



*Dedicated to the Education and Professional
Advancement of Medical Billers*



PO Box 4031
East Lansing, MI 48826
(517) 336-1442
(248) 247-2422
info@mmbaonline.org

Dear Potential MMBA Vendor,

Michigan Medical Billers Association (MMBA) is a non-profit dedicated to the education and professional advancement of medical billers, coders, managers, and business owners across Michigan, and beyond. As we prepare for our **Seventeenth Annual MMBA Expo** on Thursday, September 19th, 2024, at the Bavarian Inn Conference Center in Frankenmuth, Michigan, we would like to invite you to become a sponsor with us.

Your attendance will help by benefiting both our members and sponsors alike as everyone attending is able to engage and network together to make this a truly special, unique event where all attending win! With over 240 members across six chapters located in Flint, Detroit, Lansing, Saginaw, Grand Rapids, and Traverse City, our annual MMBA event draws participants from across Michigan and further, as well as including both members of our association and non-members.

Our Expo provides a valuable and exclusive opportunity for sponsors to engage directly with medical billers, coders, managers, and business owners offering invaluable face-to-face networking interaction and the chance to disseminate important information directly from your own team. Our agenda is designed to allow ample time for attendees to visit sponsor booths and interact with representatives for a great networking event.

Enclosed, you will find details regarding sponsorship opportunities and benefits. We believe that your participation in our educational activities will greatly benefit you, our attendees, and contribute to the success of our event.

If you are interested in becoming a sponsor or have any questions, please feel free to contact Jill Young at 517-230-9491 or Alyssa Ruff at 855-360-3401. We look forward to the opportunity to partner with you and enhance the educational experience of our attendees.

Thank you for considering supporting MMBA and our mission of advancing medical billing education and professional development!

Warm Regards,

Jill Young

517-230-9491

youngmedconsult@gmail.com

MMBA Special Event Coordinator &
Mid-Michigan Chapter Officer

Alyssa Ruff

855-360-3401

info@mmbaonline.org

MMBA Administrative Assistant

If you have any questions, please contact Jill Young at 517-230-9491 or Alyssa Ruff at 855-360-3401.



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MMBA RESERVES THE RIGHT TO CHANGE/CANCEL FEES AND SPONSORSHIP LEVELS/BENEFITS AT ANY TIME

**SEVENTEENTH ANNUAL MMBA EXPO
SEPTEMBER 19, 2024
SPONSORSHIP, REPRESENTATIVE CONTACT, AND PAYMENT FORM**

We hereby apply for booth space for our use at the Bavarian Inn Conference Center, Frankenmuth, Michigan. We agree to comply with the Sponsorship/Event Guidelines as provided on the following page of this application. We understand that upon acceptance of this application by MMBA a contract consisting of this application, all terms incorporated by reference herein, and the space assignment will be in full force and effect. Booths will be assigned on a first-come, first-served basis based on the Sponsorship/Event Guidelines.

Receipt of payment is due NO LATER THAN August 1st, 2024, to have your logo/ad placed in the Expo Brochure.

There is a room block at the Bavarian Inn if you choose to stay on site and the booking code is **13R9NU**.

COMPANY NAME:	
DESCRIPTION OF BUSINESS:	
MAILING ADDRESS:	
CITY/STATE/ZIP:	
PHONE:	EMAIL:
Contact Person to Receive Booth Info:	

SELECT SPONSORSHIP LEVEL:

<input type="checkbox"/> Gold \$750	<input type="checkbox"/> Silver \$600	<input type="checkbox"/> Bronze \$450
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(SEE SPONSOR BENEFITS LISTED ON THE BACK OF THIS FORM FOR DETAILS.)

SELECT ADDITIONAL SPONSORSHIPS:

<input type="checkbox"/> Breakfast \$750	<input type="checkbox"/> Lunch \$1,000	<input type="checkbox"/> Snack Break \$750
<input type="checkbox"/> Chapter Gift Basket \$500	<input type="checkbox"/> Expo Brochure \$750	<input type="checkbox"/> Name Badge \$1,000

1/4 PAGE AD IN EXPO BROCHURE ONLY:

<input type="checkbox"/> Pre-Event \$250	<input type="checkbox"/> Promotion Sponsorship \$250
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Included in Sponsorship Payment: Six-Foot Table, Six-Foot Booth Space, and Electrical Hook-up (Booth space is a 6ft table. An additional 6ft booth space may possibly be purchased for \$100 if available.)

CHECK THIS BOX ONLY IF ELECTRICAL HOOK-UP IS NOT NEEDED -

(All Telecommunication needs must be arranged and paid for in advance with the Bavarian Inn Conference Center.)

