

Michigan Association of Collection Agencies

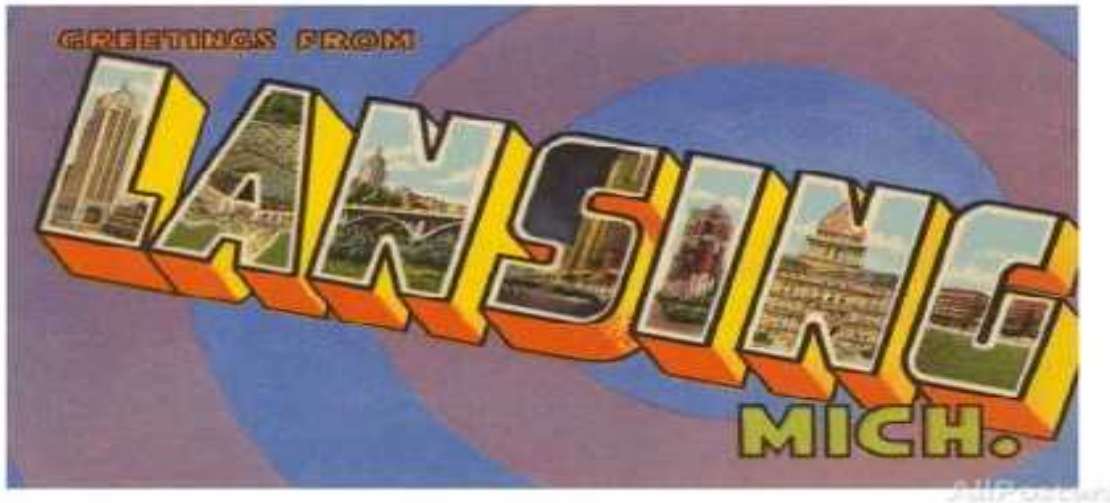
78th Annual Conference



May 3rd – 5th, 2017
Crowne Plaza Lansing West
Lansing, MI

Exhibitor Prospectus

[Registrations are DUE on or before Friday, March 31st, 2017](#)



Reasons to participate:

-) Meet existing & potential clients in this niche market
-) Demonstrate new products and services
-) Shorten the buying process
-) Meet buyers face-to-face
-) Develop new leads
-) Distribute product samples and information
-) Network and sell to other exhibitors



Exhibition Tentative Schedule

Wednesday, March 3rd, 2017

10:00 a.m. – 4:00 p.m..	Angelo-Smith Golf Outing at Timber Ridge
4:00 p.m. – 6:00 p.m..	Exhibitor move-in and set-up
6:30 p.m.. – 9:00 p.m..	Welcome Reception
9:00 p.m..	Hospitality Suite

Exhibitors are highly encouraged to participate in Golf Outing at Timber Ridge

Thursday, March 4th, 2017

7:00 a.m. – 7:45 a.m.	Continental Breakfast – Exhibit Hall
7:45 a.m. – 8:00 a.m.	Bus Ride to Capitol
8:00 a.m. - 10:00 a.m.	Meeting in House Speaker's Library
10:30 a.m. - Noon	Meeting with Legislators at Capitol Building
Noon – 12:15 p.m..	Bus Ride to Crowne Plaza
12:15 p.m.. – 1:15 p.m..	Lunch
1:15 p.m.. – 6:00 p.m..	Sessions
7:00 p.m.. – 10:00 p.m..	Formal Dinner & Auction

Friday, March 5th, 2017

8:00 a.m. – 9:00 a.m.	Continental Breakfast – Exhibit Hall
9:00 a.m. – NOON.	Sessions



Crowne Plaza – Lansing West
925 S. Creyts Road
Lansing, MI 48917
(517) 323-7100

Venue Information

With a convenient central location, just off I-496, the Crowne Plaza Lansing West puts you just minutes from the Capitol building, Michigan State University, and all points of business in Greater Lansing. Plenty of complimentary parking is available surrounding the hotel and the hotel offers shuttle service to the Lansing Capital Region International Airport.

The property boasts over 17,000 sq. ft. of flexible meeting and event space as well as dedicated Crowne Meetings Manager to take care of every detail. At the hotel ranked #1 in Guest Satisfaction among all Crowne Plaza Hotels & Resorts in North America, you will experience a level of personalized service unmatched at other area properties.

You are encouraged to enjoy any and all of the following:

- Dedicated “Quiet Zones”
- Guaranteed wake-up calls
- 24-hour indoor basketball, swimming, fitness center
- and more upscale amenities
- Onsite full-service restaurant, Bordeaux



Reserve your room today!

Guest Room Rates

\$154.00 per night, plus 6% state tax and 6% room Assessment

Guest Room Amenities

Enjoy all the comforts of home, including a refrigerator, microwave, 48” flat screen TV with 60 channels, coffee maker, iron and ironing board. Wi-Fi is complimentary.



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Vendor & Sponsorship Information

Committing to MACA as a Vendor and/or Corporate Sponsor serves as an effective marketing tool for companies wishing to gain prestigious visibility at our Annual Conference (March 3rd through the 5th, 2017). Show your support for the Michigan Association of Collection Agencies and its members by attending this conference.

