K Sponsorship

3 available

- Company logo on T-shirts
- Opportunity to hand out water at finish line

SILVER SPONSORSHIP OPPORTUNITIES

Volunteer T-shirts

3 available

- Company logo on Volunteer T-shirts
- Volunteers will be located in high traffic areas directing attendees and providing information regarding the conference.

Charging Station

3 available

- Company logo on charging stations located in the exhibit hall

Room Key Sponsor*

1 available

- Exclusive sponsor of the MANS Education Conference and Expo Radisson Hotel Lansing at the Capitol key cards
- Your company logo will be printed on the hotel key cards where a majority of participants will be staying

*Sponsor is responsible for the cost of items, providing promotional items, and any shipping charges that may apply

REGISTRATION INFORMATION

Registration will launch April of 2022. Booths are reserved upon receipt of a completed on-line registration form, and payment of full amount due. Registrations will not be accepted without full payment. Confirmation of the booth reservation will be sent within a week of receipt. A complete Exhibitor Kit will be sent in July.



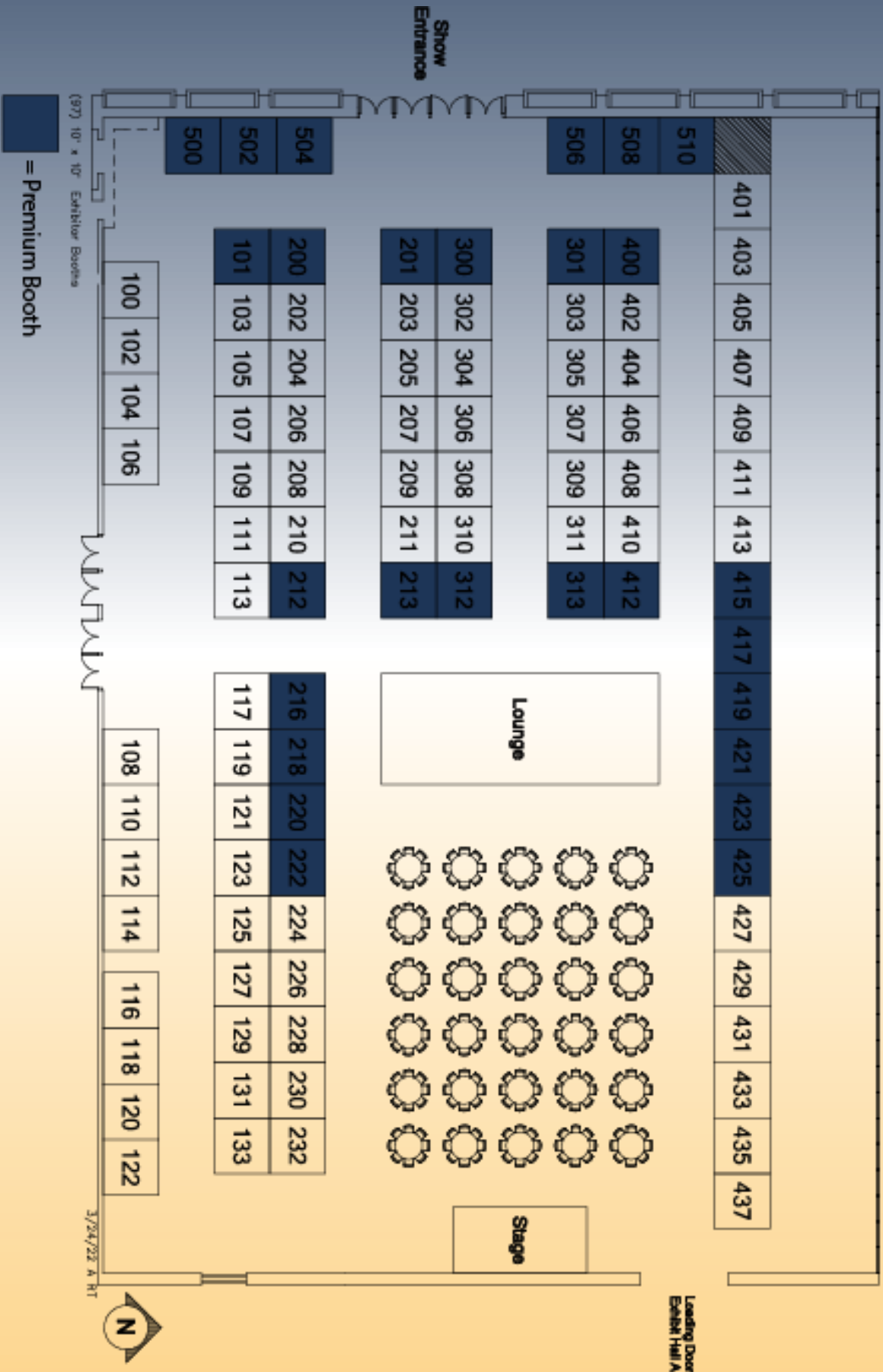
LODGING INFORMATION

The largest room block for the conference is at the Radisson Hotel Lansing Downtown (soon to DoubleTree). Please call them at **800-333-3333** and mention promotional code: **MANS22** to receive your discounted room rate of \$144 per night. [You may also make reservations online here.](#)

All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card. Cancellations will be accepted without penalty up to 72 hours prior to arrival. Cancellations received within 72 hours of arrival will forfeit one (1) night room and tax. Reservations must be received on or before September 21, 2020. However, the room block will likely be full before this date!

