

# REGISTRATION INFORMATION

NGAM – 61<sup>st</sup> Annual State Conference | May 12 – 14, 2017

Grand Hotel – Mackinac Island, MI



## Exhibitor Packet

### TENTATIVE AGENDA

#### THURSDAY | MAY 11, 2017

##### **Partners in Patriotism Event (Invite Only)**

*Location to be determined | Northern Michigan*

1700-1800: Cocktail Reception

1800-1900: Executive Dinner

#### FRIDAY | MAY 12, 2017

##### **NGAM Golf Outing**

*Jewel Golf Course – Mackinac Island*

1200: Registration

1300: Shot Gun Start

1600: Awards Presentation

##### **NGAM State Conference**

*Grand Hotel – Mackinac Island*

1500-1700: Registration Check-in | Exhibitor Setup

1700-2200: Hospitality Suite

1700-1930: Dinner on own – Enjoy the Island!

1930-2100: Statesman Social – All invited

#### SATURDAY | MAY 13, 2017

##### **NGAM State Conference**

*Grand Hotel – Mackinac Island*

0730-0830: Registration Check-in | Exhibitor Setup

0830-1300: Exhibits Open

0900-1030: NGAM Business Meeting

1030-1100: Networking Break with Partners in Patriotism

1100-1200: Professional Development

1200-1300: Partners in Patriotism Box Lunch – All invited

1300-1430: Exhibitor Tear down

1230-1330: Retirees Luncheon

1800-1900: Dinner

1900-2300: Cash Bar and Dancing

### Register Online Now!

For questions, please contact:

Tammi Connell

*Conference Administrator*

NGAM-Associate@outlook.com

517.290.3435

### EXHIBITOR OPPORTUNITIES

The cost to exhibit your products and/or services at the 2017 NGAM State Conference is \$275 and \$175 for each additional table. Each exhibitor registration is allowed two people. To have three or more people, there is a charge of \$75 per person beginning with the third person. Exhibit space includes one draped 8' table, two chairs, one wastebasket, and a standard electrical connection.

#### **Exhibitor Setup Options:**

Friday, May 12 – 3:00pm to 5:00pm | Saturday, May 13 – 7:00am to 8:30am

#### **Exhibition Hours:**

Saturday, May 13 | 8:30am to 1:00pm

#### **Exhibitor Teardown:**

Saturday, May 13 | 1:00pm to 2:30pm

*We have a limited amount of space for exhibitor booths – be sure to register early!  
Space is available on a first-come, first-served basis.*

## SPONSORSHIP OPPORTUNITIES

The National Guard Association of Michigan values and appreciates the participation of our sponsors. To better assist these sponsors with determining what level of participation they choose, the following opportunities will be given to each sponsor based on the following criteria:

### Contributing Sponsor of Conference Breaks – \$150

- Identified in program booklet
- Recognition and signage at event
- Recognition on NGAM's website and Facebook page
- Access to provide marketing and promotion materials in conference registration bags

### Sole Sponsor of Conference Registration Bags – \$\*\*

- Identified in program booklet
- Recognition and signage at event
- Recognition on NGAM's website and Facebook page
- Access to provide marketing and promotion materials in conference registration bag

*Arrangements to be made and agreed upon by the NGAM Conference Administrator. This opportunity is limited to first-come, first-served!*

Please contact Tammi Connell at 517.290.3435 or email at NGAM-Associate@outlook.com

### Game Hole Sponsor– Golf Outing – \$125

(Longest Drive | Closest to the Pin)

- Sponsor name on game hole signage
- Half-page ad in conference program
- Opportunity to include item in golfer giveaway bag
- Sponsor reference on association website
- Recognition on NGAM's website and Facebook page

### Hole Sponsor – \$50

- Sponsor name on signage at tee box
- Opportunity to include item in golfer giveaway bag
- Sponsor reference on association website
- Recognition on NGAM's website and Facebook page

**Register Online Now!**

## ADVERTISING OPPORTUNITIES

Advertising space is available in the 2017 NGAM Conference Booklet to help support the soldiers and airmen of the Michigan National Guard. The program booklet is designed to update NGAM members about Michigan National Guard activities and changes in personnel, units, and equipment, as well as serve as a guide for nearly 200 conference attendees throughout the duration of the NGAM Conference.

Advertising artwork may be in InDesign, Illustrator, Photoshop, PDF, JPG, Word or Excel formats (no Publisher files, please). Please use 300-dpi photos for best quality.

