



HOTEL REGISTRATION GUIDELINES

Please fax your rooming list to the hotel,
Attn: Conference Accommodations at 231/534-6671.

HOTEL RATES: The Grand Traverse Resort has provided the following room rates per night for this conference (*prices do not include taxes*).

Resort Guest Room (<i>Single to Quad</i>)	\$94.00
Tower Guest Room (<i>Single to Quad</i>)	\$124.00
One Bedroom Condo	\$140.00
Two Bedroom Condo	\$160.00
Three Bedroom Condo	\$205.00

TO SECURE A ROOM, YOU MUST SEND A CREDIT CARD GUARANTEE OR CASH DEPOSIT EQUAL TO THE ROOM RATE AND TAX FOR THE FIRST NIGHT FOR EACH RESERVATION ROOM AND SEND THE APPROPRIATE TAX-EXEMPT FORMS TO THE HOTEL BEFORE FEBRUARY 24, 2010.

HOTEL INFORMATION

The special rates for rooms at the Grand Traverse Resort are listed above for the MASC/MAHS Conference. Please FAX in the following forms to the Grand Traverse to reserve your rooms as soon as possible. The block of rooms will be released **after February 24, 2010, and then will only accept your reservations on an availability basis and possibly at a higher rate.** Room costs are separate from conference fees and are the school's responsibility. Rollaways are available at \$15.00 per day, based on availability. Please call the resort ahead of time to ensure that a rollaway is available before you send in your rooming list.

In order to facilitate check-in, the hotel requests that you send a Rooming List designating the individuals who are to occupy each room. The Rooming List should be filled out as soon as possible and returned to **THE HOTEL**. Advisers will be asked to be the only ones at the front desk to check-in your group for the conference. **Hotel check-in time is at 4:00 p.m. Check-out is at 11:00 a.m.**

If your school has a tax-exempt status, please provide the Grand Traverse Resort with your tax-exempt paperwork, 501 (c) (3) or (4) form OR simply provide the hotel with a statement claiming tax-exempt on the school's letterhead and include the tax exemption number with the statement. This paperwork must accompany your pre-payment and rooming list that **YOU MUST SEND TO THE HOTEL**. Please be sure that you fax in this form to the hotel with your reservation. You may also want to bring a copy with you to the conference.

If the paperwork is not received from your school, the six percent (6%) Michigan Sales Tax will be included at check-out. Please remember that the remainder of the taxes will be the responsibility of the guest (2%). Also, if your school is claiming to be tax-exempt, the charges must be paid with a check drawn from the school funds. Direct billing to the school is not an option. **Note: There is a daily service charge added to each room, per day of \$9.95. This fee covers all amenities and gratuity fees for the bellstand and housekeeping.**

CANCELLATIONS

Advisers are responsible for the occupancy created. There will be a hotel charge for cancellation of a hotel room up to 72 hours prior to the conference. Cancellations for conference registration will not be accepted after March 5, 2010. **No refunds will be given after that time.** Substitutions are welcome.

INCIDENTALS

Individuals **MUST** provide either a credit card or cash payment for their incidental charges upon check-in.

ROOM DEPOSIT

You are required to send a credit card guarantee or cash deposit equal to the room rate and tax for the first night for each reservation for each room reserved at the hotel. You can use a credit card to hold the rooms for your deposit, and your card will not be charged unless you prefer. You can also hold the rooms with cash. Be sure to send this to the hotel.

Advisers are responsible for the rooms reserved. The hotel will refund deposits if cancellations are made 72 hours prior to your arrival date.

MASC/MAHS encourages advisers for each delegation to room on the same floor or area as their students. Schools will be responsible for their own rooms, taxes and incidental charges upon departure. MASC/MAHS's conference fee does not include room costs.

Note that MASC/MAHS has placed a restriction on all MASC/MAHS guest rooms for outside phone use (local and long distance) and pay-per-view movie services. However, if you would prefer any one or all of your guest rooms to have either or both of these services, a credit card imprint must be given at the front desk to make these services available.

We recommend that you confirm your room reservation by calling the Reservations Desk at 800/748-0303, x 6677.

Directions from the Grand Rapids Area:

Take M-37 North to Traverse City. M-37 will become part of U.S. 31. Take U.S. 31 through Traverse City and Acme. The resort is located 1/4 mile north of the Intersection of U.S. 31 and M-72 on the right. —or— Take U.S. 131 North to M-72 West.

This intersection will be on the north side of Kalkaska. Take M-72 to Acme. Turn north, right onto U.S. 31 North. The resort is located 1/4 mile on the right.

Directions from the Detroit Area:

Take I-75 North to exit #254 (M-72 West) Go west on M-72 approximately 30-40 miles.

Turn right, north onto U.S. 31. The resort is located 1/4 mile on the right.

Directions from the Upper Peninsula:

From the Mackinac Bridge, take U.S. 31 South. You will go through Petoskey and Elk Rapids. From Elk Rapids the resort is approx. 8 miles and will be on your left.

Grand Traverse Reservation Form

This form must be printed or typed!

