



VENDOR REGISTRATION INFORMATION PACKAGE

**6th ANNUAL CONFERENCE AT THE GRAND TRAVERSE RESORT & SPA
TRAVERSE CITY, MICHIGAN
MAY 16TH-18TH, 2010**

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, 2010.

Address for mailing registration and payment:

Ms. Carolyn James
MASFSA Board
University of Michigan
3003 South State Street
Wolverine Tower
Ann Arbor, MI 48109

Hotel Information



Grand Traverse Resort and Spa
100 Grand Traverse Village Boulevard
Acme, MI 49610
(800) 236-1577

For Reservations:
Telephone: (800) 968-7352
On-Line: www.grandtraverseresort.com

Group Code MASFSA2010

MASFSA Conference Rate
\$129.00 per night
\$159.00 Tower Upgrades
April 16, 2010 cut off date
Rates are available
May 14th thru May 20th, 2010
Check in at 4:00 p.m.
Check out by 11:00 a.m.

Shipping Information

The Grand Traverse Resort and Spa will accept packages up to three days prior to the conference. All packages must be sent to the following address:

MAFSA Conference (Guest's) Name

c/o Grand Traverse Resort & Spa
100 Grand Traverse Village Boulevard
Acme, MI 49610
(800) 236-1577

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 resort. Also, as an added measure, please write the recipient's name and the name of the conference on the box itself.

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 resort 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 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. MAFSA 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, 2010!

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 Ms. Carolyn James at ctjames@umich.edu prior to May 1, 2010 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, 2010.**

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 Grand Traverse Resort & Spa, Acme, MI from May 16th to May 18th, 2010. **Set-up time and registration for vendors will be on Sunday May 16th, 2010 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 17th from 8:00 am until 4:30 pm, and Tuesday, May 18th from 8:00 a.m. until 1:00 p.m.**
4. **DISPLAY SETUP & TEAR-DOWN-** all displays must be set-up on Sunday, May 16th 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 18th, 2010.**
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) 574-0110
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
Washtenaw Community College
4800 E Huron River Drive
Ann Arbor, MI 48105

We look forward to seeing you at MASFSA in Traverse City! 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 Grand Traverse Resort & Spa/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
	Exhibitor (1 Member Attendees)	\$650.00	
	Additional Attendee (each)	\$200.00	
	Guest for Monday Evening Dinner (One Per Registered Vendor)	\$50.00	
	Additional Sponsorship		
	TOTAL AMOUNT DUE		\$

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

Ms. Carolyn James
University of Michigan
3003 South State Street
Wolverine Tower
Ann Arbor, MI 48109

**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 _____