



MICHIGAN SGNA SPRING 2019 CONFERENCE

May 11, 2019

March 2019

Dear Exhibitor:

MSGNA is pleased to announce our 2019 Spring Conference, on May 11, Saturday at Beaumont Troy Mocer Learning Center (44201 Dequindre Rd, Troy 48085). It is hosted by the MSGNA Board of Directors. It will be a one day event. There will be on off site Friday program at Flipp's.

Your company is invited to participate in exhibiting your product/service. The exhibit fee is \$350.00 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 May 1, 2019.

Hotel accommodations are at the Courtyard Marriott on Utica Rd. 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 available on Friday evening for early set up but there are no programs scheduled for Friday evening. The exhibit area will be available at 6am and nursing registration will open Saturday morning, 5/11/2019 645am. Vendor visitation will occur from 645am -730am 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 vendor contributions are appreciated and will be designated toward raffles for membership and future conference fees.

I also want to introduce Karen Stafford RN from Ann Arbor VA. She is our new Assistant Vendor Coordinator.

Our Tax ID # is 36-4234108

See you in May!

Sincerely,

Ruth Dobberfuhr RN
Vendor Coordinator
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