

Invitation To Exhibit

MGA 2024 Spring Conference
Treetops Resort - Gaylord, MI
Thursday, April 18th & Friday, April 19th, 2024



The Michigan Guardianship Association is the premier initiator for the advancement of legislative reform, guardianship certification, education, and the promotion of best practices for the protection of vulnerable individuals in the state of MI. The Michigan Guardianship Association is excited to invite you to participate as an exhibitor at our 2024 Spring Conference at Treetops Resort in Gaylord, Michigan on Thursday, April 18th and Friday, April 19th, 2024.

This is an amazing opportunity for you to network with professional and family guardians, healthcare professionals, advocates, fiduciaries, conservators, care givers, social workers, attorneys and other MGA community 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.

The Spring 2024 Conference is a two day conference on Thursday, April 18th and Friday, April 19th, 2024. However, exhibitors will only be on display Thursday, April 18th, 2024. The conference will begin with a Welcome Mixer from 7:00 p.m.- 9:00 p.m. on Wednesday, April 17th, 2024. Exhibitors are encouraged to participate in sessions and networking. Social Workers are eligible for CEU's if attending sessions. All sponsorship and exhibiting packages include attendance to the Wednesday Evening Welcome Mixer, all educational sessions on Thursday and Friday, Breakfast, Lunch, and Thursday Evening Dinner.

IMPORTANT: To reserve your desired package, complete pages five and six of this packet and email it to admin@michiganguardianship.org. This is extremely important for those companies paying via check. This will place a temporary hold on the package until payment is received. Full payment is due by April 1st, 2024.

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,

Kate Dubs

MGA Administrator

Phone: (586) 996-3456

Email: admin@michiganguardianship.org

Hotel Accommodations

The Michigan Guardianship Association is happy to provide discounted accommodation rates to attendees. Our 2024 Spring Conference will be held at Treetops Resort in Gaylord, Michigan. We STRONGLY recommend that you make reservations as soon as possible. The room block is for Wednesday, April 17th and Thursday, April 18th, 2024.

Room block cut off date is March 15th, 2024 and availability cannot be guaranteed.

Treetops Resort

3962 Wilkinson Road
Gaylord, MI 49735

Phone: 1-866-348-5249

Web: <https://www.treetops.com/>

Check in: 5:00pm

Check Out: 12:00pm

To make room reservations:

Phone: 1-866-348-5249

Please be sure to mention The Michigan Guardianship Association Spring Conference to receive the discounted rate.

*You must call to make your reservation, online booking for the room block is unavailable

MGA Discounted Room Rate - \$85.01 or \$94.29* (not included sales tax)

***Depending on selection of room**

Please note this rate is not guaranteed if the room block is filled. The room block cut off date is March 15th, 2024.

It is the conference attendee's responsibility to coordinate hotel accommodations and understand the facilities policies including reservation cancellation.

Sponsorship Packages

\$4,000 Diamond Sponsorship

*** Welcome Mixer Sponsor or Dinner Sponsor ***

Diamond Sponsorship Includes:

- 2 (two) attendees
- Attendance to Wednesday Evening Welcome Mixer, Drink tickets to pass to guests at Welcome Mixer or Dinner
- Attendance to all sessions, Breakfast, Lunch & Dinner
- Exhibitor Space on Thursday, April 18th
- Company logo projected during conference
- Ad space on the MGA website for three months for 2024
- Four posts on Facebook for 2024
- Clickable ad included in all email blasts to membership advertising the event

\$2,500 Ruby Sponsorship

*** Breakfast Sponsor/Lunch Sponsor***

Each Ruby Sponsorship Includes:

- 2 (two) attendees
- Attendance to Wednesday Evening Welcome Mixer, Exhibitor Space on Thursday, April 18th
- Attendance to all sessions, Breakfast, Lunch & Dinner
- Company logo projected during conference
- Ad space on the MGA website for two months for 2024
- Three posts on Facebook for 2024
- Clickable ad included in all email blasts to membership advertising the event

\$1,500 Sapphire Sponsorship

*** Registration Table Sponsor ***

Each Sapphire Sponsorship Includes:

- 2 (two) attendees
- Attendance to Wednesday Evening Welcome Mixer & Exhibitor Space on Thursday, April 18th
- Attendance to all sessions, Breakfast, Lunch & Dinner
- Company logo projected during conference
- Ad space on the MGA website for two months for 2024
- Two posts on Facebook for 2024
- Clickable ad included in all email blasts to membership advertising the event

\$1,000 Emerald Sponsorship

*** Conference Sponsor ***

Each Emerald Sponsorship Includes:

- 2 (two) attendees
- Attendance to Wednesday Evening Welcome Mixer & Exhibitor Space on Thursday, April 18th
- Attendance to all sessions, Breakfast, Lunch & Dinner
- Company logo projected during conference
- Ad space on the MGA website for one month for 2024
- One post on Facebook for 2024
- Clickable ad included in all email blasts to membership advertising the event

Exhibitor and Participant Packages

\$675 Exhibitor

Limited Packages Available

Each Exhibitor Package Includes:

- 1 (one) Attendee (*Additional fee for more than one attendee*)
- Attendance to Wednesday Evening Welcome Mixer
- Exhibitor Space Thursday, April 18th
- Attendance to all sessions, Breakfast, Lunch & Dinner

\$550 Participant

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

Each Participant Package Includes:

- One conference registration to attend sessions
- Attendance to Wednesday Evening Welcome Mixer
- Promotional materials included in Attendee Registration packets provided by you (must be received by April 1st, 2024)

\$250 Advertise

Does NOT include an exhibitor space or Conference Registration

This Package is ideal for an organization not able to attend the conference, but would like to advertise during the conference

Each Advertise Package Includes:

- Organization information & Promotional materials included in Attendee Registration packets provided by you (must be received by April 1st, 2024)
- Organization information emailed to Membership
- Copy of Attendee list & Exhibitor List

Important Information

SETUP:

Wednesday, April 17th from 4:00pm – 5:30pm at Treetops Resort in Gaylord, Michigan.

