



VENDOR REGISTRATION INFORMATION PACKAGE

7th ANNUAL CONFERENCE

Kellogg Hotel and Conference Center

On the campus of Michigan State University

MAY 22 - 24, 2011

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>. **You must 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 April 15, 2011.**

Mail payment to:

Ms. Carolyn James
MASFSA Treasurer
University of Michigan
3003 South State Street
6061 Wolverine Tower
Ann Arbor, MI 48109

Hotel Information



Kellogg Hotel and Conference Center
55 South Harrison Avenue, East Lansing Michigan 48824-1022

For Reservations:

Telephone: (800) 875-5000

Or

(517) 432-4000

On Line Reservations: www.Kelloggcenter.com

Group Code: MASFSA

MASFSA Conference Rate

\$98.00 per night for Standard Rooms

\$106.00 per night for Deluxe Rooms

\$116.00 per night for Luxury Rooms

\$239.00 per night for Suite

**Kellogg Hotel and Conference Center Rates are available
2 days prior and 2 days after the conference dates.**

Reservations must be made no later than April 22, 2011

Check in at 4:00 p.m.

Check out by 11:00 a.m.

Additional Accommodations are available at:

**East Lansing Marriott at University Place
300 M.A.C. Avenue
East Lansing, MI 48823**



For Reservations:

**Telephone: (800) 228-9290 National Reservation Line
Or
Directly to the hotel at (517) 337-4440**

On line reservations are available at: www.marriott.com/lanea

Reservations must be made no later than April 30, 2011

Group Code: MASFSA

MASFSA Conference Rate

\$119.00 per night for Standard Room

Directions from the Kellogg Hotel and Conference Center:

Upon leaving the Kellogg Center, turn right out of the main driveway. Upon reaching the first stop and go light turn right and proceed on Michigan Avenue (Grand Avenue) to you reach the 3rd stop and go light. Turn left onto M.A.C. Avenue and proceed one block to the Marriott which will be to your right.

Shuttle service between the Marriot and the Kellogg Hotel and Conference Center will possibly be provided

Shipping Information

The Kellogg Hotel and Conference Center 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

Kellogg Hotel and Conference Center
Michigan State University
55 South Harrison Avenue
East Lansing, Michigan 48824-1022

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.

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 etc.).

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 the shipping number of all packages shipped to us.

Vendor Exhibiting Information

EXHIBITOR\$700.00
LATE REGISTRATION FEE (After April 15, 2011).....\$ 50.00

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
Monday Evening Dinner	\$1000

Registration and payment must be received by April 15, 2011!

Space may not be made available if payment is not received by the above date.

Dress

Business casual attire is recommended for all sessions and functions.

Cancellation/Refund Policy

Refunds will be given upon written notice of cancellation or e-mail to MASFSA c/o Ms. Carolyn James at ctjames@umich.edu prior to April 15, 2011. Registration paid by the exhibitor less a service charge of \$100.00 will be refunded. **NO REFUNDS AFTER May 2, 2011.**

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 Kellogg Hotel and Conference Center from May 22nd to May 24th, 2011. **Set-up time and registration for vendors will be on Sunday May 22nd, 2011 after 8:00 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 23rd from 8:00 am until 4:30 pm, and Tuesday, May 24th from 8:00 a.m. until 1:00 p.m.**
4. **DISPLAY SETUP & TEAR-DOWN-** all displays must be set-up on Sunday, May 22nd after 8:00 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 24, 2011.**
5. **Vendor Door Prizes** will be awarded at the Monday and Tuesday luncheons.
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:

Bob O'Donnell
Director of Associate Members
Phone: (800) 685-3086
Fax: (763) 754-0468
bobodonnell@nationalrecoveries.com
National Recoveries, Inc
14735 Highway 65, NE
Ham Lake, MN 55304

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

The Steering Committee would like to welcome you to the 7th Annual MASFSA Conference.

Please enjoy the conference and we look forward to meeting you and thanking you for making this conference a success.

Please feel free to share your comments with us so we may continue to present the best State and Regional Conference available.

We look forward to seeing you at MASFSA May 22 through May 24 at Michigan State University's Kellogg Hotel and Conference Center.

Thank you for your continued support and partnership.

Rhonda Johnson, President
Henry Ford Community College

April Ewing Miles, Vice President
Wayne State University

Carolyn James, Treasurer
University of Michigan - Ann Arbor

Peggy Finnigan, Secretary
Madonna University

Teesha Montague, President Elect
Washtenaw Community College

Holly Furlo, Past President
Saginaw Valley State University

Cindy Gross, Four year school Representative
University of Michigan - Flint

Amanda Cousino, Private schools
Spring Arbor University

Keith Hudson, Community College Representative
Wayne County Community College

Audrey Atkins, Professional Development Chair
NCO Financial Systems

Joyce Kammerzelt, Membership Chair
ConServe

Bob O'Donnell, Associate Member Chair
National Recoveries, Inc.

Conference Hosts and Committee Chairs

Phillis Bukovcik, Chairperson
Michigan State University

Joni Manning, Co-Chairperson
Michigan State University



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 Kellogg Hotel and Conference Center/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 First Attendee)	\$700.00	
	Additional Attendee (each)	\$200.00	
	Guest for Monday Evening Dinner (One Per Registered Vendor)	\$ 40.00	
	Additional Sponsorship		
	Late Registration Fee	\$ 50.00	
	(After April 15, 2011)		
	Additional Attendee for the Sunday Lugnuts baseball game	\$40.00	
	TOTAL AMOUNT DUE		\$

**REMINDER: ALL REGISTRATIONS MUST BE MADE ONLINE
@www.masfsa.org**

Please pay online (Mastercard, VISA or American Express) or forward your check, with your signed Hold Harmless Agreement to:

**Ms. Carolyn James
MASFSA Treasurer
University of Michigan
3003 South State Street
6061 Wolverine Tower
Ann Arbor, MI 48109**

**VENDOR REGISTRATION
COMPANY REPRESENTATIVE INFORMATION**

COMPANY NAME _____

ATTENDEE 1 – Will be attending the Sunday afternoon Lansing Lugnuts Baseball game

I will be bringing a guest to the Sunday afternoon Baseball game \$40.00

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 Sunday afternoon Lansing Lugnuts Baseball game

I will be bringing a guest to the Sunday afternoon Baseball game \$40.00

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 Sunday afternoon Lansing Lugnuts Baseball game

I will be bringing a guest to the Sunday afternoon Baseball game \$40.00

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 _____