

VENDOR REGISTRATION INFORMATION PACKAGE

4th ANNUAL CONFERENCE AT THE SOARING EAGLE CASINO & RESORT IN MOUNT PLEASANT MICHIGAN ON JUNE 4, 2008 – JUNE 6, 2008

The Michigan Association of Student Financial Services Administrators annual conference is designed to provide professional development to employees working in the Bursar, Student Accounts Receivable, Collections, Perkins and Student Financial Accounting Departments of all–four-year public and private institutions as well as.

The MASFSA Board recognizes that our vendors are an important business partner of our organization. This Vendor Registration Information Package is designed to provide our vendors with important information regarding:

- Sponsorship opportunities
- Vendor registration
- Conference events
- Conference policies

Sponsors and vendors may print the registration information from the MASFSA website at <http://www.masfsa.org>. Please complete and mail the registration, the Hold Harmless Agreement, and sponsorship payment to Shelia Stewart. Your Registration Package must be received no later than April 20, 2008 at the following address:

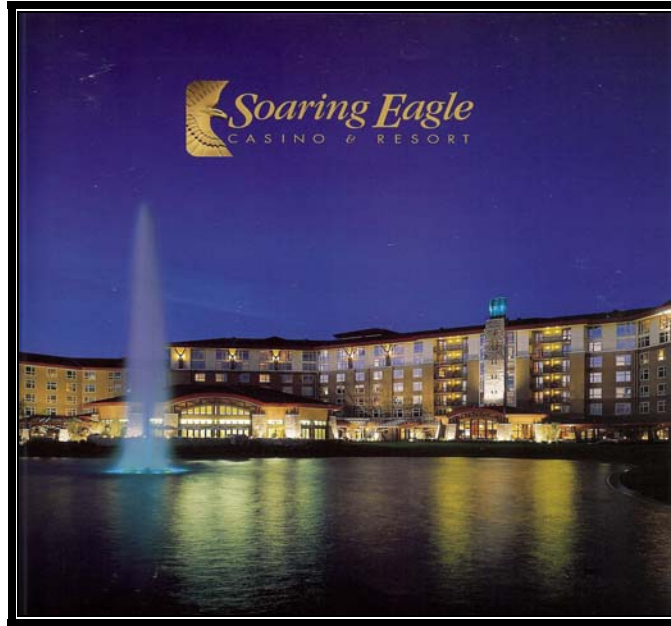
Ms. Shelia Stewart
MASFSA Board
Wayne State University
42 W. Warren Room 422
Detroit, MI 48202

For additional sponsorship information, please contact:

Audrey C. Atkins
Director of Associate Members
Toll Free: (877) 265-5156
Fax: (850) 906-9007
Audrey.Atkins@ncogroup.com
NCO Financial Systems, Inc.
6753 Thomasville Road Suite 108-305
Tallahassee, FL 32312

Teesha Montague
Conference Committee Chairperson
Phone: (734) 973-3620
Fax: (734) 973-3486
tfmontague@wccnet.edu
Washtenaw Community College
PO Box 1619
Ann Arbor, MI 48106-1610

Hotel Information



Soaring Eagle Casino & Resort
6800 Soaring Eagle Boulevard
Mount Pleasant, Michigan 48858
Toll Free Reservation: 877-232-4532
Fax: 989-775-5383
www.soaringeaglecasino.com

*******Hotel Reservation Form Enclosed*******

MUST BE FILLED OUT & FAXED

Or

On-Line-using Group Code 97M9DG

MASFSA Conference

\$119.00 per night

Additional people \$10.00 per night

May 14, 2008 cut off date NO EXEPTIONS

Rates are available

June 4th thru June 6th, 2008

Check in at 4:00 p.m.

Check out by 11:00 p.m.

Shipping Information

The Soaring Eagle Casino & Resort will accept packages up to three days prior to the conference. All packages must be sent to the following address:

Shipments of material, literature, products, as well as cartons and envelopes that are to be used in conjunction with your group's meeting/program should be addressed as follows:

Recipient's MAFSA Conference (Guest's) Name

c/o Soaring Eagle Casino & Resort

6800 Soaring Eagle Boulevard

Mount Pleasant, Michigan 48858

877-232-4532

Fax: 989-775-5383

**PLEASE NOTE THAT IF YOU ARE NOT STAYING AT THE
SOARING EAGLE CASINO & RESORT ADDRESS YOUR PACKAGES TO
(Guest-Teesha Montague)**

Please note that "Recipient" refers to the person who will be picking up the items or package, even if that person is not staying at the Hotel. Also, as an added measure, please write the recipient's name and the name of the conference on the box itself.

All shipments should be prepaid. Regrettably, it is not possible for the Soaring Eagle Casino & Resort to accept C.O.D. shipments.

If you are sending more than one package within a single shipment, be sure to number in sequence (example: 1 of 3, 2 of 3, 3 of 3).

Because the Hotel has limited space, items should be sent as close to the meeting date as possible. (PLEASE DO NOT SEND ANY SHIPMENTS MORE THAN THREE DAYS BEFORE YOUR ARRIVAL). In addition, please make sure to record and bring to the Hotel the airbill number of all packages shipped to us.

Available Sponsorship Opportunities

PLATINUM SPONSORSHIP\$2500.00 and above

Platinum Sponsors will have their company name recognized on the MASFSA web site, registration area, general sessions, all conference related written materials.

Platinum Sponsorship includes three registrations, one exhibit space, electricity to the table, all meals, materials and access to all sessions and functions. Platinum Sponsors will have first pre selected prime exhibitor space area of 8x8. For additional company representatives there is an additional \$100.00 per person registration fee.

