

Jerry Mastenbrook, Exhibit Chairman  
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**To: Prospective Exhibitors**

**Regarding our 2017 Christian Educators Association Conference**

**Thursday and Friday, October 19 + 20, 2017  
at Holland Christian High School (Holland, MI)**

**Expected Attendance: Approximately 1300**

CEA (Christian Educators Association) consists of educators and administrators, grades pre-K-12, from over 140 Christian Schools in Michigan, Illinois, Indiana, and Wisconsin.

**Cost: \$300.00 for a 100 sq. ft. booth. This includes an 8' table, 2 chairs, and use of an electrical outlet. Additional booths are \$250.00. Additional tables are \$25 each.**

**Set-up Time: Wednesday, October 18, 2017: 3:00pm-9:00pm**

**[The CEA Convention kicks off with Opening Worship Thursday, Oct. 19 from 9:00am-10:15am across the street at Central Wesleyan Church.]**

**Exhibit Time: Thursday, October 19, 2017: 10:15am-4:30pm  
Friday, October 20, 2017: 8:00am-12:40pm  
(You may exhibit Thursday only if you prefer.)**

**You will be able to transport and set up your exhibit materials from vehicle to exhibit area without charge.**

**To exhibit, fill out the contract and mail it and a check, made out to CEA, to:**

**CEA  
Jerry Mastenbrook  
1713 Paddington Road  
Kalamazoo, MI 49001**

**This information can be found on our web-site: [www.ceateachers.org](http://www.ceateachers.org)**

**CEA Exhibit Space Application and Contract**

Send all mail to: Christian Educators Association  
Jerry Mastenbrook, Exhibit Chairman  
1713 Paddington Road  
Kalamazoo, MI 49001

CEA Convention is at Holland Christian High School, October 19+20, 2017.

**BOOTH RENTAL COSTS:** \$300, additional booths are \$250. Booths will be approximately 100 sq. feet and come with an 8 ft. table, 2 chairs, and use of an electrical outlet. Additional tables can be rented for \$25 each and must be reserved and paid for in advance. A down payment of 20% must accompany reservations with full payment made by Oct. 1, 2017.

**CANCELLATION POLICY:** If the contract is cancelled by the exhibitor after 20 calendar days from the date of the acceptance contract, the booth deposit will not be refunded. If the exhibitor cancels on or after 10/1/17, no refund will be made. Cancellation must be in writing. Failure to appear at the convention does not release the exhibitor from the responsibility of payment for the full cost of the space that had been rented.

**TERMS OF PAYMENT FOR SPACE:** The undersigned understands that no definite assignment of space will be made without the required deposit.

Payment included: \$\_\_\_\_\_ deposit / payment in full  
Number of extra tables:\_\_\_\_\_ (\$25 each)

Choice of Space: 1<sup>st</sup> choice # \_\_\_\_\_, 2<sup>nd</sup> choice # \_\_\_\_\_

**IMPORTANT INFORMATION FOR THE EXHIBIT LISTINGS**

For the Convention Booklet, listing should appear as follows:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Representative: \_\_\_\_\_

Future Correspondence Should be Addressed to:

Company Name: \_\_\_\_\_

Attention to Whom: \_\_\_\_\_

Address: \_\_\_\_\_

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

Other Contact Info: e-mail \_\_\_\_\_

Phone #- \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please execute and return with a deposit or full payment. An acceptance copy will be returned for your files.

**PLEASE DO NOT WRITE IN THE SPACE BELOW  
ACCEPTANCE CONTRACT**

The application for exhibit space has been accepted and exhibit space has been assigned as follows. This is subject to change should circumstances require it.

Space # (s) \_\_\_\_\_ have been assigned to you.

Date: \_\_\_\_\_

Price: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Signed: \_\_\_\_\_

Jerry Mastenbrook, CEA Exhibit Chairman

# Holland Christian High School Exhibit Hall Lay-out

All booths approx. 100 sq. ft.

Approx. booth dimensions:

- 1, 2, 3: 18'x17'
- 4-7: 10'x10'
- 8-20: 11'x9'
- 21+22, 23+24: 200 sq. ft.  
(they curve around)
- 25, 26, 29, 30: 15'x6'
- 27, 28, 31, 32: 10'x10'
- 33-37: 7'x14'

Booths that must be rented together:

- 1, 2, and 3
- 21 + 22
- 23 + 24