**Ads must reach NGAM by 5 PM on April 14, 2017 to be included in the program**

Ads are to be emailed to:  
Tammi Connell  
Conference Administrator  
NGAM-Associate@outlook.com  
Questions – 517.290.3435

Full Page – Outside Back Cover – 8.5" x 11" ..... **\$475**  
*\*Opportunity limited – first come, first served*

Full Page – Inside Back Cover – 8.5" x 11" ..... **\$325**  
*\*Opportunity limited – first come, first served*

Full Page – Inside Front Cover – 8.5" x 11" ..... **\$325**  
*\*Opportunity limited – first come, first served*

Full Page – 8.5" x 11" ..... **\$175**

Half Page – 8.5" x 5.5" or 4.25" x 11" ..... **\$125**

Quarter Page – 3.75" x 5" ..... **\$75**

**Register Online Now!**

## HOST HOTEL

A block of hotel rooms have been reserved with the Grand Hotel on Mackinac Island. The daily rates are as follows:

**Double, per person, per night: \$130.00**

**Single, per night: \$185.00**

These daily group rates are based on the Modified American Plan and do include a full breakfast and dinner each day. A 19.5% added charge is applied to the room rates. Michigan's 6% sales tax applies to the room as well as the 19.5% added charge. As mandated by state law, a 2% Mackinac Island assessment applies to the daily rate.

A deposit of one night's daily rate must accompany the reservation in order to hold a room. These deposits are applied to the confirmed final night's stay.

There is a 10-day cancellation policy. This means that reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit their room deposit.

There is a one-time charge for round-trip baggage transfer from the docks to the hotel and return. This baggage handling charge is currently \$8.00 per person, but subject to change.

The cutoff date to reserve your room is **Wednesday April 12, 2017**.

To make a reservation, please email, fax or mail the enclosed reservation form to the Grand Hotel - *no phone calls accepted*.

## NGAM State Conference Contact Information

**Tammi Connell**  
Conference Administrator  
517.290.3435  
NGAM-Associate@outlook.com

**Chad Grant**  
Corporate Member Development  
859.967.8020  
chad.grant@grantconsultinggroup.net

**NGAM**  
PO Box 14095  
Lansing, MI 48901

**National Guard Association of Michigan**  
**ARRIVE: Friday, May 12, 2017      DEPART: Sunday, May 14, 2017**  
ACCOMMODATIONS MAY BE AVAILABLE PRIOR TO AND FOLLOWING THE ABOVE DATES

**Return this form by: Wednesday, April 12, 2017**

To: Reservations Department  
Grand Hotel  
PO Box 286  
Mackinac Island, Michigan 49757  
Telephone: (906) 847-3331  
Fax: (906) 847-0945  
E-Mail: groupforms@grandhotel.com



**SALUTATIONS** \_\_\_\_\_

(please print or type)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

If sharing a room, name(s) of person(s) sharing with you: \_\_\_\_\_ Business Telephone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Grand Hotel offers a variety of room types for conference attendees. Guests sometimes ask to arrive earlier or remain later than the conference's official dates. We welcome your request for a specific room, room type, or room dates either prior to or following the conference. While your request will receive careful attention, please understand that it cannot be guaranteed.

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

**PLEASE RESERVE THE FOLLOWING ACCOMMODATIONS:**

☐

\$130.00 daily, per person, based on double occupancy

☐

\$185.00 daily, based on single occupancy

**Grand Hotel operates on the Modified American Plan.** This means that your daily rate *includes* breakfast and dinner. In addition to our Grand Luncheon Buffet, other facilities are available at Grand Hotel for lunch.

**RESERVATIONS FOR ADDITIONAL PERSONS**

0 9 years of age and under, no charge, except for luggage charge

0 10 through 17 years of age, \$59.00 daily, per person

0 18 years of age and over, \$139.00 daily, per person

**For an adult staying in a guest room with one or more children, the adult will pay the single convention rate, the children will be at the appropriate children's rates listed above. For any children staying in a guest room without an adult, the oldest child will be charged the single convention rate and the remaining children will be at the additional persons rates listed above.**

**THE RATE UTILIZED FOR YOUR MEETING IS A FLAT, RUN-OF-THE-HOUSE PLAN, MEANING GUEST ROOMS WILL BE RESERVED IN PRIORITY ORDER ACCORDING TO DATE RESERVATION FORM IS RECEIVED BY GRAND HOTEL.**

**NO TIPPING:** Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. There is tipping at the following offsite restaurant locations: The Jockey Club at the Grand Stand, Woods, The Gate House, the Pool Grill, Cawthorne's Village Inn, Sushi Grand and Fort Mackinac Tea Room.

