

# MSHCSP2017AnnualConference& Technical Exhibition



Behind The Scenes,  
You're In Safe Hands with  
SPD

Holiday Inn Muskegon-  
Harbor 939 Third Street  
Muskegon, MI. 49440  
1-231-722-0100 ext#3

## SPONSORSHIP OPPORTUNITIES

### Wednesday Evening Welcome Social Hour (X1) \$1000

The Social Hour will follow the Wednesday mini education and offers attendees the opportunity to network, meet old friends, and make new acquaintances. The reception is well attended and provides lots of recognition to the sponsoring organization. Sponsor receives **complimentary vendor booth**, recognition in the conference brochure, on-site signage, verbal recognition, one complimentary set of attendee mailing list, and recognition in the MSHCSP newsletter.

### Thursday & Friday Luncheons (X 2) \$1000 per luncheon

Lunches are one of the best-attended events at the conference and offers attendees' ample opportunity to network. Sponsor receives a **complimentary vendor booth**, recognition in the conference brochure, special signage and verbal recognition, one complimentary set of attendee mailing list, recognition in the MSHCSP newsletter and one complimentary vendor booth.

### Conference Tote Bags (X1)

Distributed to all attendees, the Conference Tote Bags is an excellent way to gain recognition of your company's name/logo. The Tote Bags are distributed to each attendee at the Conference and then are taken home. Tote Bags are imprinted on one side with the MSHCSP logo and the side with organization's name/logo. Sponsor receives a **complimentary vendor booth**, recognition in the conference brochure, on-site signage and verbal recognition, one complimentary set of attendee mailing list, recognition in the MSHCSP newsletter

### Raffle Donations (unlimited)

Special giveaways (cooler bag, water bottle, cameras, shirts, pens, etc.) are a great way to promote your company and be highly visible.

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## **Speaker Sponsorship (X 6)**

MSHCSP strives to have each speaker sponsored to reduce costs to the conference. Companies that provide or sponsor a speaker that is selected by the Board of Directors will receive a **complimentary vendor booth**. Those that provide more than one speaker will be awarded a Gold sponsorship recognition.

## **Continental Breakfast / Refreshment Breaks (X 5) \$150 or greater**

A continental breakfast is provided to all conference attendees each morning of the conference. Refreshment breaks are offered between educational sessions at the conference. Refreshment breaks are a great way to gain some additional exposure and recognition. Organizations may sponsor one or more of the breakfast/breaks and receive recognition in the conference brochure, on-site signage and recognition in the MSHCSP newsletter.

## **Banquet Awards Dinner Thursday (X1) \$1000**

The Banquet/Awards Dinner acknowledges the Technicians, Board of Directors, and the special Central Service Professionals that dedicate their time to our profession. Offers attendees the opportunity to network, meet old friends, and make new acquaintances. The dinner is well attended and provides lots of recognition to the sponsoring organizations. Sponsors receive a **complimentary vendor booth**, recognition in the conference brochure, on-site signage and verbal recognition, one complimentary set of attendee mailing list, and recognition in the MSHCSP newsletter.

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**All sponsorship opportunities are awarded on a first-come basis.** Sponsorships are a popular way to increase visibility and therefore sell quickly. Acceptance of sponsorship in no way implies endorsement by the Society for any products or services of the sponsoring organization.

To secure sponsorship of any of the events or items listed, or if you have any questions regarding sponsorship, please contact **Penny Jarman 616-240-2490**  
E-mail [jarmpa@outlook.com](mailto:jarmpa@outlook.com)

**Any sponsorship of \$1,000.00 or more will be provided a complimentary vendor booth at the exhibit show on Thursday May 18, 2017.**

Application, payment for sponsorship and the Educational Grant Agreement - Addendum "G" **must be received by April 15, 2017** for sponsorship benefits to apply. Thank you for considering the sponsoring of events which allows MSHCSP to offer educational opportunities at a relatively low cost to SPD/CSR and other related fields.

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**SPONSORSHIP APPLICATION**

APPLICATION DEADLINE: May 1st, 2017 AMOUNT ENCLOSED WITH APPLICATION

Sponsorship:

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Sponsorship \$ Amount:

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Sponsoring Organization:

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Contact Name:

---

Address:

---

City/State/Zip: Phone

---

E-Mail Address or fax # for  
confirmation

---

I am authorized representative of the company named above with full power and authority to sign this  
Form and make this commitment.