BOOTH REPRESENTATIVE INFO: (TWO REPS ARE INCLUDED; THIRD/ADDITIONAL REP(S)\$75.00, PER REP)

NAME:	EMAIL:
NAME:	EMAIL:
(ADD)NAME:	(ADD) EMAIL:

TOTAL AMOUNT DUE:	Payment Method: <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card
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PAYMENT INSTRUCTIONS:

By Mail	Print completed form and send with a RECEIPT OR CHECK made payable to: "MMBA" Send to – "Michigan Medical Billers Association", PO Box 4031, Lansing, MI 48826
By Credit Card:	Email completed form to info@mmbaonline.org and call 855-360-3401.

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MMBA Sponsorship Benefits

Sponsor Level	Cost	Benefits
Gold	\$750	<ul style="list-style-type: none"> Premium placement of table/booth (<i>Limit 2 booth reps with meals included.</i>) <u>Copy of attendee roster.</u> Sign with logo displayed near registration table. Full page acknowledgement in on-site brochure. Special thanks in our online newsletter (<i>to include link to your website</i>) Plus, all benefits of the Pre-promotion Sponsorship.
Silver	\$600	<ul style="list-style-type: none"> Table/Booth (<i>Limit 2 booth reps with meals included.</i>) Sign with logo displayed near registration table. Half page acknowledgement in on-site brochure. Special thanks in our online newsletter (<i>to include link to your website</i>) Plus, all benefits of the Pre-promotion Sponsorship.
Bronze	\$450	<ul style="list-style-type: none"> Table/Booth (<i>Limit 2 for booth reps with meals included.</i>) Quarter Page acknowledgement in on-site brochure. Plus, all benefits of the Pre-promotion Sponsorship
Pre-Promotion	\$250	<ul style="list-style-type: none"> Pre-event promotion via Social Media and member emails Your logo as part of the slides that is displayed prior to the start of the Expo An introduction of you as our sponsor at the beginning of the Expo
Other	Varies	<ul style="list-style-type: none"> See page 4 for details.

Sponsorship/Event Guidelines

- ◆ Vendors may not solicit MMBA members at the conference without the MMBA Board's permission. Purchasing a booth or other level of sponsorship assures this permission. Vendors who solicit MMBA members at conferences, hospitality suites, etc., without the MMBA Board's permission may be excluded from participating in future conferences.
- ◆ The vendor is hereby given the right to cancel this agreement without penalty at or any time prior to 90 days in advance of the MMBA meeting, such cancellation to be effective when written notice thereof is received by the MMBA Admin Assistant, Lansing, MI. **A \$75.00** administration fee will be assessed on any refunds. After the 90-day period, no refunds will be issued. All accounts must be settled within this time.
- ◆ The vendor assumes the entire responsibility of liability for losses, damages, and claims of injury or damage to the vendor and its representatives, displays, equipment, and any property brought onto the premises of the host facility and shall indemnify, hold harmless, and release MMBA and the host facility agents, servants, and employees from any liability entirely for such losses, damages, and claims.
- ◆ Vendors may not bring more than two representatives to the conference unless meals are purchased with submission of this application for the third/additional representative(s). Meals are **\$75.00 per additional representative.**
- ◆ **In order to potentially have your company listed in the on-site program and on signs where appropriate, this application including payment MUST BE POSTMARKED August 8, 2024.** Applications postmarked after August 8, 2024, may not be included in these listings.
- ◆ Dates and Times for the September 19th, 2024, MMBA Expo are as follows:
September 18th - Booth set up 7:00pm – 9:00pm in Composer Room Lobby.
September 19th - Booth set up 7:00am - 7:30am in Composer Room Lobby.
September 19th - Conference 7:30am - 4:00pm

*** We ask that all vendors be set up by 7:30am on September 19th, 2024, and have at least one representative at their booth during the non-session times. Please do not leave until the last session is in progress starting at 2:30pm.**

Thank you!

If you have any questions, please contact Jill Young at 517-230-9491 or Alyssa Ruff at 855-360-3401.



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REGISTER YOUR PRIZE DRAWING FOR THE **2024 MMBA EXPO!**

Here's how it works:

- Bring a prize to the conference with your business card securely attached.
- Display the prize at your booth.
- Collect business cards/drawing slips from the attendees*
- Draw the winning card/drawing slips.
- A Member of the MMBA Board will collect your winners' name after the last break. A rep will need to be at your booth for us to collect this information, or we will draw your winner's name and notify you of the results.
- The MMBA Board will present the prizes at the end of the conference.

If you are having a Prize Drawing, please return this form with the following information:

Company Name: _____

Contact Person: _____

Prize (or Prizes): _____

****Please note: It is imperative that vendors come prepared with means to collect entries for the drawing. MMBA will not facilitate this for vendors. Also, know that not all attendees may have business cards. Thank you!***

If you have any questions, please contact Jill Young at 517-230-9491 or Alyssa Ruff at 855-360-3401.