



2018 Spring Conference
Exhibitor and Sponsor Opportunities

June 6-7, 2018
Amway Grand Plaza, Grand Rapids
Ambassador Ballroom
187 Monroe NW
Grand Rapids MI 49503

Michigan Self-Insurers' Association
Contact: Keeli Baker
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Email: events@michselfinsurers.org
www.michselfinsurers.org



2018 Spring Conference
June 6-7 • Amway Grand Plaza, Grand Rapids

Please join us for our 2018 Spring Conference! We are looking forward to another great event.

General Exhibitors

General Exhibit Space Benefits

- One 6' skirted table
- 2 chairs
- 2 conference registrations
- Lunch with attendees
- Networking opportunities with key decision makers throughout the conference
- Recognition in all event promotional materials
- Exhibitor ribbons for name badges
- Recognition throughout the event

Fees

- **MSIA Member Discount**
 - 2 Representatives: \$500.00
 - 3 Representatives: \$600.00
 - 4 Representatives: \$700.00
- **Non-Member**
 - 2 Representatives: \$800.00
 - 3 Representatives: \$900.00
 - 4 Representatives: \$1000.00

Details and Conditions

- Completed registration form **and payment** are required for exhibit space confirmation.
- To ensure inclusion in promotional and conference materials, all exhibitor information must be received by MSIA office by **May 1, 2018**.
- An email confirmation will be sent to the contact email listed on your registration. **If you don't receive an email, you are not confirmed.** Please call our office at 517-267-3901 to confirm.

Registration and Payment

- Register and pay online at www.michselfinsurers.org



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Gold Exhibitors – MSIA Members Only

Gold Exhibit Space Benefits

- Premium space limited to 8 gold exhibitors
- One 6' skirted table
- 2 chairs
- 2 conference registrations
- Lunch with attendees
- Networking opportunities with key decision makers throughout the conference
- Recognition in all event promotional materials
- Recognition in conference materials includes company logo, description, and contact information
- Gold exhibitor ribbons for name badges
- Recognition throughout the event, including a prominent visual rolling logo display during breaks and lunch

Fee: \$1,000.00

Details and Conditions

- Registrations limited to 8 gold exhibitors
- Completed registration form **and payment** are required for exhibit space confirmation.
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Sponsorship Opportunities

CEU Credit Sponsor \$250

Sponsor name/logo placed next to any reference to Continuing Education Unit credit.

Notepad/Pen Sponsor \$250

Sponsor name/logo on pens and notepads distributed to attendees. A sample product must be provided to MSIA by May 1. Sponsor must provide enough materials for all attendees. Please contact our office for attendee count prior to ordering materials.

Breakfast Sponsor \$1,000

Sponsor name/logo tents at buffet station and attendee tables. Sponsor will also be given 2-3 minutes to address the attendees.

Lunch Sponsor \$1,500

Sponsor name/logo tents at buffet station and attendee tables. Sponsor will also be given 2-3 minutes to address the attendees.

Beverage Station Sponsor \$500

Sponsor name/logo tents at beverage stations and attendee tables.

Reception Sponsor \$1,500

Sponsor name/logo tents at appetizer station and attendee tables. Sponsor will also be given 2-3 minutes to address the attendees.

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General Information

Exhibit Set-Up

- Location: Ambassador Ballroom
- Set-Up Times
 - Gold Exhibitors: Wednesday, June 6, from noon – 1:00 p.m.
 - General Exhibitors: Wednesday, June 6 from 4:00 – 5:00 p.m.
 - Alternative time: 7:00 a.m. – 8:00 a.m. on Thursday, June 7.
 - **If you are not set up by the program opening, you will be asked to hold off set-up until the next break.**

Exhibit Tear Down

- At conclusion of event on Thursday

Shipping and Delivery of Exhibit Materials

- **Shipments:** Ship materials to the following:
Recipient's Name
c/o Amway Grand Plaza Hotel
187 Monroe Avenue, NW
Grand Rapids, MI 49503

"Recipient" refers to the person who will be picking up the materials. Write the recipient's name and the name of the event on boxes. All shipments must be prepaid. Amway Grand Plaza Hotel can not 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).

- **Delivery:** **Ship for delivery no earlier than 5/25/18.** Record and bring to the Hotel the waybill number of all packages shipped to the Hotel.

Delivery thru the public motor lobby is limited to two bellman's carts. All other shipments will be directed to the Hotel's Loading Dock. If bellman assistance is needed for delivery purposes, there will be a \$10.00 per cart or \$25.00 per pallet delivery fee.

- **Electricity Accessories:** \$15.00 for an extension cord or power strip
- **Signage:** no signage allowed on first floor lobby. Use of nails, pins, staples, and tape adhesives are not permitted. See convention manager for approved adhesive materials.



