



Speaker Registration

Registration Form Due by September 11, 2019
Payment is due by October 18, 2019
Return by mail/fax/email to the MFEA Office

Michigan Festivals & Events Association

Annual Convention, October 31—November 3, 2019

“The Art & Business of Celebrations”

DoubleTree by Hilton Hotel
1 Wenonah Park Place
Bay City, MI 48708
989-891-6000

FULL REGISTRATION: Includes Educational Workshops, Networking, Trade Show Entry, Refreshment Breaks, Showcasing, Silent Auction and all Meal Functions (*Friday Welcome Luncheon, Saturday “Serve the Curve” Lunch, Saturday Night Dinner and Sunday Brunch.*) **Please contact the MFEA office with any special dietary needs.**

COST: Reduced registration rate for Convention Speakers -\$125 full registration
Special Spouse Rate of -\$125 full registration.

For **additional registrants** please visit www.michiganfun.com to download a regular convention registration form.

LODGING: Call DoubleTree by Hilton Hotel Bay City Riverfront 989-891-6000 or go to www.mfea.org/convention/lodging/
To book your accommodation online [click here.](#)

Convention Lodging

DoubleTree by Hilton Hotel
1 Wenonah Park Place
Bay City, MI 48708
989-891-6000

Reservations made after October 11, 2019 and later will be accepted on a space available basis at regular rates.

Save the Date & Budget Ahead—Make Your Reservations Today!!

*Subject to change

SPEAKER REGISTRATION INFORMATION *(Please type or print name as you wish it to appear on name badge)*

Speaker Name _____ Yes, this is my first MFEA Convention

Organization Name _____

Address _____

City _____ State _____ Zip Code _____

Phone () _____ Fax () _____ Email _____

CONVENTION FEES

Speaker Registration Rate (Choose one) I will be providing my speaking services only

Full Registration \$125.00 **Friday Only** \$80.00

Spouse Registration \$125.00 **Saturday Only** \$80.00

\$

PAYMENT INFORMATION

Payment must be received by October 18, 2019

Check one:

Check enclosed —make payable to Michigan Festivals & Events

Please bill my organization Attn: _____

Charge my Credit Card (Visa, MasterCard, Discover)

Credit Card # _____ Exp. date _____

Signature of Cardholder _____ Billing Zip Code for CC _____

TRAVEL INFORMATION

Please provide as much of the information requested below as you can. We will use it to track convention logistics and to make your time with us very enjoyable. Thank you!

Estimated Arrival to DoubleTree Hotel:

Departure:

Date: _____

Date: _____

Time: _____

Time: _____

Please provide a telephone number where you can be reached 12-24 hrs. prior to your presentation: () _____

AUDIO/VISUAL EQUIPMENT INFORMATION

Please assist us by completing the following so we can make proper arrangements with the hotel. Some of our speakers have offered to bring their own equipment, which will certainly help defray our convention costs. If you are bringing your own equipment, please specify below.

****REQUIREMENT-If you are bringing a MAC computer YOU must supply the necessary attachments and cords to connect and display your presentation.** Should you have any questions or concerns, call the MFEA office to assist you.

EQUIPMENT	NEED	BRINGING OWN	Please list any additional AV needs you may have: _____
Overhead Projector	<input type="checkbox"/>	<input type="checkbox"/>	
LCD Projector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Computer Laptop <i>(please circle PC or Mac)</i> If you have a MAC computer and will be using an LCD projector you must provide your own connector.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I do not have any AV needs for my presentation
Podium Microphone	<input type="checkbox"/>	<input type="checkbox"/>	All speakers will be supplied with a podium and table for their presentations.
Cordless Microphone	<input type="checkbox"/>	<input type="checkbox"/>	
CD Player	<input type="checkbox"/>	<input type="checkbox"/>	
Easel	<input type="checkbox"/>	<input type="checkbox"/>	
Flip Chart/Pens	<input type="checkbox"/>	<input type="checkbox"/>	
Please inform us of your equipment needs by September 11, 2019.			MFEA is <u>NOT</u> responsible for lost, stolen, or damaged items.

HANDOUT INFORMATION REQUEST

Past evaluations of MFEA convention have shown that attendees rate handouts as a very important component of their learning experience. With this in mind, we strongly encourage speakers to provide a handout to ensure a more noteworthy session. MFEA will be happy to make copies for your presentation; please help us prepare as much as possible prior to the convention by mailing the original or e-mailing us at convention@mfea.org. Should you wish to bring your own handouts, figure on a minimum of 75 per workshop.

- I will send an electronic version of my handout no later than October 11, 2019 for MFEA to provide the necessary copies for attendees .
- The hard copy of my handout is enclosed for MFEA to provide necessary copies for attendees.
- I will not be providing a handout with my presentation.
- I will provide my own copies of my handout—**enclosed is a copy for MFEA records.**

SEND IT IN: Mail, Email or Fax your completed registration form by **SEPTEMBER 11, 2019** to:
FULL PAYMENT IS DUE BY OCTOBER 18, 2019.

MFEA
P.O. Box 22
Chesaning, MI 48616

Fax: (989) 845-5074
Email: Convention@mfea.org

Registration Cancellation Policy:

Should you be unable to attend after your payment is received, a substitute participant may attend at no extra charge. Full refunds will be sent if written cancellation is received by October 14, 2019. A 50% refund will be sent for written cancellations received between October 15, 2019.

There will be no refunds on cancellations made after October 21, 2019.

Ideas Shared...Visions Formed...A New Level!