GOLD SPONSORSHIP\$1,500.00 and above

Gold Sponsors will have their company name recognized on the MASFSA web site, registration area, general sessions, all conference related written materials.

Gold Sponsorship includes two registrations, one exhibit space, electricity to the table, all meals, materials and access to all sessions and functions. Gold Sponsors will have second pre selected prime exhibitor space area of 8 x 8. For additional company representatives there is an additional \$100.00 per person registration fee.

SILVER SPONSORSHIP\$600.00 and above

Silver Sponsors will have their company name recognized on the MASFSA web site, registration area, general sessions, all conference related written materials.

Silver Sponsorship includes two registrations, one exhibit space, electricity to the table, all meals, materials and access to all sessions and functions. Silver Sponsors will have the third pre selected prime exhibitor space area of 8x8. For additional company representatives there is an additional \$100.00 per person registration fee.

Payment for Sponsorships must be received by April 20, 2008!

Vendor Exhibiting Information

EXHIBITOR\$400.00

The Exhibitor registration fee includes one registration, exhibit space, electricity to the table, meals, materials and access to all sessions and functions. For additional company representatives there is an additional \$150.00 per person registration fee. All regular vendors' exhibit space will be assigned in order of receipt of conference registration payment.

ATTENDING (NON-DISPLAY) VENDOR\$300.00

For each additional non-displaying vendor, there is a registration fee of \$300.00. The fee includes one conference registration, meals, materials, and access to all sessions and functions.

Dress

Business casual attire is recommended for all sessions and functions.

Cancellation/Refund Policy

Refunds will be given upon written notice or e-mail to MASFSA c/o Shelia Stewart at an7223@wayne.edu prior to April 20, 2008 of the intent to cancel your registration. Registration paid by the exhibitor less a service charge of \$100.00 will be refunded.
NO REFUNDS AFTER APRIL 20, 2008.

Attendee List

MASFSA will provide a listing of current registered participants to vendors whose membership fees have been paid in full approximately one week prior to the conference.

Wednesday June 4, 2008

On Wednesday evening after set up and registration, join others of the conference for our meet & greet with drinks & hors d'oeuvres by the Soaring Eagle pool side.

Vendor Exhibitor Policies

1. The display area for exhibitors will be at the Soaring Eagle Casino & Resort, Mount Pleasant, MI on June 4, 2008 to June 6, 2008. **Set-up time and registration for vendors will be on Wednesday June 4, 2008 between 3 P.M. to 6 P.M.**
2. Display Area- the table display must fit on a 6 ft. draped tabletop that will be provided. The Conference Committee will have the right to decline setup of any floor display wider than 6ft.
3. **EXHIBIT HOURS:** A representative should be available at the table during the session breaks. **The hours for exhibiting are Thursday, June 5th from 8:00 am until 4:30 pm, Friday, June 6th 8:00 am until 1:00 pm.**
4. For all regular vendors exhibiting for the conference your cost of **\$400.00** will include one attendee, an exhibit table, electricity to the table, all meals, materials and access to all sessions and functions. For additional attendees the cost will be **\$150.00** per person.
5. **DISPLAY SETUP & TEAR-DOWN-** all displays must be set-up on Wednesday, June 4th between 3:00 pm and 6:00 pm. Platinum Sponsors, Gold Sponsors, and Silver Sponsors tables will be designated prior to set-up. **All exhibits must stay up until after lunch on Friday June 6th 2008.**
6. **Vendor Door Prizes** will be awarded at the Friday Luncheon
7. The exhibit area may not be secure during the times of the Conference so it is important that any valuables be kept in your possession. Articles can be stored under the draped table.
8. All vendors exhibiting must sign a hold-harmless agreement before they will be allowed to exhibit.

Hold Harmless Agreement

_____, hereafter referred to as
"Client" assumes entire responsibility and hereby agrees to protect, indemnify, defend
and save MASFSA and the affiliates and subsidiaries of each, the officers, directors,
agents and partners of each ("Indemnified Parties"), harmless against all claims,
losses, or damages to persons or property, government charges or installation,
removal, maintenance, occupancy or use of the Soaring Eagle Casino &
Resort/MASFSA premises or a part thereof.

COMPANY NAME: _____

COMPANY
REPRESENTATIVE: _____

TITLE: _____

Acceptance Signature

Date



**VENDOR REGISTRATION FORM
COMPANY INFORMATION AND EXHIBITOR OPTIONS**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HTTP: _____

PLEASE SELECT	SPONSORSHIP	PRICE	AMOUNT DUE
	Platinum (3 attendees)	\$2500.00 and above	
	Gold (2 attendees)	\$1500.00 and above	
	Silver (2 attendees)	\$600.00 and above	
	Exhibitor (1 Member Attendees)	\$400.00	
	Additional Attendee (each)	\$150.00	
	Non-Displaying Attending Vendor (each)	\$300.00	
	Guest for Thursday night dinner (One Per Registered Vendor)	\$30.00	
	TOTAL AMOUNT DUE		\$

Please forward your check, vendor registration form and the signed Hold Harmless Agreement to:

Ms. Shelia Stewart
MASFSA Board
Wayne State University
42 W. Warren Room 422
Detroit, MI 48202

**VENDOR REGISTRATION
COMPANY REPRESENTATIVE INFORMATION**

COMPANY NAME _____

ATTENDEE 1 – Will be attending the Thursday Evening Dinner

I will be bringing a guest to the Thursday Evening Dinner \$30.00

NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL _____

ATTENDEE 2– Will be attending the Thursday Evening Dinner

I will be bringing a guest to the Thursday Evening Dinner \$30.00

NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL _____

ATTENDEE 3– Will be attending the Thursday Evening Dinner

I will be bringing a guest to the Thursday Evening Dinner \$30.00

NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL _____