



**GREAT BASKETS, GREAT FRIENDS,
GREAT TIMES
AMB Convention
October 18 - 24, 2010
VENDOR INFORMATION**

The Association of Michigan Basketmakers 2010 Convention will be held October 20 –October 24 at the Crowne Plaza Hotel in Grand Rapids, Michigan.

The vending will be held in the Great Lakes Rooms in the conference area. The piped and draped spaces are 10' x 10'. Each space will include one skirted table and 2 chairs. Space assignment will be on a first-come, first-serve basis. A sign will be provided for each vendor and will be collected at the end of convention to be used at future conventions. Electrical drops and extra-skirted tables will be available at rates stated on the application.

VENDOR SET UP TIME:

WEDNESDAY	OCTOBER 20	12:00 pm – 11:00 pm
THURSDAY	OCTOBER 21	8:00 am – 4:00 pm

VENDING HOURS:

THURSDAY	OCTOBER 21	4:00 pm – 9:00 pm (Vendors' Showcase Extravaganza)
FRIDAY	OCTOBER 22	10:00 am – 8:00 pm
SATURDAY	OCTOBER 23	8:00 am – 6:00 pm

VENDOR MOVE-OUT:

SATURDAY	OCTOBER 23	6:00 pm – 11:00 pm
SUNDAY	OCTOBER 24	7:00 am – 10:00 am

- The Crowne Plaza has a **NO SMOKING** policy in all vending areas.
- **Nametags** will be required at all times. Please be sure to include names of all your workers on this application.
- The **hotel reservation** form will be sent when your application and check are received. It is recommended that hotel reservations be made by phone.
- If needed, the **logo license agreement** will be provided by return mail.
YOU DO NOT HAVE PERMISSION TO USE THE AMB CONVENTION 2010 LOGO UNTIL YOU RECEIVE APPROVAL FROM A CONVENTION COORDINATOR.
- **Tax laws:** All vendors are required by law to pay Michigan 6% sales tax. Michigan vendors, please include your tax number on the application form. Out-of-state vendors must fill out the form included in the letter of confirmation and file it with the Michigan Department of Treasury after the convention. The AMB must provide names and addresses of all vendors to the Michigan Treasury Department.
- **Insurance:** All vendors are responsible for their own insurance coverage. Neither the AMB nor the Crowne Plaza Hotel will accept responsibility for any damage or loss incurred.

Questions: Please contact: Ann Thompson Home: 734.529.2884
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