Invitation to Exhibit

2017 Spring Conference
May 11th & 12th

The Michigan Guardianship Association is excited to invite you to participate in our 2017 Spring Conference at the wonderful Radisson Hotel in Lansing. We are pleased to announce we are expecting an estimated 150 attendees at this event.

This is an amazing opportunity for you to network with guardians, healthcare professionals, advocates, attorneys and other MGA members. As a valued participant you will have the opportunity to learn from our experienced and knowledgeable speakers as they make informational presentations on important issues for surrogate decision makers.

We offer several unique sponsorship packages – each offering an array of promotional opportunities to leave a lasting impression with potential clients and colleagues.

This event is one and a half days long, however vendors will only be on display Thursday, May 11th. All sponsorship and exhibiting packages include attendance to all session for both days. We encourage you to stay Friday to continue networking with membership.

IMPORTANT: To reserve your desired package, complete pages five and six of this packet and fax or email it to the administrator. This is extremely important for those companies paying via check. This will place a temporary hold on the package until payment is received.

Do not delay or you may miss out on this fantastic opportunity to promote your agency.

Please feel free to contact me with any questions. I look forward to hearing from you!

Sincerely,

Sara Dziurman

Sara Dziurman
MGA Administrator
Phone: (586) 996.3456
Email: exhibits@michiganguardianship.org

Hotel Accommodations

The Michigan Guardianship Association is glad to provide discounted accommodation rates to its attendees. Our 2017 Spring Conference will be held at the lovely Radisson Hotel in Lansing, Michigan.

We **STRONGLY** recommend that you make reservations as soon as possible.
Room availability cannot be guaranteed after **April 20, 2017**.

Each room reservation includes access to the indoor pool, whirlpool spa, fitness center and high-speed Internet access in the hotels common areas.

Radisson Hotel
111 North Grand Avenue
Lansing, MI 48933

Phone: (517) 482-0188
Reservations: 1 (800) 333-3333 (US/Canada Toll-free)
Web: www.radissonlansing.com

Check in: 4 pm **Check out:** 12 pm

To make room reservations:
Phone: (517) 482-0188
Reservations: 1 (800) 333-3333 (US/Canada Toll-free)

Please be sure to mention the code "The Michigan Guardianship Association" to receive the discounted rate.

Online:
www.radisson.com/lansingmi
Use the promotional code **MGA517** to receive your discounted group rate.

MGA Discounted Rates:
$ 110.95* Tuesday, May 9th Wednesday, May 10th Thursday, May 11th
Please note that this price is for "Run of house"**

Cancellations:
Cancellations will be accepted without penalty up to 72 hours prior to arrival. Cancellations received within 72 hours of arrival with forfeit one (1) night room and tax.

* Does not include 13% taxes and other fees applied by the venue per night.

** "Run of House" means that the room type is a request and not guaranteed. The best available from will be assigned by Hotel at check-in.

Sponsorship Packages

$3,000 Diamond Sponsorship

*** Conference Event Sponsorship***

Each Diamond Sponsorship Includes:
- Logo projected at event and table top signs
- Ad space on the MGA website for one year for 2017[1]
- Four posts on Facebook for 2017[1]
- One email blast to membership [1]
- Clickable ad included in all email blasts to membership advertising the event[1]

$2,000 Ruby Sponsorship

*** Includes Breakfast or Lunch Sponsorship***

Each Ruby Sponsorship Includes:
- Company logo projected during sponsored meal
- Ad space on the MGA website for one year for 2017[1]
- Three posts on Facebook for 2017[1]
- One email blast to membership [1]

$1,500 Sapphire Sponsorship

*** Includes Sponsorship of Break or Registration Table ***

Each Sapphire Sponsorship Includes:
- **BREAK SPONSORS ONLY** - Logo projected during break for break sponsors.
- **REGISTRATION SPONSOR ONLY** - Company logo on conference handouts and signage at registration table
- Small ad with link to website listed on speaker introduction email blasts to membership[1]
- Ad space on the MGA website for three months for 2017[1]
- Two posts on Facebook for 2017[1]

~~$1,000 Emerald Sponsorship~~

*** Includes Sponsorship of Conference App ***

Each Emerald Sponsorship Includes:
- Ad space on Spring Conference App
- Ad space on the MGA website for two months for 2017[1]
- One post on Facebook for 2017[1]

SOLD OUT!

Please note that each sponsorship package includes the additional items listed under "Important Information" on page four.

1 – Contact the administrator for more information. The MGA Board of Directors must approve all ad space.
Other restrictions may apply.