STATE CONFERENCE

March 27-29, 2010



Mail payment and reservation form to:

Attn: Reservation Department
100 Grand Traverse Village Blvd.
PO Box 404
Acme, MI 49610-0404
Phone: 1-800/968-7352

Fax Reservation form to:
FAX: (231) 534-6671

CHECK-IN TIME: 4 PM
CHECK-OUT TIME: 11 AM

NAME: _____

TOTAL NUMBER IN PARTY: # _____ ADULTS #: _____ CHILDREN #: _____

COMPANY NAME: _____ BUSINESS PHONE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

Please provide an email address, this is the ONLY way to provide you with a confirmation!

ARRIVAL DATE: _____ DEPARTURE DATE: _____

**A CREDIT CARD, MONEY ORDER OR CHECK MUST ACCOMPANY THIS FORM
IN ORDER TO GUARANTEE YOUR RESERVATION.**

CARD NUMBER: _____ EXPIRATION DATE: _____

Cancellation and/or changes affecting arrival/departure dates must be made 72 hours prior to arrival date in order to avoid any penalty charges.

If at time of check-in you wish to pay for your room with cash or check, we require the full amount for ROOM/TAX and RESORT FEE for your entire stay. In addition to the full amount we also require a \$40.00 cash deposit for incidentals. Any unused portion will be refunded at time of departure.

CARD HOLDERS NAME: _____ SIGNATURE: _____

(Please print)

ACCOMMODATION REQUEST: All reservation requests must be received by 2/24/10. Reservation requests received after 2/24/10 will be made based upon availability. Rates are based on single to quad occupancy.

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> HOTEL: \$94 | <input type="checkbox"/> 1 BED CONDO: \$140 |
| <input type="checkbox"/> TOWER: \$124 | <input type="checkbox"/> 2 BED CONDO: \$160 |
| | <input type="checkbox"/> 3 BED CONDO: \$205 |

Rates are subject to a 6% state and 2% local tax. If tax exempt, please provide a copy of your tax-exempt certificate or verification of your federal ID number on your organizations letterhead. If tax exempt, can only pay with school check or school credit card.

The daily resort fee of \$9.95 per room, per night, which includes: Bellstand Gratuities, Daily Housekeeping Gratuities, In-room Coffee Makers, Entrance into the Spa Complex and Airport Shuttle Transportation has been included within the rates above.

SPECIAL REQUESTS: _____

INCLUDE ROOMING LIST FORM WITH THIS RESERVATION FORM.

Grand Traverse Rooming List Form

Please print or type this information.

STATE CONFERENCE

March 27-29, 2010



Include this Rooming List with your Reservation Form. **DEADLINE: February 24, 2010.**

School: _____

Adviser(s): _____

Phone: _____ Fax: _____ Email: _____

ROOM TYPE: HOTEL: \$94 1 BED CONDO: \$140
 TOWER: \$124 2 BED CONDO: \$160 3 BED CONDO: \$205

NAMES: _____

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TAX EXEMPT INFORMATION

In order for an organization to be tax-exempt, the State of Michigan requires the following:

If presenting a check, the funds must be drawn from the Tax Exempt Organization. The State of Michigan will not accept personal checks or cash.

If paying by credit card, the State of Michigan will accept a Visa card that has the letters IMPACT embossed on it or has tax-exempt imprinted below the cardholder name.

The Tax Exemption paperwork must be provided to the Accounting Office to have on file for your organization to be exempt.

This paperwork must include a 501-(c) (3) or 501-(c)(4) form.

If a school is claiming Tax Exemption, a form on proper letterhead including the Tax Exempt Number may be accepted.

If the organization is hosting a catered function, an Exemption Certificate must be completed by an official from the organization declaring that no tickets were sold for the catered meal.

Michigan tax of 6% must appear on a bill at the time of the function. Once the bill is paid and paperwork is provided, the Accounting Office will then adjust the tax and give a refund.

If you should have any questions regarding Tax exemption please feel free to contact the Accounting Office at extension 6710. If you would like to contact the State of Michigan regarding the requirements, their phone number is 517/373-3190.

INCLUDE THIS FORM WITH YOUR HOTEL RESERVATION:

EXEMPTION CERTIFICATE TO BE EXECUTED WHEN TAX-EXEMPT SALE IS MADE TO AN EXEMPT INSTITUTION OR AGENCY

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Name of Exempt Institution or Agency:

Signature and Title of Claimant _____

Date _____

Sales Not for Resale to Nonprofit Schools, Nonprofit Hospitals and Churches

The sale of tangible personal property to a nonprofit school, nonprofit hospital, or regularly organized church or house of religious worship is exempt. (MCL 205.54a(a), (b), MSA 7.525(a), (b)). To claim the exemption, the exempt entity must sign a statement that the property will be used or consumed in connection with the operation of the institution or agency and that the institution or agency qualifies as an exempt entity under the law. (Department of Treasury Sales and use Tax Rules, 1979 AC, R.205.74, R 205.87 and R 205.651).