

**Michigan School Counselor Association Conference (MSCA)
Radisson Plaza Hotel at Kalamazoo Center • Kalamazoo, MI • November 18-19, 2024**

EXHIBITOR APPLICATION (PLEASE PRINT)

Application for exhibit space at the 2024 MSCA Conference indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Conference Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by an MSCA authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 8' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Radisson Plaza Hotel at Kalamazoo Center. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the program) _____

Website _____

Street Address _____

City _____ State _____ Zip _____

Contact Name for Exhibiting Correspondance _____

Phone _____

Email _____

I would like to donate an item for the Door Prize. Item: _____

Number of tables purchased _____	
Table #1 Name of Primary Representative _____	
Phone _____	Email _____
Table #1 Name of Additional Representative (add \$75) _____	
Table #2 Name of Primary Representative _____	
Phone _____	Email _____
Table #2 Name of Additional Representative (add \$75) _____	
Table #3 Name of Primary Representative _____	
Phone _____	Email _____
Table #3 Name of Additional Representative (add \$75) _____	

**EXHIBITOR
TABLE LOCATIONS:**

(Required. See Floor Plan.) 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Save \$50 if you register by August 15, 2024

Payment due by October 18, 2024

	Quantity	Amount
Hallway Tables (\$400 each)		
Great Lakes Tables (\$350 each)		
One additional Representative per table (\$75 each)		
Less the Early Bird Discount (Good through August 15, 2024)	-\$50	
TOTAL DUE:		

METHOD OF PAYMENT

CHECK

Please make check payable to NCYI, and mail it, along with this completed application to:
NCYI, P.O. Box 22185, Chattanooga, TN 37422-2185

CREDIT CARD

Visa
 MasterCard
 Discover
 American Express

Card # _____

Name on Card _____

Billing ZIP _____ Expiration _____ 3-Digit Sec. Code _____

Signature _____

Email _____

If you pay by credit card, you may either mail (see address above), fax, or scan/email your completed application to:
FAX: 423.899.4547 / Scan/Email: exhibitors@ncyi.org

REFUND POLICY:

See Section 12 on the "Conference Exhibitor Agreement"

HOTEL RESERVATION INFORMATION:

The MSCA Conference will be headquartered at the Radisson Plaza Hotel at Kalamazoo Center.
To make your reservations, visit the conference webpage at www.ncyionline.org/mi-scac.

Questions? Contact NCYI at 866-318-6294