Exhibitor & Sponsor Information

2020 MI NAHRO
SPRING CONFERENCE
May 27-29, 2019
Crystal Mountain Resort
Thompsonville, Michigan

ABOUT THE SHOW
You’re invited to take part in the 2020 MI NAHRO Spring Conference. This event will take place at Crystal Mountain Resort in Thompsonville, MI, on May 27-29 2020. Attendance is expected to be around 120 professionals from the industry.

WHO EXHIBITS
Companies representing the best products and services in the industry will be exhibiting. This exposition will provide you with an excellent opportunity to increase your sales volume by marketing to prospective clients who are actively seeking the products and information that you have available.

EXHIBIT SPACE RATES
Exhibitor Fee (single representative) - $325 (Fee includes one table, meals for one company representative, cocktails and hors d’oeuvres at hospitality)
Exhibitor Fee (two representatives) - $400 (Fee includes one table, meals for two company representatives, cocktails and hors d’oeuvres at hospitality)
additional 6’ tables ......................$50 each
additional representatives............$75 each

ELECTRICITY
Each vendor is responsible for letting us know if you need electricity. Please be sure to indicate on your registration form if you are in need of electricity.

SPONSORSHIP OPPORTUNITIES
Your company can expand its visibility at this event by being a conference sponsor. Sponsorship opportunities include:

Gold Sponsor - $1500
Addressing the Conference
The gold sponsor is the only sponsor given the opportunity to address the conference. As the gold sponsor you will have the opportunity to address the conference for 5 to 10 minutes and introduce the luncheon speaker prior to the Thursday Luncheon.

Room Key Advertising
The gold sponsor is the only sponsor whose company logo appears on the room key cover of all our attendees staying at the conference hotel.

Name Badges
The gold sponsor is the only sponsor whose company logo appears on the attendee name badges. Your company logo will be featured on the lower right corner of the attendee name badges.

Exhibit Space
As the gold sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

Signage Rights
The gold sponsor is entitled to provide appropriate signage in the main conference rooms and the conference registration area. The gold sponsor signage will be more prominent than those of any co-sponsors.

Conference Projection Backdrop
As the gold sponsor your company logo will appear along with the conference logo and more prominently than those of any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

Conference Promotional Material
As the gold conference sponsor your company’s name will appear more prominently than those of any co-sponsors on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

Company Literature and Giveaway
As the gold conference sponsor you have the opportunity to distribute your company’s brochure and a gift/giveaway to be included in the attendee pack that is distributed to participants upon registration at the conference.
Silver Sponsor - $1000

**Exhibit Space**
As a silver sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

**Conference Projection Backdrop**
As a silver sponsor your company logo will appear along with the conference logo and any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

**Conference Promotional Material**
As a silver sponsor your company’s name will be featured on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

**Company Literature**
As a silver sponsor you have the opportunity to distribute your company’s brochure to be included in the attendee packet that is distributed to participants upon registration at the conference.

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Bronze Sponsor - $500

**Exhibit Space**
As a bronze sponsor your company will receive a complimentary vendor table that includes registrations for two company representatives.

**Conference Projection Backdrop**
As a bronze sponsor your company logo will appear along with the conference logo and any co-sponsors on the default projection backdrop in the main conference hall. This backdrop will be used during general announcements, at the start and end of sessions and at all other times during the proceedings when the projector is not in use by presenters.

**Conference Promotional Material**
As a bronze sponsor your company’s name will be featured on the conference website, the on-site conference agenda and on sponsor recognition signage at the conference.

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**FOLDER INSERT - $100**
Have you thought about expanding your contacts with the housing industry professionals throughout the state of Michigan? Purchasing a folder insert at $100 gives your company the opportunity to insert a one piece promotional item into the conference packet. This is a great marketing opportunity for those who can not make it to the event in person.