**NOTE:** Michigan 6% Sales Tax applies to all charges, including a 19.5% added charge on the per person daily room rate. There is also a 2% Mackinac Island Assessment charge on the per person daily room rate. There is a one-time charge of \$8.50 per person for transfer of luggage from the dock to the Hotel and return. Taxi transportation to and from the boat docks and the Hotel is not included in the daily rate.

The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room. All rooms in the block, which have not been reserved 30 days in advance of the meeting, will be released for other guests. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$185.00 charge.

**DEPOSIT POLICY:** A deposit, including luggage charge, must accompany this form in order to hold your room.

**METHOD OF DEPOSIT:** Please select method of payment.

☐

Please charge one full night rate to my credit card

☐

Please charge my full stay to my credit card

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Not valid without signature)

Grand Hotel accepts VISA, MasterCard, Discover, American Express, traveler's checks, personal checks, and cash payments for bills.

**CHECK-IN TIME:** After 4:00 p.m.

**CHECK-OUT TIME:** Before 11:00 a.m.

Visit our Web site at <http://www.grandhotel.com>

**Your hotel confirmation will be arriving to you via e-mail. Please check your confirmation to make sure it is correct and print it for your records. Please contact us with any questions or changes.**

**In accordance with Michigan Law, all Grand Hotel guests rooms, meeting rooms, restaurants and bars are non-smoking**



# GRAND HOTEL SHIPPING INSTRUCTIONS & EXHIBITOR INFORMATION

Grand Hotel welcomes you and your organization to Mackinac Island. The following information is intended to assist you in shipping your registration materials, convention supplies, exhibit materials and other items to and from Mackinac Island and Grand Hotel. We recommend sharing this information with all persons that will be shipping items for your convention.

## Shipping Instructions thru a common carrier such as Fed Ex, UPS or the USPS:

1. Shipping material to and from Mackinac Island and Grand Hotel is the sole responsibility of the organization or exhibitor and all arrangements for shipping both to and from Grand Hotel must be made by the organization or exhibitor prior to the shipment of all materials.
2. All shipments should be clearly addressed as follows:

### Individual's Name and Name of Shipper's Company c/o

Lauren Washburn

National Guard Association of Michigan

Grand Hotel

286 Grand Avenue

Mackinac Island, Michigan 49757

Hold For: NGAM State Conference

May 12-14, 2017 Box \_\_\_\_ of \_\_\_\_

3. All shipments must be PREPAID by the shipper.
4. All shipments should be sent no MORE than ten (10) days in advance due to storage constraints at the hotel.
5. Shipping Items by major companies such as UPS, Fed Ex and the USPS will insure that there are no additional charges for boats and drays.
6. Overnight deliveries are not guaranteed to Grand Hotel and Mackinac Island, and there are no Saturday UPS deliveries.
7. If you are using Federal Express for shipping please be aware that their representatives come no closer than the Pellston Regional Airport for drop off and pickup. From the airport, to and from the island they use taxi services to transport the packages to the Shepler's Ferry Dock in Mackinaw City. Please allow extra time when shipping items via Federal Express and realize that when the packages show online as being signed for, that is at the Pellston Regional Airport, not the hotel itself.
8. If you ship via a common carrier (i.e.: US Postal Service, UPS, Federal Express, or other overnight services) then their rates will include transportation to Grand Hotel. Should you ship through another carrier (i.e.: trucking company) you must complete the following steps.

## Exhibitor Information for shipping OTHER than common carriers (US Postal Service, UPS, Fed Ex, Etc.) for example, any Trucking Company:

Arrangements for transportation of freight (large amounts of exhibit material, convention supplies, registration materials) by freight boat to and from Mackinac Island are made through:

### Shepler's Ferry Line

601 N. State Street

St. Ignace, Michigan 49781

1. Call 906.643.9440 and please ask for Freight Manager.
2. Shepler's Ferry Line and Grand Hotel requires that **ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS.**
3. Specific arrangements, regarding delivery of shipments to the carriers handling the return of exhibits to the exhibitor after the convention, should also be made through Shepler's Ferry Line.
4. Please note the trucking companies only deliver as far as St. Ignace to the freight docks; thus, it is very important to contact Shepler's Ferry Line to bring your exhibit material to Mackinac Island.

Arrangements for transportation of freight (exhibit material, convention supplies, registration materials) from the Shepler's Ferry Line to Grand Hotel and from Grand Hotel back to the Shepler's Ferry Line are made through Mackinac Island Service Company, Mackinac Island, Michigan 49757.

