



Alcorn State University

NEMS Alumni Chapter Alcorn State University
P.O. Box 224
Tupelo, MS 38802

41st Annual Mid-Winter Conference February 22-25, 2018

"Alcornites – Make It Happen, Make It Matter"

REGISTRATION FORM – MWC 2018 (please print clearly)
ONE FORM PER PERSON

First Name: _____ Last Name: _____ Class Yr. _____

Address: _____

Phone No.: _____ (H) _____ (Cell) _____

Email Address: _____

Check one: Financial _____ Non-Financial or Guest _____ Chapter Name: _____

FEES ARE NON-REFUNDABLE

	<u>Financial</u>	<u>Non-Financial/Guest</u>	
Early Bird Registration <i>Postmarked on/or before 11/30/ 2017</i>	\$85.00	\$125.00	\$ _____
Regular Registration <i>Postmarked 12/1/ 2017 – 01/31/2018</i>	\$100.00	\$150.00	\$ _____
Onsite Registration (cash only)	\$125.00	\$187.00	\$ _____

Thursday Event

Meet & Greet (complimentary) # _____ attending

Friday Events

Heritage Luncheon _____ x \$50.00 \$ _____

Do Drop in Café (dance/fish fry) _____ x \$35.00 \$ _____

Saturday Events

Gala (Banquet/Music) _____ x \$75.00 \$ _____

TOTAL \$ _____

Make checks payable to: **NEMSALUMNI CHAPTER ASU MWC 2018**

Please mail completed form and payment to:

NEMS Alumni Chapter Alcorn State University

c/o Registration Committee

P.O. Box 224

Tupelo, MS 38802

Refund Policy: Attendees can receive refunds up to 30 days before event start date.

or **register online** at www.nemsasualumni.org

Registration Contact: Oliver Johnson nemsasualumni@gmail.com or 662-542-9121
(Indicate "Registration" Inquiries in Subject Line)

HOST HOTEL \$119.00/night

Hilton Garden, 363 E. Main Street Tupelo, MS 38804, 662-718-5500

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Hampton Inn & Suites Tupelo Barnes Crossing 662-821-0317 (\$119.00)

OTHER HOTELS ARE AVAILABLE (on back page)

HOTEL REGISTRATION DEADLINE: JANUARY 21, 2018

PLEASE NOTE: HOTEL REGISTRATION IS SEPARATE.

YOU ARE RESPONSIBLE FOR YOUR HOTEL REGISTRATION.

YOU MUST MENTION “**ALCORN NATIONAL ALUMNI ASSOCIATION 2018**” TO RECEIVE THE GROUP RATE

OTHER AVAILABLE HOTELS

Wingate by Wyndham Tupelo
186 Stone Creek Boulevard
Tupelo, MS 38804-9237
662-680-8887
(\$79.00)

Fairfield Inn & Suites Tupelo
3070 Tom Watson Drive
Tupelo, MS 38804
662-680-6798
(\$112.00)

Courtyard Tupelo
1320 North Gloster
Tupelo, MS 38804
662-841-9960
(\$114.00)

Best Western Tupelo Inn & Suites
3158 N. Gloster
Tupelo, MS 38804
662-847-0300
(\$118.00)

Holiday Inn Express Hotel & Suites Tupelo
1612 McClure Cove
Tupelo, MS 38804
662-620-8184
(\$139.00)

Holiday Inn and Suites – Tupelo North
923 North Gloster & McCullough Boulevard
Tupelo, MS 38804
662-205-4031
(\$149.00)

Candlewood Suites Tupelo North
79 North Gloster & McCullough Boulevard
Tupelo, MS 38804
662-205-4031
(\$169.00)



Alcorn State University

41st Annual Mid-Winter Conference – February 22 – 25, 2018

“Alcornites – Make It Happen, Make It Matter”

Delegate Registration Form – MWC 2018

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ (home) _____ (cell)

Current Chapter _____ Location _____

Email Address _____

Circle One

National Officer

Committee Chair

Chapter President

Chapter Designee

If National Officer, please specify: _____

If Committee Chair, please specify: _____

If Chapter Designee, please specify: _____

(i.e., Secretary, Treasurer)

Please submit form no later than February 1, 2018

Make checks payable to:

NEMS Alumni Chapter Alcorn State University

C/O Registration Committee

P.O. Box 224

Tupelo, MS 38802

Email your delegate form to: nemasualumni@gmail.com

Subject line: Delegate Registration



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ADVERTISEMENT REGISTRATION

(Complete form and return with your advertisement)

Organization Name _____

Contact Name _____

Contact Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Please submit ads in a camera ready format (.jpg or PDF). Ads must be submitted by December 31, 2017.
If pictures are used, please send the originals.

