

# Invitation To Exhibit

MGA 2024 Fall Conference  
Blue Water Convention Center -  
Port Huron, MI  
Friday, September 20th, 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 Michigan. The Michigan Guardianship Association is excited to invite you to participate as an exhibitor at our 2024 Fall Conference at Blue Water Convention Center in Port Huron, Michigan on Friday, September 20th, 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 Fall 2024 Conference is a one day conference on Friday, September 20th, 2024. The conference will begin with a Welcome Mixer from 7:00pm - 9:00pm on Thursday, September 19th, 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 Thursday Evening Welcome Mixer, all educational sessions, breakfast, and lunch.

**IMPORTANT:** To reserve your desired package, complete pages five and six of this packet and email it to [admin@michiganguardianship.org](mailto: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 September 1<sup>st</sup>, 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](mailto:admin@michiganguardianship.org)

# Hotel Accommodations

The Michigan Guardianship Association is happy to provide discounted accommodation rates to attendees. Our Fall 2024 Conference will be held at Blue Water Convention Center in Port Huron, Michigan. We STRONGLY recommend that you make your reservations as soon as possible. The room block is for Thursday, September 19th, 2024.

**\*Room block cut off date is 8/19/2024 and availability cannot be guaranteed\***

## DoubleTree by Hilton Hotel Port Huron

800 Harker St  
Port Huron, MI 48060

Phone: 810-984-8000

Web: <https://www.hilton.com/en/hotels/phntedt-doubletree-port-huron/>

Check In: 3:00pm

Check Out: 12:00pm

### To make room reservations:

**Online:** [www.porthuron.doubletree.com](http://www.porthuron.doubletree.com)

In the field provided, please be sure to enter group code "MGA" to receive the discounted rate

**Phone:** 810-984-8000

Please be sure to mention the block code "MGA" to receive the discounted rate

**MGA Discounted Room Rate - \$159 (not including sales tax)**

**Please note this rate is not guaranteed if the room block is filled. The room block cut of date is 8/19/2024**

**\*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 \*\*\*

### The Diamond Sponsorship Includes:

- 2 (two) attendees
- Attendance to Thursday Evening Welcome Mixer, Drink tickets to pass to guests at Welcome Mixer
- Exhibitor Space on Friday, September 20th
- Attendance to all sessions, breakfast, and lunch
- 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 Thursday Evening Welcome Mixer & Exhibitor Space on Friday, September 20th
- Attendance to all sessions, breakfast, and lunch
- 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 Thursday Evening Welcome Mixer & Exhibitor Space on Friday, September 20th
- Attendance to all sessions, breakfast, and lunch
- 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 Thursday Evening Welcome Mixer & Exhibitor Space on Friday, September 20th
- Attendance to all sessions, breakfast, and lunch
- 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 Thursday Evening Welcome Mixer
- Exhibitor Space Friday, September 20th
- Attendance to all sessions, breakfast, and lunch

## \$550 Participant

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

### Each Participant Package Includes:

- One conference registration to attend sessions
- Attendance to Thursday Evening Welcome Mixer
- Promotional materials included in Attendee Registration packets provided by you (must be received by September 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 September 1st, 2024)
- Organization information emailed to Membership
- Copy of Attendee list & Exhibitor List

# Important Information

### SETUP:

Thursday, September 19th from 4:00pm – 5:30pm at the Blue Water Convention Center in Port Huron, Michigan.

\*All Exhibitors must be set up by 7:30am on Friday, September 20th.

### Tear Down:

Friday, September 20th after 3:30pm

### Conference Details:

Exhibitors are encouraged to attend the Thursday Evening Welcome Mixer from 7:00pm - 9:00pm at Blue Water Convention Center.

### IMPORTANT:

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

\*You must advise if you require electrical within this application no later than September 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:

- Thursday, September 19th, 2024 Welcome Mixer from 7:00pm - 9:00pm at Blue Water Convention Center
- Exhibitor Space on Friday, September 20th, 2024 from 7:30am - 3:30pm
- 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 on Friday during closing comments. If a name has not been drawn, the board administrator will draw a name for the prize.
- Breakfast, Lunch, and attendance to 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 (1 Attendee)
<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	_____ <b>Extra Meal/Registration Package(s)</b> QTY Contact the administrator for pricing.
<input type="checkbox"/> Electrical Required - Electrical requirements must be communicated within this application <b>and cannot be guaranteed on-site after September 1st. Please note extra fees may apply.</b>	
<input type="checkbox"/> Attendance to the Thursday Evening Welcome Mixer (7:00-9:00pm) at Blue Water Convention Center	

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

**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 September 1st, 2024 or the space is forfeited.

**Email:** admin@michiganguardianship.org

**CANCELLATION POLICY:** Cancellations received before August 30th, 2024 will result in a refund of 75%; 25% will be retained for administrative services. No refunds will be given after September 1st, 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% +\$0.30)

\_\_\_\_\_ Check/Money Order Enclosed (please note our address has changed below)

PAYMENTS ARE DUE UPON RECEIPT

Payments must be received by September 1st, 2024. If payments have not been made by September 18th, 2024 a check payment or credit card must be provided during exhibitor set up on September 19th, 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 575**

**Monroe, MI 48161**

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 September 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:**

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