**SHOW DATES AND HOURS**
Wednesday, May 27th
7:00 p.m. - 10:00 p.m. exhibit setup
Thursday, May 29th
8:00 a.m. - 5:00 p.m. - show hours
6:00 p.m. - 9:00 p.m. - exhibitor hospitality

**SHOW INQUIRIES**
For questions about the show, please contact:
Tim O’Brien, Vendor Liaison Committee Chair
tobrien@sbs-companies.com or 810-990-4479
Cheryl Anne Farmer, State Service Officer
minahro@minahro.org or 734-498-2493

**SECURITY**
The exhibit area will be locked after show hours, however we will not be held responsible for valuable items left in the exhibit area. It is the sole responsibility of the exhibitor to obtain insurance to cover the exhibitor’s property.

**HOTEL INFORMATION**
Crystal Mountain Resort
12500 Crystal Mountain Dr.
Thompsonville, MI 49638
A block of rooms under the name of Spring MI NAHRO Conference until April 26, 2020
A block of rooms under the name of Michigan NAHRO until **April 26, 2020** reference group code MI NAHRO when making reservation.

Room rates: $102 /night for a Hotel Queen room or $139 /night for a Suite or $169 /night for a one bedroom condo; $219 /night for a two bedroom Condo and $409 /night for a four bedroom resort home. (single or double occupancy) Please see rooming form for other pricing options.

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**Wednesday, May 27 @ 10:00 a.m.**
**2020 NAHRO SPRING GOLF SCRAMBLE**
Everyone welcome . . . men, ladies, and golfers of all abilities! Contact Cheryl Anne Farmer at 734.498.2493 or minahro@minahro.org for details and to reserve a spot before May 20, 2020.

**We will golf 18 holes!**

Betsie Valley Course at Crystal Mountain
$41/person with Cart
Exhibitor & Sponsor REGISTRATION FORM

May 27-29, 2020
MI NAHRO Spring Conference
Please fill out the information requested below. Please print clearly.

EXHIBITOR & SPONSOR INFORMATION

Company Name

Address

City/State/ZIP

Phone

Website

Email

Company Representative

Company Representative

EXHIBITOR FEES:

Exhibitor Fee (single representative)  □ $325
(Fee includes one table, meals for one company representative, cocktails and hors d’oeuvres at hospitality)

Exhibitor Fee (two representatives)  □ $400
(Fee includes one table, meals for two company representatives, cocktails and hors d’oeuvres at hospitality)

Extra Table(s) ______@$50=________
Additional Reps ______@$75=________

ADDITIONAL INFORMATION

□ Yes, I need Electricity

□ Yes, I need a Name Badge

□ Yes, I need a 6’ table

□ Yes, I need a tablecloth and skirting

□ Our company would like to contribute $_________ to Hospitality.

□ Our company would enjoy providing the following door prize:

Company Description:(one sentence)

SPONSOR FEES:

Gold Sponsor  □ $1500
Silver Sponsor  □ $1000
Bronze Sponsor  □ $500
Folder Insert  □ $100

PAYMENT INFORMATION

TOTAL: $___________
Please add the section totals and place sum in space provided above.
Check #___________
Please make checks payable to Michigan Chapter of NAHRO.

CANCELLATION INFORMATION

Cancellations received 14 days prior to Conference will be refunded less a $50.00 cancellation fee. NO CANCELLATIONS AFTER May 13, 2020. Contact MI NAHRO Service Officer, minahro@minharo.org.

Questions?
Call the MI NAHRO office at 734.498.2493.

Return registration form and payment to:
MI NAHRO
169 Templar, Pinckney, MI 48169
734.498.2493 minahro@minharo.org
You can also register online at www.minahro.org.
Fax: 734.498.8415
Group Name: MI Chp - Nat'l Assn of Housing & Redevelopment Officials

Group #: 46A6A4
Issued: 12/19/19
Dates: May 26, 2020-May 29, 2020

Reservations may be made by calling 1-855-520-2974, by utilizing this form or by booking online at Book Online Here. This is a direct link to the Crystal Mountain online booking system with your group code. If the group code (46A6A4) does not populate into the online booking system form automatically, it is possible your organization’s security settings may be blocking this. In this case, after you click the link and get to the online booking system, you may need to click on the “Have a Special Code?” link and key in your group code (46A6A4) manually to view the selections for your group.