<u>Ad Size</u>	<u>Quantity</u>	<u>Amount</u>
Gold Page	_____ x	\$300.00 = _____
Full Page (color)	_____ x	\$200.00 = _____
Full Page (black & white)	_____ x	\$100.00 = _____
Half Page (black & white)	_____ x	\$ 75.00 = _____
Logo/Business Card	_____ x	\$ 10.00 = _____

Make checks payable to:
NEMSALUMNI CHAPTER ASU MWC 2018

Mail to:
NEMS Alumni Chapter Alcorn State University
C/O Ad Book Committee
P.O. Box 224
Tupelo, MS 38802

Email address: nemsasualumni@gmail.com
Subject line: **AD BOOK**

Date _____		For Office Use Only		Initials _____
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Cashier's Check	<input type="checkbox"/> Amount Received _____	

REVISED 1/23/17

Vendor Registration Information	Full Name		Business Name (As you would like listed on booth signage)	
	Mailing Address			
	Website		Email Address	
	Business Phone		Mobile Phone	Home Phone
	Booth Representative 1 (name & mobile #)			
	Booth Representative 2 (name & mobile #)			

Vendor Booth Information	2 day event Table numbers vary Chair numbers vary 1 wastebasket Booth ID sign Exhibitor badges	COST	QTY	Sign up by 12/30/17	Booth Assignment: First Paid, First Assigned
		Gold Vendor (3 spaces) & Signage		\$300	
		Purple Vendor (2 spaces)		\$200	
		Non-Profit Vendor (Provide Non-Profit Proof)		\$50	
		TOTAL			

Souvenir Book Rates	<input type="checkbox"/> Full Page Color \$200	<input type="checkbox"/> Full Page Black/White \$100	<input type="checkbox"/> ½ Page Black/White \$75	<input type="checkbox"/> ¼ Pg Black/White \$50	<input type="checkbox"/> Logo or Business Card \$10	TOTAL

Product	Description of products, information or services to be displayed or sold	
	Special Request(s)	

Check one: Friday morning Saturday morning

We will provide bag inserts –description of bag insert items:

CONTRACT AGREEMENT

It is agreed and understood between the vendor and the NEMS Alumni Chapter Alcorn State University that there should be no liability for loss of, or damage to, goods or property of vendor or personal injury to the vendor or the vendor's employees. This agreement releases the NEMS Alumni Chapter Alcorn State University and the _____ Hotel from all such claims. Booths are issued ONLY UPON RECEIPT AND CLEARING OF CHECKS.

Vendor Signature _____ Date _____ Total Payment Enclosed _____

Make checks or money orders payable to: **NEMS Alumni Chapter Alcorn State University – MWC 2018**

Mail to:
NEMS Alumni Chapter Alcorn State University
P.O. Box 224
Tupelo, MS 38802

A letter will be emailed confirming your assigned booth upon receipt of your registration form and clearing of checks. Contact **Vendor Chairperson Alvin Topp** at nemasualumni@gmail.com if you have questions.

For Office Use Only	
Date _____	Initials _____
Amt. Rec'd. _____ <input type="checkbox"/> MO <input type="checkbox"/> Ck# _____	Confirmation Sent _____ Setup Req. Arranged _____

DATE: January 23, 2017

Dear Vendor,

The 41st Annual Mid-Winter Conference for Alcorn State University National Alumni Association will be held February 22-25, 2018 at the Bancorpsouth Arena and Conference Center, 375 East Main Street, Tupelo, MS 38804. The Conference will be a great opportunity to showcase your programs, services and products. Vendor spaces will be available until all are contracted or by the deadline noted below. Make your reservations as soon as possible. Spaces are on a first pay first serve basis.

If you are interested in applying for a booth, please complete the enclosed application and return along with payment, description of your exhibit and business card.

