



2017 Facilities/Operations Director Conference & Expo

Advanced exhibit show & sponsorship registration information

October 2, 2017
Crystal Mountain Resort, Thompsonville





Dear Associate Member:

It's that time of year again when we ALL start thinking of the Fall Facilities Directors Conference at Crystal Mountain. The Conference is October 1 – 3, 2017 with the Exhibit Show on Monday October 2, 2017 from 12:15 – 2:15 pm (following the networking lunch from 11:30 am – 12:15 pm).

The MSBO Facilities Conference and Exhibit Show is the best way to reach out to Facilities & Operations Directors in Michigan public schools! That's why the exhibit show sells out so quickly every year. To allow more companies the opportunity to exhibit at the show, booth spaces are limited to ONE per company.

This email is to bring you up-to-date on the registration process that we will be using this year. The registration will take place in three phases taking place over three weeks, beginning at 9:00 am EST on each respective date. Registration will once again take place online.

IMPORTANT CHANGE (be sure to read this information)

Registration will now be processed through MSBO and you will need to have an MSBO login and password (the MIEM login/password that you previously used to register for this conference WILL NOT WORK). If you have registered for MSBO events in the past (like the MSBO Annual Conference), you will be able to use that same login/password. I highly recommend that you try to login in advance to make sure that you have the correct information. Here is the [registration page](#) — login to make sure your login ID and password are correct. You will see your name at the top if your login was successful. If that appears, then just logout and keep that information handy for registration day.

If you are not able to login successfully or do not have a login/password for MSBO, please contact Lillie Rapelje at lrapelje@msbo.org, (517) 327-9222 or Patty Lenneman at plenneman@msbo.org, (517) 327-2584 to verify/receive your login information.

We will be sending out reminders as we get closer to each registration date. If you are not the correct contact person to receive the exhibit information, please send me the contact information for the person your company wishes to receive the information – once again, they will need to have an MSBO login to register.

See detailed information on each registration phase at, Facilities Conference Registration Opportunities, so that you know what is available and when.

The registration dates you'll want to mark down are:

July 12 — Gold and Silver sponsorships only — includes a booth space

July 19 — Bronze Sponsorships only — includes a booth space

July 26 — Standard booth registration

We want to make this Conference a great experience for all attendees . . . and make the Exhibit Show a great experience for YOU!

Scott Little
Associate Executive Director, MSBO

Patty Lenneman
Exhibit Coordinator

PHASE**1****July 12–18, 2017****Gold and Silver Sponsorship Registration Only****\$2,500 Gold Sponsor Benefits (2 available)**

Sponsorships provide scholarships for members unable to attend otherwise.

- 7' X 10' booth in a premium indoor location with sponsor banner
- Two full conference registrations (includes all meals)
- Full page advertisement in the conference program
- Other recognition in the program and on signage during the conference
- Gold Sponsor name badge ribbons
- Free conference attendee list in advance

\$1,500 Silver Sponsor Benefits (16 available)

Sponsorships contribute to specific events at the conference, such as opening reception, breaks, breakfasts, chairlift, and dinners.

- 7' X 10' booth in an indoor location with sponsor banner
- Silver Sponsor name badge ribbons
- Special recognition in the program and on signage during the conference
- Two Networking Lunch tickets and attendance at the respective event being sponsored
- Free conference attendee list in advance

PHASE**2****July 19–25, 2017****Bronze Sponsorship Registration**

(Includes any remaining Gold or Silver sponsor spots)

\$1,000 Bronze Sponsor Benefits (15 available)

- 7' X 10' booth in an indoor location with sponsor banner
- Bronze Sponsor name badge ribbons
- Listed in the program as Bronze sponsor and on signage during the conference
- Two Networking Lunch tickets
- Free conference attendee list in advance

PHASE**3****July 26–August 9, 2017****Standard Exhibit Registration** *(Includes any remaining sponsorship spots)***\$500 Standard inside booth (14 available)**

- 7' x 10' indoor booth space
- Two Networking Lunch tickets

\$475 Tent booth (20 available)

- 7' X 10' booth in tent adjacent to exhibit hall
- Two Networking Lunch tickets

\$450 Tabletop (10 available)

- Skirted 6' table in exhibit hall
- 2 Networking Lunch tickets