A selection of overnight rooms are being held exclusively for MI Chp - Nat’l Assn of Housing & Redevelopment Officials for best availability and selection reservations should be made by April 26, 2020, reservations received after this date will be taken on a space-available basis and at the prevailing discounted rate. If room type requested is not available, the next available room type and rate will be confirmed. Crystal Mountain does it’s best to accommodate requests, however cannot guarantee specific rooms/units. Please inquire with reservation staff for additional unit types available beyond those listed.

Check-in: 5:00pm  Check-out: 11:00am

<table>
<thead>
<tr>
<th>Room</th>
<th>Single/Double Rate</th>
<th>Single/Quad Rate</th>
<th>Indicate 1st &amp; 2nd Choice</th>
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</thead>
<tbody>
<tr>
<td>Hotel Queen</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Inn Suite</td>
<td>$139</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Bedroom Condo</td>
<td>$169</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Bedroom Condo</td>
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<td></td>
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</tr>
<tr>
<td>Four Bedroom Resort Home</td>
<td>$409</td>
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</table>

*Quoted rates are subject to 6% state tax, 2% local assessment and 9% service fee
*State tax, local assessment, and service fee are 2019 rates and are subject to change in 2020.

Package Includes: Lodging Only (per unit, per night)
• Up to 2 children ages 17 & under sleep free when occupying same room with 1 paying adult.
• There is a $20.00 plus tax, per person, per night charge for additional adults above the quoted occupancy.
• Credit card imprint is required at check-in for all guests.

Deposit / Cancellation Policy: A deposit equal to the first night's lodging is required with each reservation. Please make check or money order payable to Crystal Mountain or include a credit card number below. Do not send cash. Deposit is fully refundable, less a $10 administrative fee if cancellation or modification occurs at least 7 days prior to your arrival date. Deposits are non-refundable if the cancellation occurs within 7 days of arrival. Modifications to your reservation including changing dates or reducing the length of your stay will result in a charge equal to one night's stay. **No refund on unused portion of package stays.**

Group #: 46A6A4

Arrival Date: _______  Departure Date: _______  Number of: Adults in Party: _______  Children 17 & under: _______

Mr.  Mrs.  Ms.  Dr. (circle one): Name: __________________________________________________________

Address: _______________________________________________________________________________________

City: __________________________________ State: ___________ Zip: _________ Telephone #: ___________ (Home)

E-mail Address: _________________________________________________________________________________ (Work)

Conference attendees sharing same room: ____________________________________________________________

Special requests: (handicap accessible, etc.): ______________________________________________________

Would you like to be contacted for lesson, recreation, tee time or spa reservations?  Yes ________  No ________

Signature: ___________________________________________ Date: ________________________________

Tax exempt individual: If your agency is tax exempt you may qualify for exemption from the 6% state use tax; reservations are not exempt from the 9% service fee or the 2% assessment. To qualify for exemption please complete the tax exempt form and provide any required documentation. Reservations must be paid with agency funds. If an agency credit card is being used for payment, a credit card authorization form must be completed. For your convenience Tax Exempt Instructions are included to provide the specific requirements and where to send your documents. (Personal funds or cash do not qualify for tax exemption)

______ Agency check enclosed.
______ Agency credit card completed below (MUST include credit card authorization form).
Please use my personal credit card to guarantee the reservation. Payment with agency funds will be provided prior to arrival.

AUTHORIZATION NOTE: I authorize and acknowledge that all of the charges below will be processed to my payment card as detailed above. (Due to PCI compliance; we can only accept the last 4 digits of the credit card by e-mail- once the reservation is set up a Reservation Agent will call you for the Credit card information).