1. Please call 906.847.3713.
2. Mackinac Island Service Company also requires **ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS.**

Arrangements need to be made at Grand Hotel with your Convention Manager and Exhibit Manager for the return of the items after the exhibits are complete. Please make sure the Hotel Exhibit Manager or your Convention Manager knows which ferry company your freight needs to be delivered to and which of the cities, St. Ignace or Mackinaw City, if should be delivered to.

Please note that all exhibit materials will be taken from the exhibit room the last day of the event and shipped out to the assigned ferry line and city, usually that day. If the exhibits end late in the day they may not go over to the mainland until the next day. It's important for the on-site exhibitor to know when their materials are being picked up and where they are being picked up from.

## Exhibitor Information for bringing your items with you on any of the ferry lines:

If you are carrying your items with you on the passenger ferries, there is usually no additional costs for your items depending on size and number of boxes. Please talk with your ferry company for details. There are some restrictions to the type, number and content of packages allowed on the passenger ferries.

You can label the boxes with Grand Hotel luggage tags to have the items sent directly up to the hotel at no additional charge to you BUT the on-site exhibitor will need to keep their personal luggage tags and the exhibit item luggage tags separate to have them routed to the correct area. Have them turn in their personal luggage tags to the Front Desk for delivery to the guest rooms and the exhibit luggage tags to the Exhibit Manager, who will be in the room during setup, for delivery to the exhibit room. Not keeping the luggage tags separate for personal luggage and exhibit material will result in a delay in exhibit material delivery.

You may also choose to keep your materials separate and have them delivered directly from the boat to the hotel and you would be responsible for keeping their separate from the hotel luggage and also for paying for the drayage from the docks to the hotel. Contact your ferry company for details. The following is the information for the drayage company:

1. Please call 906.847.3713.
2. Mackinac Island Service Company also requires  
**ADVANCED ARRANGEMENTS MUST BE MADE FOR BILLING TRANSPORTATION COSTS.**

## Weight & Size Restrictions

Exhibit Packaging should be no larger than 6'x 6'x 4' and should weigh no more than 450 pounds. Shipment of exhibits may be subject to size and weight restrictions imposed by the carriers, Arnold Transit Company & Mackinac Island Service Company. Grand Hotel reserves the right to refuse to handle any exhibit due to value of shipment or weight.

## Storage

Grand Hotel will provide without charge, storage for up to ten days for the exhibits prior to the convention and for empty cartons and crates during the convention.

## Electrical & Phone Line Needs

Grand Hotel will provide without charge reasonable needs of exhibitors for normal electrical service (110v). Grand Hotel will make every effort to accommodate special electrical services, but arrangements must be made in advance and a reasonable charge for such services may be made.

All such arrangements must be made in writing through Lauren Washburn, Grand Hotel, Mackinac Island, Michigan 49757 at least thirty (30) days prior to the convention.

Grand Hotel can provide, with an additional charge, outside phone lines for use at your exhibit area. These need to be ordered at least thirty (30) days prior to the beginning of the convention. Please contact your convention manager for additional details.

## WiFi and Internet

Grand Hotel provides at no additional charge, WiFi throughout the hotel and meeting areas. Strength of signal does vary in some areas. If you require a hard lined internet line you need to contact your Convention Manager and request a line 30 days in advance of the conference. There will be a charge for all wired phone or internet lines ordered.

## Risk of Loss & Insurance

The risk of loss and damage to all of the exhibitor's goods, materials and displays shall be and remain that of the exhibitor, and the exhibitor shall keep all of such goods, materials and displays fully and adequately insured against any such loss or damage at any time.

## Limitation of Liability & Indemnification

All exhibits, including all goods, materials and displays used in conjunction therewith, are at all times within the exclusive possession and control of the exhibitor. The exhibitor shall be solely responsible and liable for any loss or claims for injuries or damage to persons or property caused thereby; Grand Hotel and all of their employees, agents and representatives shall have no such liability and the exhibitor will indemnify and hold them harmless from any such loss or claim. Exhibitor shall maintain adequate public liability insurance with respect to all such losses or claims.

## Food & Beverage Instructions

In accordance with Michigan State Laws, Grand Hotel is the only authorized licensee to sell, serve or furnish liquor, beer, wine or food on these premises. No food or beverage of any kind is permitted to be brought into the Hotel, including exhibit areas.

## **ALL FREIGHT CHARGES ARE YOUR RESPONSIBILITY.**