

Exhibitor Timelines & Checklist

7th Annual Michigan Music Conference
An In-Service for Music Educators

Thursday, January 19 - Saturday, January 21, 2012 • DeVos Place/Amway Grand Plaza Hotel /J.W. Marriott
Grand Rapids, Michigan • www.MichiganMusicConference.org



Target Date	Done	Item Description
ASAP	<input type="checkbox"/>	Review Exhibitor Kit and familiarize yourself with all forms, services, requirements, rules, etc. Contact Don McMurray at MMC Office at 414-908-4958 x111, DMcMurray@MichiganMusicConference.org with questions or concerns.
ASAP	<input type="checkbox"/>	Review Sponsorship Opportunities and Conference Program Advertising sheets. Note the November 15, 2011 deadlines for each.
ASAP	<input type="checkbox"/>	Review services and forms provided by Art Craft Display—MMC's General Contractor for the show. This section covers furniture rental, labor, forklift service, signs and banners, shipping and freight handling, plus audio visual equipment rental.
ASAP	<input type="checkbox"/>	Review services and forms provided by DeVos Place—the venue for the 7th Annual Michigan Music Conference. This section covers telephone, electrical, broadband, and wireless Internet services. Note various deadline dates on forms.
ASAP	<input type="checkbox"/>	Review rules and guidelines for exhibiting at DeVos Place in Grand Rapids, MI.
November 15, 2011	<input type="checkbox"/>	Deadline for sponsorships and conference program ads (including value-added option reservations, see pg. 4). Commitments required by this date in order to meet printing deadlines.
December 29, 2011	<input type="checkbox"/>	Deadline for hotel reservations at the conference rate at the J.W. Marriott. Determine your organization's hotel rooming needs for the show and contact the J.W. Marriott at (616) 242-1500. Single/Double rates are \$164/\$174.
January 3, 2012	<input type="checkbox"/>	Based on your booth staffing plans, submit Badge Request Form to the MMC Office via FAX 414-768-8001.
January 3, 2012	<input type="checkbox"/>	Return Raffle Form and items to the MMC office.
January 3, 2012	<input type="checkbox"/>	Final date for advance prices on orders with payment to Art Craft Display on furniture, labor, signage, etc.
January 18, 2012	<input type="checkbox"/>	4:00pm Cut-off time for receipt of freight by Art Craft Display.
January 19, 2012	<input type="checkbox"/>	Set up exhibits from 12 noon to 7:00pm at DeVos Place in Grand Rapids, MI.
January 20-21, 2012	<input type="checkbox"/>	IT'S SHOW TIME at the 2012 MICHIGAN MUSIC CONFERENCE! Exhibit hours are 8:30am - 6:00pm on Friday, January 20 and 8:30am - 1:00pm on Saturday, January 21.
January 21, 2012	<input type="checkbox"/>	Reserve your exhibit space for the 8th Annual Michigan Music Conference slated for January 17-19, 2013 at DeVos Place in Grand Rapids, MI. Applications to be provided the morning of the final day of the 2012 event.
January 21, 2012	<input type="checkbox"/>	Dismantle exhibits from 1:00pm to 4:00pm.