Credit Card #: ________________________  Expiration Date: ____/____  Billing Zip Code: ______________________

Agency or individuals name as it appears on Card: ___________________________________________________

Please contact Reservations with any questions at 1-855-520-2974. The information can be provided in the following ways:

Mail to: Crystal Mountain Resort Reservations  Fax to: 231-378-4879  Email to: reservations@crystalmountain.com
12500 Crystal Mountain Drive
Thompsonville, MI 49683

For office use only:
Res # _____________ Initials: ____ Date: __________ Notes: _________
CRYSTAL MOUNTAIN ACCOMMODATIONS

The lodging links below are for information only, in order to get the group rate when booking online please use the link on the reservation form or this link Book Online Here.

Our accommodations offer a unique guest experience with a variety of different lodging options, and conveniently allow houseguests to take advantage of our houseguest perks during their stay. All accommodations are non-smoking, and feature daily stay-over service, air conditioning, satellite television, coffee maker, video player, hairdryer, iron, and ironing board. Please visit our Lodging and Package Details, and Resort Map for more information.

Studio Room, Hotel and Suite Options

PINEHURST STUDIO ROOMS ~ Studio Rooms are nestled among the pines and situated along the 9th fairway of our Betsie Valley golf course. Pinehurst offer a convenient location near Kinlochen and the Buck Quad chairlift, while remaining only a short distance from the village core. ~ Lodging Amenities • Sleeps 2 guests • One queen bed • Private bath with jetted tub in select units • Efficiency kitchen • Two-story building with exterior doorways • No elevator

HAMLET HOTEL OR CRYSTAL COLONY HOTEL ~ Hotel accommodations are conveniently located in the heart of the resort near Kinlochen and Crystal Spa, and just a short distance away from the slopes, Park at Water's Edge, and the Crystal Conference Center. ~ Lodging Amenities • Sleeps up to 4 guests • Two queen beds OR one queen bed and one queen Murphy bed • One bath with jetted tub in select units • Efficiency kitchen • Community ice machine available in building • Two or three-story building with interior hallways • No elevator • Luggage service available at Front Desk

INN AT THE MOUNTAIN HOTEL ~ Inn Guestrooms are located in the heart of the village core, next to the Crystal Conference Center, between the Park at Water's Edge Outdoor Pool and Barr Park, and just steps away from the ski slopes. Inn at the Mountain is home to a new coffee shop/wine bar, and to a specialty market featuring fresh and prepared food. ~ Lodging Amenities • Sleeps 2-4 guests • Two queen beds OR one king bed • Luxury bathrooms with heated tile floors • Mini refrigerator and coffee maker • Electronic work station with voice and data ports • Private outdoor balcony in most units • Community ice machine, washer, and dryer available in building • Three-story building with interior hallways • Has an elevator, and access to the 4th floor Rooftop Terrace.

INN AT THE MOUNTAIN LEGACY SUITES ~ Suites are located in the heart of the village core, next to the Crystal Conference Center, and between the Park at Water's Edge Outdoor Pool and Barr Park, just steps away from the ski slopes. Inn at the Mountain is home to a new coffee shop/wine bar and to a specialty market featuring fresh and prepared food. ~ Lodging Amenities • Sleeps up to 4 guests • King bed and one queen sofa sleeper • One private bathroom • Mini refrigerator and coffee maker • Electronic work station with voice and data ports • Private outdoor patio • Community ice machine, washer, and dryer available in building • Has an elevator, and access to the 4th floor Rooftop Terrace • Barrier free accommodations upon request

INN AT THE MOUNTAIN SUITES ~ Suites are located in the heart of the village core, next to the Crystal Conference Center, across from the Park at Water's Edge Outdoor Pool and close to the slopes. ~ Lodging Amenities • Sleeps up to 4 guests • Private bedroom with king bed • One queen Murphy bed in living area • Private bath with jetted tub for two • Efficiency kitchen • Electronic work station with voice and data ports • Private outdoor balcony • Community ice machine, washer, and dryer available in building • Two-story building with interior hallways • Has an elevator • Barrier free accommodations upon request