Vendor Fee: \$500 – includes one 4ft. table, 2 chairs, 5 meals for 1 attendee, a 5-minute intro/presentation, and 1 item to be placed in attendees’ welcome bags

Additional Attendees: \$175 X _____ (# of addl. attendees) – includes 5 meals per additional attendee

Display-Only Vendor: \$250 – Encourage for vendors unable to physically attend; all materials must be received by Scott Idle no later than April 5th, 2017

Vendor TOTAL: \$_____

Sponsors will be introduced during the Welcome Ceremonies and will receive special recognition at the Conference. Sponsorship levels, fees and sponsored events for 2017 are as shown below:

Sponsorship Level	Sponsorship Fee	Sponsored Events	Sponsorship Selected (X)
Diamond	\$2,000	Golf foursome and all materials will be entitled, “Presented by [Your Company]”	_____
Platinum	\$1,500	Welcome Reception and Thursday Formal Dinner & Auction	_____
Gold	\$1,000	Golf Outing and Thursday Lunch	_____
Silver	\$500	Thursday and Friday Breakfasts	_____

Sponsorship TOTAL: \$_____

Method of Payment: Please fill out the Combined Payment Form below.



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Vendor/Sponsor Application & Contract

Company Name:

Company Address:

Company City: State: Zip:

Company Phone: Fax:

Contact Person: Email:

Names of Company Representatives who will attend:

1) 1st Name: Last Name:

Email:

Position with Company:

2) 2nd Name: Last Name:

Email:

Position with Company:

Attach additional names as needed.

Exhibitor Information: Exhibits will be in the Ballroom at the Crowne Plaza. The Exhibit Hall is available for booth setup from 4pm to 6pm on March 3rd and breakdown may begin after Noon on March 5th.

Electrical service (a 120-volt electrical outlet) is available at no cost. Free wireless internet service is available in the lobby, exhibit hall and all guestrooms. Additional services; i.e., telephone lines, wired internet in the exhibit hall and display booth shipments must be contracted separately with the hotel by contacting Melissa Winkel at (517) 391-1294 or by email at mwinkel@cplansingwest.com.

Please review the attached Exhibit Hall Rules and Policies prior to signing.

We agree to abide by the Exhibit Hall Rules and Policies as specified on the enclosure.

Contact Person Signature Date

Method of Payment: Please fill out the Combined Payment Form below.

This completed registration form must be emailed to side@congresscollection.com

OR mailed to:

MACA
C/O Scott Idle
28552 Orchard Lake Road Suite 200
Farmington Hills, MI 48334



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Combined Payment Form

Exhibits, Sponsorships, Additional Events

Exhibitor Registration (\$500 and includes one representative)	\$ <u>500</u>
Registration for additional company representatives @ \$175/person x _____	\$ _____
We will be a Sponsor: (enter \$ from Sponsorship form)	\$ _____
Display-Only Vendor @ \$250	\$ _____
Angelo-Smith Golf Outing @ \$100/person x _____	\$ _____
GRAND TOTAL FOR ALL EVENTS	\$ _____

Method of Payment:

Check for \$ _____ made payable to **Michigan Association of Collection Agencies** and mail to the address below.

Or:

Charge my Visa Master Card AmEx For \$ _____

Name on Card _____ Security Code _____

Card Number _____ Expiration Date _____

Signature _____ Billing Zip _____

Please provide an email address where we may send your receipt: _____

This completed registration form must be emailed to side@congresscollection.com

OR mailed to:

MACA
 C/O Scott Idle
 28552 Orchard Lake Road Suite 200
 Farmington Hills, MI 48334

2017 MACA Annual Conference

Exhibit Rules and Policies

Contract

The following contract provisions and exhibit rules and policies become binding upon acceptance of this contract between the applicant, his/her employees, agents and the.

Payment and Cancellations

Applications for exhibit space must be accompanied by the required payment. Cancellations of exhibit booth registrations received **prior to** April 1st, 2017 will receive a refund of 50 percent of the fee. **No refunds will be issued on or after April 1, 2017.**

Delivery and Storage of Equipment

Each exhibitor shall be responsible for the delivery of his/her own equipment and display material and for the removal of the same. Exhibitors are to coordinate shipments to and from the hotel with Melissa Winkel, Sales Manager at Crowne Plaza Lansing West, at (517) 391-1294 or mwinkel@cplansingwest.com.

Address shipments to:

(Your Company/Sender's Name)
MACA Annual Conference
Crowne Plaza Lansing West
925 S. Creyts Road
Lansing, MI 48917

Booth Equipment and Liability

Approximately 8x8 feet of space is available for each exhibit, including a 4 ft. table and a 120-volt electrical outlet at no additional charge. Additional equipment or services must be contracted with the hotel at the exhibitor's expense. Exhibits shall not exceed the space provided for each booth and shall not obstruct the view of other attendees or exhibitors. Nothing shall be attached to the walls, floors or other parts of the exhibit hall without the express permission of MACA and the Crowne Plaza Lansing West. The exhibitor, at his/her expense, must replace any property destroyed or damaged by the exhibitor to its original condition. All materials must conform to the local building and fire codes.

Security/Liability Insurance

Michigan Association of Collection Agencies and the Crowne Plaza Austin are not responsible for injury to persons or damage to or loss of property. The exhibit hall will be secured by the hotel staff when not in use. However, the exhibitor agrees to protect, defend, indemnify and hold harmless Michigan Association of Collection Agencies and the Crowne Plaza Austin against any claims, losses, damages, or liability arising from the exhibitor, its employees or agents.

Distribution of Materials

Distribution of printed materials, samples, souvenirs, etc. to attendees must be approved in advance by Michigan Association of Collection Agencies' Secretary, Kirstin DeMaio.

Americans with Disabilities Act

If anyone has a disability that may impact participation in this conference or has special dietary restrictions, attach a statement to this contract specifying the related needs. We will make every effort to accommodate special requirements, but cannot assure the availability of appropriate accommodations without prior notification.

For Additional Assistance:

Contact Scott Idle at (517) 755-6000 or sidle@congresscollection.com