2018 Spring Conference
May 31 - June 1 • Amway Grand Plaza, Grand Rapids

Event Venue Information

Amway Grand Plaza – Ambassador Ballroom

- Address: 187 Monroe NW, Grand Rapids MI, 49503
- Phone: 1-800-253-3590
- Hotel room check-in time: 4:00 p.m.; Check-out time 11:00 a.m.
- Overnight Accommodations:
<https://aws.passkey.com/event/49504090/owner/2529966/home>
- **Special Room Rate: \$148.00 (reserve no later than May 6, 2018)**
- Parking:
 - Self-park: \$29.00/day
 - Valet: \$34.00/day (unlimited in/out privileges)

Special Needs

- Please contact us if you need electricity or require assistance with uncrating or transport.

Miscellaneous

- Exhibitors may bring in & distribute to event attendees pre-packaged snack items (candy, etc.)



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2018 Spring Conference Sponsor & Vendor Mail-In Registration Form
June 6-7 • Amway Grand Plaza, Grand Rapids

Contact Information – Please Print

Company/Organization: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: () _____ Cell for on-site contact: () _____

Email: _____

Exhibitor & Sponsorship Options		
Gold Exhibitor	Cost: \$1,000 - Members Only *email office with digital logo and company description for brochure	Company Representatives 1. _____ 2. _____
General Exhibitor	Cost - Select one <input type="checkbox"/> MSIA Member Discount ___ 2 Attendees \$500 ___ 3 Attendees \$600 ___ 4 Attendees \$700 <input type="checkbox"/> Non-Members ___ 2 Attendees \$800 ___ 3 Attendees \$900 ___ 4 Attendees \$1000	1. _____ 2. _____ 3. _____ 4. _____
Sponsorship	Circle one Breakfast \$1,000 • Lunch \$1,500 • Reception \$1,500 CEU Credit \$250 • Notepads \$250 • Beverage Stations \$500	Amount Due \$ _____

Payment

Please make check payable to “MSIA” and mail to office address listed above. You will receive an email confirmation with your assigned booth number after payment is received. Please contact our office with questions.

Federal ID #: 23-7162592

Exhibitor Agreement

Exhibitor agrees to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising from Exhibitor's booth.

Exhibitor shall indemnify, defend and hold harmless the Michigan Self Insurers' Association and Hotels and their officers, agents, members, and employees from all demands, claims, loss, and damage to persons or property arising out of or caused by Exhibitor's negligence in connection with their Booth and conference participation.

_____ Authorized Signature

_____ Date



Kids' Chance of Michigan

Educating Children of Injured Workers

Silent Auction at MSIA Spring Conference Item Donation Registration Form

What is Kid's Chance of Michigan? *Kids' Chance of Michigan is one of 26 state chapters associated with Kids' Chance of America, a national organization. At Kids' Chance of Michigan we're dedicated to helping Michigan kids who need it most – those who need assistance for college or vocational education because a parent has been killed or catastrophically injured in a work-related accident. Our mission is to raise funds to provide need based scholarships to qualifying kids ages 17-22 to pursue their educational dreams at a college, community college, trade or vocational school.*

What kind of silent auction donation items are suggested? *Gift Baskets, Sporting Event Tickets, Use of a Condo/Cottage for a Weekend, Concert Tickets, Spa or Massage, iPad, iPod, GPS, Gift Cards.*

Is there a minimum value required per submission? *Items must have an estimated minimum value of \$100.*

Will your donation be tax deductible? *Kids' Chance of Michigan qualifies as a charitable organization under the Internal Revenue Service Code Section 501(c)(3) and therefore, all contributions are tax deductible.*

Can I donate if we don't have a vendor table? *Yes, anyone can donate.*

What is the deadline for donation form submission: *Submit Completed Form by May 20th, 2018 so that display and bid forms can be prepared for the auction.*

Where should Item be delivered? *Amway Grand Plaza, Grand Rapids, MI*

What is the deadline for item delivery: *Wednesday, June 1st @ 12:00 noon. If you wish to make a donation but cannot take care of the item's delivery, please email <susan.r.azar@gm.com> to make other arrangements.*

When is the silent auction? *June 6-7, 2018*

ITEM DESCRIPTION: _____

DONATED BY: _____

CONTACT PERSON: _____

CONTACT'S EMAIL: _____

CONTACT'S CELL PHONE: _____

ESTIMATED VALUE: _____

CAN YOU GUARANTEE DELIVERY TO THE HOTEL BY Wednesday, June 1st @ noon: Yes No

Email completed form to susan.r.azar@gm.com

Deadline for submission: May 20, 2018