

VENDOR INFORMATION

Weaving Memories

AMB Convention 2024

October 16-20, 2024

The Sheraton Grand Rapids Airport Hotel, Grand Rapids, MI



We will have two ways to vend again this year: the **Traditional vending** space (8x10) and **Teacher vending**.

- All vending will be in the classroom areas.
- **Traditional vendor** spaces are 8' X 10 and located with easy public access.
- **Teacher vending** will be limited to two tables and aligned around the perimeter of the room.
- A sign will be provided for each vendor and will be collected at the end of convention to be used at future conventions.
- Special electrical drops will be available at the rates stated on the application.
- Large waste baskets will be shared with the other vendors.
- Pitchers of water will be refreshed daily; parking and Wi-Fi are free.
- Opening times of selling hours are suggested. Selling may start when classes begin (8:00 am)
- **Traditional Vendors** and **Teacher Vendors** will be open during Marketplace on Friday night.
- **Teacher Vendors** should be mindful of their students' needs while vending.
- **Teacher Vendors are on a first come/first served basis. We strongly encourage you to have your application in early!**
- All vendors will have the option to begin selling on Wednesday **but** are expected to begin on Thursday.

VENDOR SET UP TIME:

TUESDAY	OCTOBER 15	4:00 pm - 9:00 pm
WEDNESDAY	OCTOBER 16	8:00 am - 9:00 pm

VENDING HOURS:

WEDNESDAY	OCTOBER 16	10:00 am – 6:00 pm	(OPTIONAL)
THURSDAY	OCTOBER 17	10:00 am – 6:00 pm	(CLASSROOM/VENDING AREA WILL BE LOCKED 12-1:30 PM FOR AMB LUNCHEON)
FRIDAY	OCTOBER 18	10:00 am – 6:00 pm	(PUBLIC DAY)
		8:30 pm – 9:30 pm	(MARKETPLACE)
SATURDAY	OCTOBER 19	10:00 am – 6:00 pm	(PUBLIC DAY)

VENDOR MOVE-OUT:

SATURDAY	OCTOBER 19	6:00 pm - 11:00 pm
SUNDAY	OCTOBER 20	7:00 am - 12:00 am

- The Sheraton 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 the application.
- The hotel reservation form will be sent when your application and check are received.
- If needed, the **logo license agreement** will be provided by return mail. (You do not have permission to use the AMB convention 2024 logo until you receive approval from a convention coordinator)
- **Tax laws:** All vendors are required by law to pay Michigan 6% sales tax.
- **Insurance:** All vendors are responsible for their own insurance coverage. Neither the AMB nor The Sheraton will accept responsibility for any damage or loss incurred. Rooms will be locked when not in use. No security is provided.

QUESTIONS? CONTACT:

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