EXHIBIT FLOOR PLAN

MANS 2022 Education Conference & Expo November 2-4, 2022 Lansing Center - Exhibit Hall A



EXHIBITOR RULES AND REGULATIONS

CONTRACT FOR SPACE – The signed official application for exhibit space constitutes a contract for the right to use space only when an acceptance is confirmed by the Exhibits Manager. All contracts are expressly subject to the terms of the Conference lease relating to the Exhibition Premises.

PAYMENTS AND CANCELLATIONS – The charge is \$500 per 10' x 10' Standard exhibit booth, \$650 per 10' x 10' Premium exhibit booth. When applying for space, the Exhibitor must submit full payment with the application. Exhibitors who cancel on or before November 3, 2022 will be obligated to pay 50% of the total booth rental fee as liquidated damages. Exhibitors who cancel after November 3, 2022 will be obligated to make full payment as liquidated damages. Failure to occupy booth space does not release the Exhibitor from obligation to pay the full cost of rental. If booth space is not occupied by 4:00 PM on Wednesday, November 2, 2022, the Exhibits Manager reserves the right to use the space as he/she sees fit to eliminate empty space in the Exhibit Hall.

SPACE ASSIGNMENT – The Exhibits Manager will assign space on a first-come, first-served basis, according to the date received. In the absence of a legible postmark, the Conference will assign space according to the date the application and payment are received. MANS reserves the right to shift space assignment after the contract is completed if it is found necessary to do so. No changes in assigned spaces will be made without prior notice. Exhibitors may not sublease, reassign, or apportion all or any part of the space assigned without prior written permission from the Exhibits Manager. The Exhibits Manager reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any Exhibitor with cause if exhibit is unsuitable or not consistent with the character of the Exhibition.

EXHIBIT PLAN – The rental plan for space, as shown on the enclosed layout, is subject to change. In the event a change to the plan is necessary, any affected Exhibitor will be notified and given the option of selecting an alternative available space.

EXHIBIT HOURS – The Exhibition will be open from 9:00 AM – 6:00 PM, Thursday, November 3, 2022, and from 9:00 AM to 1:00 PM, Friday, November 4, 2022. These hours are subject to change.

INSTALLATION – Booth spaces and exhibit tables will be available for installation from 9:00 AM to 4:00 PM on Wednesday, November 2, 2022. The installation of exhibits and removal of all boxes and crating must be completed by 4:00 PM. Absolutely no exceptions will be made.

DISMANTLING – Exhibitors agree not to dismantle the booth or to do any packing before 1:00 PM on Friday, November 4, 2022, and agree to have all material removed by 5:00 PM Friday. Additionally, breach of this provision, may result in the loss of the Exhibitor's space in future shows. Any material left on the floor after this time will be packed and stored, with charges at the prevailing rates billed to the Exhibitor. Greater than average amounts of refuse (large crates, etc.) will be discarded with cartage rates applied.

BOOTH FURNISHINGS AND DECORATIONS – Each booth includes a) a standard 8' high by 10' wide back wall drape (*see exception below); b) side rail drapes 3' high and 10' long; c) a standard 7" x 44" booth ID sign; d) one 2'x6' covered and skirted table e) and two chairs

ARRANGEMENT OF EXHIBITS – Exhibitors must agree to arrange their exhibits so as not to obstruct the general view nor interfere with other exhibits. Regular and specially built back walls may not exceed an overall height of 8', including signs. Low side dividers between exhibits should not exceed 3' in height. If a high divider is desired, it cannot exceed 8' in height nor extend from the back wall more than one-half the depth of the space. *Peninsula or End Cap booths must limit the length of the back wall to one-half the width of the space, centered, and the back wall of any other display item must not be more than 8' in height. No displays or obstructions may be placed in the normal aisle area. Booths not in compliance with regulations will need to be adjusted on-site or dismantled at the Exhibits Manager's request if they cannot be brought into compliance.

BOOTH EXCLUSIONS – The booth rental fee does not include such items as carpet, settees, telephones, or electrical service. All such materials are available on a rental basis from the Decorator. All costs related to the above-listed booth exclusions are borne by the Exhibitor.

