Michigan School Counselor Association Conference (MSCA)
Radisson Plaza Hotel at Kalamazoo Center • Kalamazoo, MI • November 17-18, 2025
EXHIBITOR APPLICATION (PLEASE PRINT)

Application for exhibit space at the 2025 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 Conference App)

Website

Street Address ☐

City State Zip

Contact Name for Exhibiting Correspondance

Phone

Email

Number of tables purchased _____

TABLE #1

Table #1 Name of Primary Representative

Phone Email

Table #1 Name of Additional Representative *(add $100)*

TABLE #2

Table #2 Name of Primary Representative

Phone Email

Table #2 Name of Additional Representative *(add $100)*

TABLE #3

Table #3 Name of Primary Representative

Phone Email

Table #3 Name of Additional Representative *(add $100)*

REQUIRED
EXHIBITOR TABLE LOCATIONS
See floor plan for reference.

Choose 5 tables or range of tables where you prefer to be placed. If none of your choices are available, you will be assigned the nearest available table. Please note that tables labeled "SP" are reserved for sponsors. Tables will be assigned in the order they are received and paid for.

CHOICE 1 CHOICE 2 CHOICE 3 CHOICE 4 CHOICE 5 ☐ PLEASE CHOOSE FOR ME.

Save $50 if you register by August 15, 2025

Payment due by October 17, 2025

	Quantity	Amount
Hallway Tables ($500 each) SOLD OUT		
Great Lakes Tables ($400 each)		
One additional Representative per table ($100 each)		
Less the Early Bird Discount (Good through August 15, 2025) -$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