



## **MICHIGAN SGNA SPRING 2018 CONFERENCE**

**March 9 - 10, 2018**

January 2018  
Dear Exhibitor:

MSGNA is pleased to announce our 2018 Spring Conference, GI on Tap in Grand Rapids, hosted by Grand River Endoscopy Center at the Double Tree by Hilton Grand Rapids Airport on March 9 – 10, 2018.

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 Dobberfuhl, Vendor Coordinator. Payments and contracts should be received by February 25, 2018.

Hotel accommodations are at The Double Tree by Hilton Grand Rapids Airport, 4747 28<sup>th</sup> St SE, Grand Rapids, 49512.

There are discounted rates for MSGNA, at \$105/night until Feb 16, 2018.  
Please reference the conference brochure for details.

Attached is your Exhibit Space Contract. Please fill it out and send it to Ruth Dobberfuhl to reserve your table. The exhibit hall will be open for set-up between 6p-7p on Friday, 3/9/2018. A vendor program will be held from 7pm - 8pm on Friday. Exhibit hours Friday evening are 8p – 10 p, and Saturday morning 3/10/2018, 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 Dobberfuhl. 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 March!

Sincerely,  
Ruth Dobberfuhl RN  
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