SHIPPING AND STORAGE – The Center does not provide space for storing Exhibitor equipment; receipt of such items will be refused. The official Exhibitor's Kit includes shipping and drayage information.

ADVERTISING MATTER – The Exhibits Manager reserves the right to refuse the distribution of souvenirs, advertising, printing material, or any other items considered objectionable. Distribution of allowed materials from any location other than the Exhibitor's space is prohibited.

SECURITY – Peripheral security guard service is provided by Exhibit Management. However, it is the responsibility of each Exhibitor to protect material from loss or damage. Any Exhibitor wishing additional security must contract individually with the security vendor selected by the Conference; all charges will be billed to the Exhibitor directly by the vendor.

ADMISSION – Admission to the 2022 MANS Education Conference and Expo will be by official exhibitor badge only, which entitles the owner to unlimited attendance. Each booth is entitled to two free badges, which do not include meals or special Conference activities. Exhibitor personnel shall be limited to two people per booth at any one time. Exhibitors and their representatives must wear their official badges at all times while on the display floor. Badges are not transferable and must not be loaned to any other person; violators will be barred from the Exhibit premises. The Exhibits Manager shall have sole control of admission policy at all times. An Exhibitor is permitted to enter the Exhibit Premises one hour before the scheduled opening time.

EXHIBITOR CONDUCT – The Exhibitor shall refrain from any action that distracts participants from attendance at the Conference during open hours. If an Exhibitor is rejected for violation of these rules or for any stated reason, no return of rental shall be made.

SOLICITATION OF BUSINESS – Only Exhibitors may solicit business in or near the Exhibit Premises. Sales and order taking are permitted on Exhibit Premises. The Exhibitor shall be responsible for any state or local taxes that may be applicable. Sales receipts must accompany all merchandise sold and delivered on the Exhibition Premises. Exhibitors shall obtain information on regulations from the Michigan Department of Treasury, Treasury Building, Lansing, Michigan, 48022, phone: 517.373.3200.

FILM, SOUND DEVICES, AND LIGHTING – Moving pictures, loud speakers, or sound devices will only be permitted if tuned to a conversational level and are not objectionable to neighboring Exhibitors. Any demonstrations or presentations must be at a volume so that nearby Exhibitors are not bothered. The Exhibits Manager reserves the right to reject the Exhibitor from the Exhibit Hall without refund or any other appeal, if Exhibitor refuses to comply with these requirements. Exhibits Manager also has the ability to restrict the use of glaring lights or objectionable lighting effects.

FIRE HAZARDS – Fire-hose cabinets must be left accessible and in full view at all times. Bottled gas or other type of open flame is not permitted. Flammable and related materials that conflict with the underwriting, Center, or Fire Department rules are prohibited. The use of paper in any form for decoration is prohibited. All decorations, drapers, table covers, etc., must be flame proof. All flammable materials and fluids are to be kept in safety containers. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must be stored under tables or behind displays. Lansing Center is a tobacco free facility. Use of tobacco on site is Prohibited.

INSURANCE – Exhibitors wishing to insure their goods must do so at their own expense.

CARE OF BUILDING – Acceptance of exhibit space obligates the Exhibitor and its employees to not deface, injure, or mar the Exhibit Premises. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. No gasoline, kerosene, acetylene, candles, or other flammable or explosive substance will be permitted in the Center. Any damage done shall be made good by the Exhibitor to MANS or the owners of the Center as their interests may appear. In addition, this contract shall include all rules and regulations set forth by The Lansing Center.

LIABILITY – Neither MANS, the Exhibits Manager, the Center, the Decorator, nor others associated with the management of the Conference will assume responsibility for the safety of the property of the Exhibitor, its officials, agents, or employees, from theft or damage by fire, accident, or other causes, but will use reasonable care to protect against such loss. It is agreed that the Exhibitor shall indemnify and hold harmless MANS, the Decorator, the Center, and others associated with the Conference and Exhibits Management from all liability that might result from any cause whatsoever. MANS, the Decorator, and others associated with the management of the Conference and the Center shall not be liable for non-fulfillment or commitment for delivery of space by reason of the Center premise being damaged, destroyed, or rendered unusable by fire, accident, acts of nature or public enemy, strike, authority of law, or any other cause. In the event that the Conference cannot be held or space delivered to that purpose, MANS sole liability shall be to reimburse the Exhibitor pro-rata on monies actually paid in by such Exhibitor less any and all costs or charges paid or incurred for advertising, administration, and similar purposes.

These rules and regulations are subject to revision by the Conference and all points not covered herein are subject to the decision of the Conference. These rules have been formulated for the best interests of the Exhibitors, the Conference, the Decorator, and the Center. Exhibitors are respectfully requested to observe all rules. The Exhibits manager shall be the final authority on any question regarding the interpretation of these rules and regulations.