



MICHIGAN SGNA FALL 2017 CONFERENCE

September 22 - 24 , 2017

July 2017

Dear Exhibitor:

MSGNA is pleased to announce our 2017 Fall Conference, hosted by Henry Ford Macomb Hospital Endoscopy Department at the Blue Water Convention Center – Port Huron on September 22 – 24, 2017.

Your company is invited to participate in exhibiting your product/service. The exhibit fee is \$600.00 for a six-foot skirted table and two representatives. This fee helps defray the cost of the exhibit hall, the tables, electricity, and food. There will be an additional \$100.00 charge per extra representative. Payment may be made per PayPal via the MSGNA website or by check. Checks are payable to MSGNA. Payment and vendor contract are to be sent to Ruth Dobberfuhr, Vendor Coordinator. Payments and contracts should be received by September 5, 2017.

Hotel accommodations are at the Quality Inn & Suites, the Holiday Inn Express & Suites and the Double Tree by Hilton-Port Huron. There are discounted rates for MSGNA. Please reference the conference brochure for details.

Attached is your Exhibit Space Contract. Please fill it out and send it to Ruth Dobberfuhr to reserve your table. The exhibit hall will be open for set-up between 6p-7p on Friday, 9/22/2017. A vendor program will be held from 7pm - 8pm on Friday. Exhibit hours Friday evening are 8p –10 p, and Saturday morning 9/23/2017, 7 a.m. – 8 a.m. and during the morning break. You are free to close up your exhibit after this time. If you have any questions or have special forms, (W9), or grant applications, that need to be filled out, please email Ruth Dobberfuhr. We must have a copy of the signed contract to register your company for the conference.

We will be continuing the Vendor Cards at this conference.

Any additional contributions will be designated toward raffles for membership and future conference fees.

Our Tax ID # is 36-4234108

See you in September!

Sincerely,

Ruth Dobberfuhr RN

Vendor Coordinator

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