

**MICHIGAN DECA**

State Career  
Development  
Conference

# Exhibitor Registration

**March 9, 2019**  
**Cobo Center**  
**Detroit, Michigan**

**MICHIGAN DECA**

PO Box 980432 • Ypsilanti, MI 48198  
(734) 487-DECA  
Fax: (734) 487-4329  
[www.mideca.org](http://www.mideca.org)



Dear Marketing Education / School Store Supplier:

Michigan DECA is a career and technical organization for students preparing for careers in marketing, management and entrepreneurship. Our state-wide publications reach over 14,000 individuals in over 200 high schools and area career & technical centers.

Our annual State Career Development Conference will be held at Cobo Center in Detroit on Saturday, March 9, 2019, and will draw over 4,000 participants from over 160 Michigan high schools and area career centers. Exhibitor tables in the past have concentrated on career and college information, corporate recruiting, image campaigns, giftware and products for fund-raisers and school stores, and instructional aids and equipment for marketing education programs.

We hope you can help support our growing and dynamic association. To participate, fill out the application and return it today to secure your space at the conference. Thank you in advance for your support of Michigan DECA's members.

Please feel free to call or email [aday7@emich.edu](mailto:aday7@emich.edu) if you have any questions.

Sincerely,

  
Ann Day  
[aday7@emich.edu](mailto:aday7@emich.edu)

Enclosures

**PREPARING EMERGING  
LEADERS AND ENTREPRENEURS**  
IN MARKETING, FINANCE, HOSPITALITY AND MANAGEMENT

PO Box 980432 | YPSILANTI, MI 48198  
T 734.487.3322 | F 734.487.4329 | [WWW.MIDECA.ORG](http://WWW.MIDECA.ORG)



Michigan DECA State Career Development Conference  
**Exhibit Information**

*Saturday, March 9, 2019*

*Cobo Center in Detroit, Michigan*

***Display your School, Company and/or Products to  
4,000 high school students and teachers***

Michigan DECA's annual State Career Development Conference is the highlight of the year for 3,600 high school students and teachers from more than 160 schools throughout Michigan. It will be an excellent and timely opportunity for you to showcase your school, company or products to the marketing education students and teachers attending the conference as they are making plans for the upcoming school year. Space is limited, and will be assigned based on when payment is received.

**First Table:** \$250.00 36" (wide) x 6' (long) with 3' behind or in front of your table

**Additional Tables:** \$150.00 each

**Electrical Outlet:** We will provide a link in your exhibit confirmation to order electricity through Cobo Center.

**Edible Sample Fee:** \$125.00

*Promotional sized food and beverage samples may be distributed only if this fee is paid.*

After the March 1 deadline there will be an additional \$50.00 charge, if space is available.  
*After March 1, your company may not appear on the "Visit the Exhibitors" form, which is distributed to attendees.*

***Discounts are available for participating in a package,  
see the enclosed information on the green pages for exact details.***

**Deadline:** March 1, 2019 or until space is no longer available. *(We are limited to 14 exhibitors)*

For more information contact:

**Ann Day at [aday7@emich.edu](mailto:aday7@emich.edu)**

**Michigan DECA • PO Box 980432 • Ypsilanti, MI 48198**

**Phone directline 734-487-7843 • Fax 734-487-4329**



## State Career Development Conference General Information / Rules and Regulations

**Purpose:** This conference is conducted for educational and informational purposes; to disseminate knowledge and ideas; to encourage communications; and to promote product information.

**Eligible Exhibits:** DECA reserves the right to determine the eligibility of any exhibitor. No exhibitor shall sublet or share space. All promotional activities must be confined to the limits of the booth.

**Installation and Removal of Exhibits:** Exhibitors may begin installation at 8:00 a.m. on the day of the conference. All exhibits must be removed by 4:00 p.m.

**Security:** Vendors are responsible for their own security and storage. DECA assumes no liability for lost or stolen items. Storage is not available from DECA.

**Official Hours:** The exhibits shall be open for viewing, by those attending the conference, and must be properly staffed from 9:00 a.m. - 2:00 p.m. on the conference day.

**Audio-Visual:** The use of devices for mechanical reproduction of sound must not be projected outside the booth. Motion pictures, fashion shows, etc., outside the booth area are subject to prior approval by DECA.

**Insurance/Defacing of Property:** (1) Fire and theft insurance, if so desired, must be taken out by each exhibitor at their own expense. (2) Exhibitors are liable for any damage caused to the building, building fixtures, walls or floors. (3) All exhibits are to be free standing, no materials may be attached to fixtures or walls.

**Restrictions:** DECA reserves the right to restrict exhibits or promotional materials, which for any reason become objectionable, and may also evict any exhibit which, in the opinion of DECA, detracts from the general character of the conference. DECA will not be liable for any refund or other expenses in this instance.

**Liability:** Neither DECA, the conference facility, nor their agents or representatives will be responsible for any injury, loss or damage that may occur to the exhibit or personnel. The exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims.

**Promotional Samples:** Non-food samples may be given to conference participants. Food and beverage (edible) samples may be given only if they are smaller than retail sizes and if they are in a form that may be consumed in the exhibit area and the Edible Sample Fee is paid. Food and beverage items may not be prepared in the exhibit area.

**Inability to Perform:** If an exhibitor is unable to attend, after submitting this contract, DECA reserves the right to retain all or part of the rental fees.

**Clarification of Rules:** All matters or questions not covered by these rules and regulations shall be subject solely to the decision of DECA and/or the hotel. These rules and regulations may be changed at any time by DECA and shall be binding to the exhibitor.

Michigan DECA State Career Development Conference  
Cobo Center • Detroit, Michigan

March 9, 2019

**Application and Contract for Exhibit Space**

*This form is for Exhibitors that are not in a Michigan Marketing Package.*

Michigan DECA is authorized to reserve space for our exhibit at the DECA Career Exposition. Tables will be assigned according to the date that the contract and full payment are received. Table size is 36"x 6', and booth space will have 3' of space either in front or behind the table.

(Please Print or Type)

Exhibitor (Company) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name \_\_\_\_\_ Signature: \_\_\_\_\_

Names of all Exhibitors (Please type for name badges) \_\_\_\_\_

Please list the type of product and/or service you will display: \_\_\_\_\_

- First table at \$250.00
- Additional tables at \$150.00
- Edible Sample Fee \$125.00

***Questions? Contact Ann Day  
at (734) 487-7843 or at  
aday7@emich.edu***

Total Enclosed \$ \_\_\_\_\_

If you need electricity, you will need to pre-order access through Cobo Center at this link:  
[https://conti-hte.com/order/electrical\\_services.xml](https://conti-hte.com/order/electrical_services.xml)

Retain one copy for your records and send the original application with full payment payable to:

**Michigan DECA  
PO Box 980432  
Ypsilanti, Michigan 48198**

Your payment, in full, MUST accompany this application. Tables are limited and will be assigned based on when full payment is received. This application and contract, when properly executed by the exhibitor and accepted by MICHIGAN DECA, shall be considered a binding agreement subject to the rules and regulations as stated, herein.