



## **VENDOR REGISTRATION INFORMATION PACKAGE**

**5th ANNUAL CONFERENCE AT THE DEARBORN INN, A MARRIOTT HOTEL  
DEARBORN, MICHIGAN  
MAY 17<sup>TH</sup>-19<sup>TH</sup>, 2009**

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 important 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

Vendors may print the registration information from the MASFSA website at <http://www.masfsa.org>. Please register online, you may then mail the registration, Hold Harmless Agreement and payment to the address below or elect to pay online. Registration and payment must be received no later than May 1, 2009.

Address for mailing registration and payment:

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

## Hotel Information



**The Dearborn Inn, A Marriott® Hotel**  
20301 Oakwood Boulevard Dearborn, Michigan 48124  
Phone: 1-313-271-2700

**For Reservations:**

**Call Marriott reservations at (800) 228-9290 or (313) 271-2700**

**MASFSA Conference Rate**

**\$135.00 per night**

**\$154.00 Concierge Upgrades**

**\$219.00 Colonial Homes**

**April 26, 2009 cut off date**

**Rates are available  
May 17<sup>th</sup> thru May 19<sup>th</sup>, 2009**

**Check in at 3:00 p.m.**

**Check out by 12:00 p.m.**

## Shipping Information

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The Dearborn Inn will accept packages up to three days prior to the conference. All packages must be sent to the following address:

**MASFSA Conference (Guest's) Name**

c/o The Dearborn Inn  
20301 Oakwood Boulevard  
Dearborn, MI 48124  
**313-271-2700**

**PLEASE NOTE THAT IF YOU ARE NOT STAYING AT THE  
DEARBORN INN, YOU MAY 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. It is not possible for The Dearborn Inn 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.

## **Vendor Exhibiting Information**

**EXHIBITOR .....\$650.00**

The Exhibitor registration fee includes one registration, exhibit space, electricity for the table, meals, materials and access to all sessions and functions. For additional company representatives there is an additional \$200.00 per person registration fee. Please note, exhibit space will be assigned in order of receipt of conference registration payment.

## **Additional Sponsorships**

Sponsorships allow us to provide a quality conference for low cost to the attendees. MASFSA appreciates the generosity of our sponsors. The following sponsorship opportunities are available:

Breaks (4)	\$350
Breakfasts & Lunches (4)	\$500
Sunday Evening Reception	\$750
Monday Evening Dinner	\$1000

**Payment for Exhibitors & Sponsors must be received by May 1, 2009!**

## **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](mailto:an7223@wayne.edu) prior to May 1, 2009 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 May 1, 2009.**

## **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.

## **Vendor Exhibitor Policies**

1. The display area for exhibitors will be at The Dearborn Inn, Dearborn, MI on May 17th to May 19th, 2009. **Set-up time and registration for vendors will be on Sunday May 17th, 2009 between the hours of 3:00 p.m. to 6:00 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 Monday, May 18<sup>th</sup> from 8:00 am until 4:30 pm, and Tuesday, May 19<sup>th</sup> from 8:00 a.m. until 1:00 p.m.**
4. **DISPLAY SETUP & TEAR-DOWN-** all displays must be set-up on Sunday, May 17th between 3:00 p.m. and 6:00 p.m. Tables will be selected in the order that paid registrations are received or by drawing at set up time. **All exhibits must stay up until after lunch on Tuesday, May 19<sup>th</sup>, 2009.**
5. **Vendor Door Prizes** will be awarded at the Tuesday Luncheon.
6. 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.
7. All vendors exhibiting must sign a hold-harmless agreement before they will be allowed to exhibit.

If you have any questions regarding participation in the MASFSA Conference, please contact:

Victoria Pirrung  
Director of Associate Members  
Phone: (202) 491-6460  
Fax: (630) 574-0355  
[vpirrung@ersinc.com](mailto:vpirrung@ersinc.com)  
Enterprise Recovery Systems, Inc.  
2400 South Wolf Road Suite 200  
Westchester, IL 60154

Teesha Montague  
Conference Committee Chairperson  
Phone: (734) 973-3620  
Fax: (734) 973-3486  
[fmontague@wccnet.edu](mailto:fmontague@wccnet.edu)  
Washtenaw Community College  
4800 E Huron River Drive  
Ann Arbor, MI 48105

We look forward to seeing you at MASFSA in Dearborn!  
Thank you for your support of the conference.

**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 Dearborn Inn/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	Exhibitors	PRICE	AMOUNT DUE
	<b>Exhibitor (1 Member Attendees)</b>	<b>\$650.00</b>	
	<b>Additional Attendee (each)</b>	<b>\$200.00</b>	
	<b>Guest for Monday Evening Dinner (One Per Registered Vendor)</b>	<b>\$50.00</b>	
	<b>Additional Sponsorship</b>		
4 available	<b>Breaks each</b>	<b>\$350.00</b>	
4 available	<b>Breakfasts &amp; Lunches each</b>	<b>\$500.00</b>	
	<b>Sunday Evening Reception</b>	<b>\$750.00</b>	
	<b>Monday Evening Dinner</b>	<b>\$1000.00</b>	
	<b>TOTAL AMOUNT DUE</b>		<b>\$</b>

**Please pay online or 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 Monday Evening Dinner**

**I will be bringing a guest to the Monday Evening Dinner \$50.00**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ATTENDEE 2 – Will be attending the Monday Evening Dinner**

**I will be bringing a guest to the Monday Evening Dinner \$50.00**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ATTENDEE 3 – Will be attending the Monday Evening Dinner**

**I will be bringing a guest to the Monday Evening Dinner \$50.00**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_