2 - Should you choose, you will be given a few moments at the beginning of your sponsored networking opportunity to address/welcome attendees

Exhibitor Packages

$600 Exhibitor

Limited Packages Available

Each Exhibitor Package Includes:

- 1 Day Exhibit Space – Thursday, May 11th
- One conference registration & meal package
- Vendor Bingo Participation

$550 Participant

*******Does NOT include an exhibitor space*******

Limited Packages Available

Each Participant Package Includes:

- One conference registration & meal package
- Promotional materials provided by you (**must be received by April 30, 2017**) included in conference materials.

Important Information

Each Sponsorship Package and Exhibitor Package includes the following:

- One day exhibiting space – Thursday, May 11th
- One eight foot table with tablecloth with 2 chairs
- Participation in vendor bingo. Each table to provide a prize to be awarded to membership during closing comments Friday afternoon. Please bring prizes with your company name on them to registration table at beginning of last session. In addition to the vendor bingo prize you are welcome to provide multiple prizes and use business cards you have collected at your table to draw winners.
- List of conference attendees in excel format – emailed to contact listed on page 5 after conference.

Setup:

Wednesday, May 10th from 5:00 pm – 9:00 pm
Thursday, May 11th – Setup **MUST** be completed by 7:30 am. Please advise in advance if this is an issue.

IMPORTANT:

Exhibitor area is open air and not secure. Do not leave valuable items overnight. MGA and the Radisson will not be held liable for lost or stolen items.

You must advise if you require electrical within this application. Electrical cannot be guaranteed onsite without prior notice. Exhibitors who need additional audio/visual equipment, electrical beyond the basic level or any other additional items, please contact the administrator for more information.

Please complete pages five and six of this application and return them via email of fax to the attention of the administrator. Only completed and signed applications will be processed and accepted as a temporary hold until payment is received.

Company Name: _____

Contact Name & Title: _____

Address: _____

City, State and Zip: _____

Phone Number: _____ Fax Number: _____

Contact Email: _____

Staff Present Day of Conference:
Please provide the name(s) of staff attending the event below. Please note sponsorship packages supply two staff members and Exhibitor packages supply one staff member. Should you require additional staff at the event, please contact the program administrator. Dietary requirements include but not limited to food allergy, kosher, gluten free, vegetarian and must be communicated to MGA for accommodations to be made. Please contact administrator for more information.

1) _____ Dietary Requirements: _____

2) _____ Dietary Requirements: _____

Company Description (information will be used for sponsorship materials):

_____

_____

_____

_____

_____

_____

_____

_____

Contact MGA at:
Phone (586) 996-3456 ~ Fax (586) 279.3460 ~ exhibits@michiganguardianship.org

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MGA
Michigan Guardianship Association

Contract

❒ $3,000 Diamond Sponsorship Package	❒ $600.00 Exhibitor Package
❒ $2,000 Ruby Sponsorship Package	❒ $500.00 Participant Package – **NO TABLE SPACE**
❒ $1,500 Sapphire Sponsorship Package	❒ _____ Extra Meal/Registration Package(s) QTY Contact the administrator for pricing.
❒ ~~$1,000 Emerald Sponsorship Package~~ **SOLD OUT!**	
❒ Electrical Required - Electrical requirements must be communicated within this application. **Electrical cannot be guaranteed onsite after May 1st.**	
❒ Attendance at the Wednesday evening mixer (5-9 pm) at the hotel. Qty of people: _____	

No exhibit space is considered reserved until MGA receives this agreement with authorized signature and commitment for payment.

MGA prohibits the sharing of exhibitor spaces. No exceptions can be made.

CANCELLATION POLICY: Cancellations received before April 30, 2017 will result in a refund of 75%; 25% will be retained for administrative services. No refunds will be given after April 30th.

TOTAL PAYMENT IN THE AMOUNT OF: $_____ ***(Please make a copy for your records.)***

_____ Credit Card Payment (includes payment processing fee of 2.9% +$.30)

_____ Check/Money Order Enclosed

PAYMENTS ARE DUE UPON RECEIPT. Payments not received by May 1, 2017 forfeit booth space.

Remit completed Exhibitor Agreement w/payment to:
MICHIGAN GUARDIANSHIP ASSOCIATION
P.O. Box 693
Coldwater, MI 49036

We hereby agree to contribute the sum of $_____ for exhibitor space/sponsorship as noted below. We understand that benefits for sponsorship will be provided as indicated at specific levels in the sponsorship packet, provided that full information and a commitment for payment are received by MGA no later than May 1, 2017.

By signing below I agree to all the terms of this agreement. I further agree if this signed agreement is faxed or emailed I understand that it will be considered as a commitment for payment and is subject to cancellation notice as stated above.

Authorizing Agent's Signature

_____