---

(Please print name of individual)

(Please print title of individual)

---

(Authorized Signature)

(Date)

**Please return to:**

**Penny Jarman**  
**6800 N. State Rd. #25**  
**Orleans, MI 48865**  
[jarmpa@outlook.com](mailto:jarmpa@outlook.com)

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## EDUCATIONAL GRANT AGREEMENT - Addendum G page 1

THIS EDUCATIONAL GRANT AGREEMENT is entered into by and between  
\_\_\_\_\_ ("Sponsor") and MSHCSP ("Company") as of \_\_\_\_\_

1. Educational Program. The Company agrees to provide the educational support detailed on Exhibit A ("Educational Program") subject to the terms and conditions set forth herein.
2. Purposes of Educational Program. The Educational Program shall be for scientific and educational purposes only and will not promote, directly or indirectly, the Company's products or services.
3. Control of Educational Program. Sponsor shall have ultimate control over the Educational Program, including without limitation the selection of content, materials, speakers and moderators and venue. Company, or its agents, will respond only to Sponsor initiated requests for suggestions of topics, presenters or sources of possible presenters. Company will provide, if possible, at least two potential speakers and will disclose any financial or other relationships between the Company and any proposed speakers. In no event will the Company have the right to "script", direct the emphasis, or influence the content of the Educational Program.
4. Disclosure of Financial Relationships. Sponsor will disclose to the audience (a) the support provided by the Company and (b) any significant relationship between the Sponsor and the Company or between individual speakers or moderators and the Company.
5. Use of Funds. All funds provided by the Company for Educational Sponsors shall be paid directly to the Sponsor. The Educational Program Coordinator of the Sponsor must approve any other support provided by the Company for Educational Programs (e.g., distributing brochures, preparing slides, etc.). The Company will not provide any funds or other benefits to any associate of Sponsor or any speaker or other presenter (such fees shall be paid only by the Sponsor).
6. General Terms. This Agreement shall be governed by the laws of the State of Michigan. This Agreement may not be assigned without the prior written consent of the other party. The invalidity or unenforceability of any term or provision hereof shall in no way affect the validity or enforceability of any other term or provision of this Agreement. This Agreement contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. No modifications, change or discharge of this Agreement may occur orally but only by further written agreement of the parties. A waiver by either of the parties of any provision shall not waive the other provision. No person or entity, except the parties shall be beneficiaries of any kind of the terms to this Agreement.

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**IN WITNESS WHERE OF**, each of the parties has caused this Agreement to be executed on its behalf as of the day and year first above written.

## SPONSOR

## COMPANY / VENDOR

By: \_\_\_\_\_  
Program Director

By: \_\_\_\_\_(SIGNATURE)

By: \_\_\_\_\_  
Department Administrator

Its: \_\_\_\_\_(TITLE)

### EDUCATIONAL GRANT AGREEMENT – ADDENDUM G page 2

Regarding Terms, Conditions and Purposes of an Educational Grant between \_\_\_\_\_ and  
Michigan Society for Healthcare Central Service Professionals (company)

(Form must be typed or printed legibly)

Title Education Activity: MSHCSP 2017 Annual Conference & Technical Exhibition

Location: Holiday Inn Muskegon-Harbor Muskegon, MI \_\_\_\_\_ Date(s): May 17-19, 2017

Commercial Supporter: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

The above company wishes to provide support for the named education activity by means of (indicate which option):

Unrestricted Educational Grant for the support of \_\_\_\_\_  
Grant Amount \$ \_\_\_\_\_

Restricted Educational Grant to reimburse expense for:

Speaker(s) 1) \_\_\_\_\_ 2) \_\_\_\_\_

SS #

SS#

To include:

All Expenses

Travel Only

Honorarium Only

Honorarium Amount \$ \_\_\_\_\_

(To be determined by Course Director)

Support for Catering Functions

Catering Functions: \_\_\_\_\_ Catering Amount \$ \_\_\_\_\_

Other (e.g., equipment loan, brochure distribution, etc.) \_\_\_\_\_