



2018 MASFSA CONFERENCE

VENDOR REGISTRATION INFORMATION PACKAGE

Amway Grand Plaza Hotel Grand Rapids, Michigan

May 6-8, 2018



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 and two year colleges.

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

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

YOU MUST REGISTER ON-LINE

Vendors may register and print the registration information at

<http://www.cvent.com/d/ttq4v0>.

You may then mail the registration and payment to the address below or elect to pay online.

MAIL PAYMENT TO:

MASFSA
Northern Michigan University
C/O Pam Johnson
1401 Presque Isle Avenue
Marquette MI 49855

REGISTER BY MARCH 30, 2018 TO RECEIVE YOUR DISCOUNTED RATE OF \$750.00.

THIS YEAR'S CONFERENCE WILL BE LIMITED TO THE FIRST 25 REGISTERED AND PAID VENDORS.

See the MASFSA Questions and Answers email from Patty Davis for additional conference information.

HOTEL INFORMATION:



**Amway Grand Plaza Hotel Grand Rapids, Michigan
187 Monroe Avenue NW, Grand Rapids, MI 49503.
616-774-2000**

Amway Grand Plaza offers a shuttle pickup for \$10.00 per person, one way.
Please contact the hotel upon your arrival at 616-774-2000 to schedule your pick-up.

FOR RESERVATIONS:

1-800-253-3590

PROMOTIONAL/GROUP CODE: **SFSA**

CONFERENCE RATES:

\$149 per night for Hotel Room

COMPLIMENTARY PARKING PROVIDED

Conference Registration Link: <http://www.cvent.com/d/ttq4v0>

The hotel link: <https://aws.passkey.com/e/49504181>

Or Guests may also go on the website (amwaygrand.com)

*If your organization is **TAX-EXEMPT**, you will need to state that upon registering for your room and you will need to provide validation upon check in.*

LIMITED ROOMS ARE AVAILABLE AT THIS REDUCED RATE SO BOOK SOON TO SECURE THIS RATE. ONCE OUR ROOM BLOCK IS FILLED, ROOMS AT THIS RATE WILL NOT BE AVAILABLE.

SHIPPING INFORMATION:

ALL packages must be sent to the following address/recipient:

Amway Grand Plaza Hotel, 187 Monroe Avenue NW,
Grand Rapids, MI 49503. ATTN: (Guest Name)
NUMBER OF BOXES (EX: 1 OF 3, 2 OF 3, ETC.)
Hold for MASFSA Conference May 6-8, 2018

PLEASE DO NOT SEND ANY SHIPMENTS MORE THAN 3 DAYS BEFORE YOUR ARRIVAL

PLEASE make sure to bring the shipping number of all shipped packages with you.

VENDOR EXHIBITING INFORMATION:

EXHIBITOR.....\$800.00
EARLY REGISTRATION FEE (By March 30, 2018...\$750.00)

The Exhibitor Registration Fee includes one (1) registration, MASFSA membership, exhibit space with a draped table, meals, materials, access to all sessions and functions. There is a \$350.00 fee for each additional company representative.

PLEASE NOTE: Exhibit space will be assigned in order of receipt of conference registration payment for the first 25 Vendors.

DRESS:

BUSINESS CASUAL ATTIRE is recommended for all sessions and functions.

CANCELLATION/REFUND POLICY:

REFUNDS of registration paid by the Exhibitor, less a service charge of \$100.00, will be refunded upon written notice of cancellation via mail or e-mail to pjohnson@nmu.edu if received prior to **April 1, 2018:**

MASFSA
Northern Michigan University
C/O Pam Johnson
1401 Presque Isle Avenue
Marquette MI 49855

ATTENDEE LIST:

MASFSA will provide a listing of current registered participants to vendors whose membership fees have been paid in full approximately **2 weeks prior** to the conference.

VENDOR EXHIBITOR POLICIES:

DISPLAY SETUP & TEAR-DOWN: All displays must be set-up on Sunday, May 5th between 1:00 pm and 3:00 pm. If you are unable to set-up Sunday, please set-up prior to the conference on Monday morning before 7:15 am. Tables will be assigned. **All exhibits must stay up until after lunch on Tuesday, May 8th, 2018.**

EXHIBIT AREA: The table display must fit on a 6 foot draped tabletop that will be provided. The Conference Committee will have the right to decline setup of any floor display wider than 6 feet. 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 may be stored under the draped table.

EXHIBIT HOURS: A representative should be available at the table during the session breaks. **The hours for exhibiting are Monday, May 5th from 7:30 am until 4:30 pm, and Tuesday, May 8th from 7:30 a.m. until after lunch.**

VENDOR DOOR PRIZES will be awarded at the Tuesday luncheon.

IF YOU HAVE ANY QUESTIONS REGARDING PARTICIPATION IN THE MASFSA CONFERENCE, PLEASE CONTACT:

Scott Medley
Director of Associate Members
Cell: (614)674-0543
Email: smedley@reliant-cap.com

SPONSORSHIPS:

In an effort to keep the cost as affordable for our Schools as possible, we are offering sponsorship levels. For the maximum exposure to your organization, please take advantage of these great opportunities.

PLATINUM SPONSORSHIP: \$1500.00

Platinum Sponsorship includes the largest company logo, the name on the conference Platinum Banner, and a full slide display of their logo on the PowerPoint intermission during the conference.

In addition, Platinum Sponsors receive credit as a Monday Evening Event sponsor along with a promotional insert included in the conference booklet. Platinum Sponsors receive first choice of booth location at the conference and their logo displayed on the website and in the newsletter for a year.

GOLD SPONSORSHIP: \$1000.00

Gold Sponsorship includes a large company logo on the conference Gold Banner, along with their logo displayed with other Gold Sponsors on the PowerPoint intermission during the conference. In addition, Gold Sponsors will receive credit as Lunch Sponsors on both Monday and Tuesday. Gold Sponsors will also receive 2nd choice of booth location and their logo displayed in the conference booklet and in the newsletter.

SILVER SPONSORSHIP: \$500.00

Silver Sponsorship includes the company name on the conference Silver Banner, as well as their name listed on the PowerPoint intermission that will be displayed during the conference. In addition, Silver Sponsors will receive credit as Break Sponsors on both Monday and Tuesday. They will also receive 3rd choice of booth location and their company name displayed in the conference booklet, on the banner, and in the newsletter.

REMINDER:

All registrations must be made online at <http://cvent.com/d/ttg4v0>.

Payment Methods:

On-line - MasterCard, VISA, or American Express

Mail – Check made payable to **MASFSA** and mail to the address below:

MASFSA
Northern Michigan University
C/O Pam Johnson
1401 Presque Isle Avenue
Marquette MI 49855

Don't forget your membership is included with your conference registration.

We are having a cash bar at both the Sunday and Monday night events.

We hope you will participate in the vendor giveaway to all of our schools.

**Thanks again for all of your support and commitment which makes the MASFSA
Conference the best!**

If you have any questions, please don't hesitate to contact me anytime.

See You in Grand Rapids in May!