1. Email: Email nemasualumni@gmail.com to request an electronic Vendor Application.
2. By Mail: Print out and complete the enclosed application and return it to
Alcorn State University Alumni – Northeast Mississippi Alumni Chapter Alcorn State University
c/o MWC 2018 – Vendors
P.O. Box 224
Tupelo, MS 38802

EXHIBIT HOURS

Friday, February 23, 2018 9:00 am - 9:00 pm
Saturday, February 24, 2018 9:00 am - 11:00 pm

VENDOR FEES (prior to November 30, 2017)

\$300 Gold Vendor
\$200 Purple Vendor
\$50 Non-Profit Vendor

VENDOR BOOTHS

Booth includes:

Two chairs
One wastebasket
One exhibit ID sign (GOLD VENDOR ONLY)

DEADLINES

- Souvenir Book Payment/Submission
January 31, 2018
- Vendor Application and Payment
January 12, 2018

VENDOR REGISTRATION/SETUP

Thursday, February 22, 2018 12:00 pm - 5:00 pm
Friday, February 23, 2018 8:00 am - noon

Wireless Internet access (WI-FI) provided by the conference center.

Upon approval of your application an email confirmation will be sent to you. It will also include driving directions, shipping/freight and additional setup information. Incomplete applications cannot be processed.

If you are interested in registering for the conference, please let us know. If you have any additional questions, please contact vendor chairperson: Alvin Topp at nemasualumni@gmail.com

Thank you and we hope to see you in February 2018!

Sincerely,

MWC 2018 Vendor Committee

VENDOR INFORMATION AND AGREEMENT

IMPORTANT DATES

September 1, 2017 Deadline to submit company logo for website advertising
November 30, 2017 Deadline for Early Vendor Registration
December 30, 2017 Deadline to submit payment and print-ready PDF advertisement
January 12, 2018 Vendor Application due date and payment
LATE Vendor applications are subject to availability and vendor space cost Gold = \$600 & Purple = \$400

BOOTH REPRESENTATIVES

Two badges per table will be issued for personnel staffing your exhibit.

BOOTH FURNISHINGS

Each vendor will be responsible for tablecloth(s), electrical cords and multiple outlet strips. If more space is needed an additional area can be purchased for \$100.00.

SPACE

Space assignments will be made only upon receipt of a signed contract and fully paid booth fee. Assignment of space is final. All items, equipment, boxes or displays must be contained within each allotted booth space.

CANCELLATIONS AND REFUNDS

No refunds will be given after January 12, 2018. If canceled at the direction of the Alcorn State University Alumni, the amount of refund (if any) will be determined at the time of cancellation. There will be no refunds for "No Shows."

RIGHT OF REFUSAL AND/OR CANCELLATION

Alcorn State University Alumni reserves the right to cancel this agreement whenever it discovers that a vendor's product is not as described in this agreement or is incompatible, in the opinion of Alcorn State University Alumni with the purposes of the Alcorn State University Alumni Conference.

USE OF SPACE

Vendors are restricted to their spaces. Once spaces have been assigned, exhibitors are not allowed to change assignments without approval from the Vendor Coordinator. Vendors are not allowed to remove signs, tables and/or chairs from another booth space assigned. Vendors are not allowed to share space with another vendor.

COOPERATION

Exhibits are required to be installed within the assigned space and not interfere with other exhibits. The following practices are prohibited: (1) Use of noisy electrical or mechanical apparatus interfering with other exhibits; (2) Canvassing or distributing any material outside the exhibitor's own space; (3) Subleasing of exhibit space; (4) The use of billboard advertisement and/or display of signs outside of the exhibit area without prior approval from the Program Committee.

FOOD/LUNCH

There are restaurants available near the BancorpSouth Center Arena and within walking distance of the host hotel.

POLICY ON PRODUCTS

A posted sign is required stating your policy for non-returnable products.

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MEMORIAL REPORT FORM

Chapter Name: _____

Chapter President: _____

Name of Deceased	Date Deceased	Class Year	Hometown/State of Deceased	Person Reporting / Phone #

Please submit on or before February 1, 2018.

Mail to: **NEMS Alumni Chapter Alcorn State University**
c/o Memorial Committee
P.O. Box 224
Tupelo, MS 38802
Email: nemasualumni@gmail.com
Subject line: **Memorial**