*All Exhibitors must be set up by 7:30am on Thursday, April 18th.

Tear Down:

Thursday, April 18th after 4:45pm

Conference Details:

Exhibitors are encouraged to attend the Wednesday, April 17th Welcome Mixer from 7:00pm - 9:00pm at Treetops Resort.

Exhibitors will **only** be on display Thursday, April 18th but are encouraged to stay for Thursday Evening Dinner and Friday sessions to network.

IMPORTANT:

Exhibitor area is open air and not secure. Do not leave valuable items overnight. Neither MGA or Treetops Resort will be held liable for lost or stolen items.

You must advise if you require electrical within this application no later than April, 1st 2024. Electrical cannot be guaranteed on-site 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 info.

Sponsorship and Exhibitor Package Overview:

- Wednesday, April 17th, 2024 Welcome Mixer from 7:00pm - 9:00pm at Treetops Resort
- Exhibitor Space on Thursday, April 18th, 2024 from 7:30am - 4:45pm
- One six foot table with table linen and chairs
- List of conference attendees and exhibitors in excel format – emailed to contact listed on page 5 after conference
- Raffle prizes are welcomed and encouraged. You are welcome to provide multiple prizes and use business cards you have collected at your table to draw winners. Prizes will be awarded at the Thursday Evening Dinner. If a name has not been drawn, the board administrator will draw a name for the prize.
- Breakfast, Lunch, Dinner and attendance to Thursday & Friday Sessions
- CEU's for Social Workers

Agreement

Please check all that apply.

<input type="checkbox"/> \$4,000 Diamond Sponsorship Package	<input type="checkbox"/> \$675.00 Exhibitor Package
<input type="checkbox"/> \$2,500 Ruby Sponsorship Package	<input type="checkbox"/> \$550.00 Participant Package NO TABLE SPACE
<input type="checkbox"/> \$1,500 Sapphire Sponsorship Package	_____ \$250 Advertise Package No Table Space or _____ Conference Attendee Registration
<input type="checkbox"/> \$1,000 Emerald Sponsorship Package	_____ Extra Meal/Registration Package(s) QTY Contact the administrator for pricing.
<input type="checkbox"/> Electrical Required - Electrical requirements must be communicated within this application and cannot be guaranteed on-site after April 1st. Please note extra fees may apply.	
<input type="checkbox"/> Attendance to the Wednesday Evening Welcome Mixer (7:00-9:00pm) at Treetops Resort	

Company Name:			
Primary Contact Name/Title:			
Address:			
City, State and Zip:			
Phone Number:		Fax Number:	
Contact Email:			

Staff Attending The Conference:
Please provide the name(s) and contact information of staff attending the event below.
Please note sponsorship packages include two staff members and exhibitor packages include one staff member. If additional staff will be at the event there is a fee.
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.

Staff Attending:	Email:	Dietary Requirements:
1)		
2)		

Please provide MGA a company description in a word document format. This information will be used for sponsorship materials. If your company utilizes a Facebook page, Google+, please provide that as well.

Contact information listed above will be the information we publish to membership so they can contact you.

We will also require your company logo in the following format: .jpeg or .png 180 x 120 px

Email these items to: admin@michiganguardianship.org as soon as possible to reserve your space. Exhibitor tables are on a first come basis and are limited.

Agreement

No sponsorship or exhibit package is considered reserved until MGA receives pages 5 and 6 of this agreement completed including an authorized signature as commitment for payment. You may send it via email to the attention of the administrator. Payments **MUST** be received no later than April 1st, 2024 or the space is forfeited.

Email: admin@michiganguardianship.org

CANCELLATION POLICY: Cancellations received before March 18th, 2024 will result in a refund of 75%; 25% will be retained for administrative services. No refunds will be given after March 19th, 2024.

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

PAYMENT OPTIONS:

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

_____ Check/Money Order Enclosed

PAYMENTS ARE DUE UPON RECEIPT

Payments must be received by April 1st, 2024. If payments have not been made by April 16th, 2024 a check payment or credit card must be provided during exhibitor set up on April 17th, 2024.

Credit card payments are executed using Paypal. Upon receipt of your completed agreement an invoice will be created and sent to the email address provided. It will contain a link to pay your invoice. Do not provide your credit card information in this agreement.

Please make check or money orders payable to: Michigan Guardianship Association

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

We hereby agree to contribute the sum of \$ _____ for exhibitor/sponsorship space as noted on page 5. 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 April 1st, 2024.

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

Authorizing Agent's Signature:
