

# IMPORTANT REGISTRATION DETAILS

## IN-PERSON REGISTRATION

### **Apply for a Scholarship or Consider Volunteering – By April 6 at 5:00 PM:**

First, we have SCHOLARSHIPS for students, professionals, tradespeople, and others. Registration and overnight costs are covered. Submit a letter describing preservation interests and one letter or email of recommendation to [mhpnships@gmail.com](mailto:mhpnships@gmail.com). Second, VOLUNTEERS are needed. Volunteers receive free registration on work days; added days are at the Student Rate. Contact [VolunteerMHPN@gmail.com](mailto:VolunteerMHPN@gmail.com).

### **Two Pairs of Hotels for Overnight Accommodations:**

Conference rates have been secured at four hotels located just minutes from the Fetzer Center for Tuesday through Saturday nights with Sunday check-out. Go to the MHPN website for on-line registration portals; hotel details and phone numbers are below. Room arrangements based on availability at time of call; requests made after the cutoff dates are at the hotels' discretion. Use Block Name "Michigan Historic Preservation Network."

#### **Cutoff Date, Sunday, April 7:**

The following two hotels are adjacent and less than 4 miles northwest of the Fetzer Center off US 131. 1) Holiday Inn & Suites at 1247 Westgate Drive; rooms priced \$99-\$102 + taxes; call 1-269-888-4800. 2) Holiday Inn Express & Suites at 1315 Westgate Drive; rooms priced \$109-\$114 + taxes; call 1-269-447-1700. Parking is free for both.

#### **Cutoff Date, Saturday, April 6:**

The following two hotels are connected and less than 4 miles northeast from the Fetzer Center in downtown Kalamazoo. 1) Hilton Garden Inn is located in the National Register-listed Masonic Temple Building, designed by Spier & Rohns and built in 1913-1915; rooms priced \$199 + taxes. 2) Adjacent Home2 Suites by Hilton is new; rooms priced \$189 + taxes. Both at 303 North Rose Street; \$20 daily parking fee; call Central Reservations 1-877-517-5303.

### **Guest Attire:**

Business casual is appropriate for all activities, but many dress more formally for Friday's Awards Evening. Wear comfortable shoes for tours; have rain/cold weather gear available.

### **Booth Discounts and Information for Vendors:**

For a Vendors' Showcase space at the Fetzer Center, complete Registration page 35 or register on-line at [www.mhpn.org/conference/](http://www.mhpn.org/conference/). Vendor spaces approx. 8' x 10' with up to two 6' tables with cloths and 2 chairs. You provide display elements; attaching items to walls is prohibited. Electrical outlets and internet available. There is no secure on-site storage; neither MHPN nor the venue is liable. Set-up/break-down details are sent closer to the conference. Hours: Setup Wednesday, 2:00 PM–6:00 PM, and Thursday, 8:15 AM-12:00 Noon. Open Thursday, 8:15 AM-6:45 PM; Vendors' Showcase and Opening Reception Thursday, 5:15 PM–6:45 PM. Open Friday 7:30 AM-3:45 PM; breakdown Friday 3:45 PM-5:30PM. If you are a sponsor, a discount on the member booth price of \$125 applies: support of \$2,500+ = FREE; \$1,500 = \$31.25; \$1,000 = \$62.50; \$750 = \$93.75; \$500 = \$112.50; \$250 or less = \$125. Have questions or don't know if you're a conference sponsor? Contact Janet Kreger at 734-222-9310 or [kregerj1981@att.net](mailto:kregerj1981@att.net).

### **Net Profit Policy:**

Any net profit supports MHPN operations, programs, and/or endowments at the direction of the Executive Committee. A review of finances is available through the office.

### **Disclaimer:**

The MHPN assumes no responsibility for any injury, loss, or other damage to any person or property occurring in relation to any activity connected to or arising out of this Annual Conference or any events or tours associated therewith.

### **Releases:**

General: Each person participating in any activity related to this Annual Conference hereby releases the MHPN and all cooperating organizations and related individuals from any and all suits, demands, or claims for injury (including death), loss, or other damage arising out of or occurring in connection with that activity. Photography: Your registration constitutes implied consent to be photographed and to have those photos published with non-personal identification.

### **MHPN Code of Professional Conduct:**

The MHPN seeks to assure that programs, meetings, and other sponsored events, held either in person or virtually, are open and welcoming to everyone. To assure this is possible, MHPN expects all participants to follow the Code of Professional Conduct found at [www.mhpn.org](http://www.mhpn.org); click on the button at the top labelled "About Us." We expect everyone's cooperation to help ensure a welcoming, inclusive, and respectful environment for all.

### **Questions:**

Contact the MHPN at (517) 371-8080 / [info@mhpn.org](mailto:info@mhpn.org). Also find answers at [www.mhpn.org/conference/](http://www.mhpn.org/conference/).

### **Registration Policies:**

1) Registrations after April 17 and walk-ins welcome, but food/activities are not guaranteed. 2) Refunds subject to a \$20 administrative fee and made 30-45 days post-conference. 3) Cancellations or changes after April 17, and no-shows, are not reimbursed. 4) Reservations may be transferred, unchanged, to another participant; notify the MHPN. 5) Tours, events, lunches have capacity limits; waiting lists are kept.

### **VIRTUAL 24/7 VENDORS' SHOWCASE**

**Register on-line at [www.mhpn.org/conference/](http://www.mhpn.org/conference/) no later than May 3, 5:00 PM.  
Showcase opens to visitors on April 1. Check it out on-line!**

# IN-PERSON CONFERENCE REGISTRATION FORM

Mail, fax, or on-line at [www.mhpn.org/conference/](http://www.mhpn.org/conference/) by April 17, 2024, at 5:00 PM

**SAVE! Early Bird Registration by March 27, 2024, at 5:00 PM**

ONE PERSON PER FORM AND PLEASE PRINT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_ County: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Special Needs: \_\_\_\_\_

E-Mail: \_\_\_\_\_

On-line Registration is encouraged! Do not include me on the Participant List \_\_\_\_\_

### REGISTERING FOR 1 OR MORE DAYS? DO THAT HERE!

This is Basic Registration. If you qualify for a discount, you'll find it below at Check Out. If not a member, join at Check-Out and qualify for member discounts immediately!

- I am registering for Thursday, May 9:** ..... \$190 \_\_\_\_\_  
Incl. continental b'fast, breaks, lunch, sessions, and  
Opening Reception & Vendors' Showcase (Cash Bar).  
- Add "Ladies Library Association" Bus & Venue Tour \$10 \_\_\_\_\_  
- Add "Houses of Worship" Bus & Walking Tour ..... \$20 \_\_\_\_\_

- I am registering for Friday, May 10:** ..... \$190 \_\_\_\_\_  
Includes continental b'fast, breaks, lunch, sessions,  
and Keynote  
- Add "Residential Gems" Bus & Walking Tour ..... \$25 \_\_\_\_\_  
- Add "Downtown Commercial" Bus & Walking Tour... \$25 \_\_\_\_\_  
- Add Awards Reception & Ceremony (Cash Bar) ..... \$30 \_\_\_\_\_

- I am registering for Saturday, May 11:**  
For Sat pricing, you must register for at least one day above.  
"Wood Window Workshop for Old Home Owners" ..... \$30 \_\_\_\_\_  
Includes continental b'fast, breaks

**YOUR SUB-TOTAL FOR BASIC REGISTRATION:** \_\_\_\_\_

### REGISTRATION CHECK OUT!

Does one of the following discounts apply to you?  
(Limit to 1) If so, subtract!

- MHPN Member registering by March 27 ..... **Subtract 25%** - \_\_\_\_\_
- MHPN Member registering March 28-April 17 . **Subtract 10%** - \_\_\_\_\_
- Student and 60+ registering by March 27 ..... **Subtract 50%** - \_\_\_\_\_
- Student and 60+ registering March 28-April 17: **Subtract 35%** - \_\_\_\_\_
- Presenters and Volunteers pay \$0 for their work days;  
then, for added days, registering any time: ..... **Subtract 50%** - \_\_\_\_\_
- Donor at \$1000+ or Scholar registering any time:  
**Subtract 100%** - \_\_\_\_\_

• **If you are not a member and have taken a discount, join now:**  
1-Yr Basic @ \$65, Student/60+ @ \$40 ..... + \_\_\_\_\_

I want to make a gift to the MHPN ..... + \_\_\_\_\_

**PAY THIS TOTAL:** \_\_\_\_\_

### ...OR DOING A LA CARTE TICKETING? DO THAT HERE!

If you are registered to the left, *no need to buy a la carte tickets here!* DISCOUNTS DO NOT APPLY ON INDIVIDUAL TICKETS.

#### Thursday, May 9 - Choose all that apply:

- "Ladies Library Association" Tour..... \$20 \_\_\_\_\_
- Lunch (state tax credit discussion) ..... \$25 \_\_\_\_\_
- Archaeology, Museums, Tribes Session..... \$25 \_\_\_\_\_
- Secretary's Standards Session..... \$25 \_\_\_\_\_
- "Houses of Worship" Tour..... \$40 \_\_\_\_\_
- Reception & Showcase (cash bar)..... FREE \_\_\_\_\_

#### Friday, May 10 - Choose all that apply:

- SHPO Track and Keynote..... \$100 \_\_\_\_\_
- "Residential Gem" Tour..... \$50 \_\_\_\_\_
- Incentives for Pres Workshop I & II..... \$85 \_\_\_\_\_
- Archaeology Standards & Guidelines..... \$25 \_\_\_\_\_
- Lunch (before keynote) ..... \$25 \_\_\_\_\_
- Keynote Address..... FREE \_\_\_\_\_
- "Downtown Commercial" Tour ..... \$50 \_\_\_\_\_
- Awards Evening (cash bar) ..... \$40 \_\_\_\_\_

#### Saturday, May 11

- "Wood Window Workshop for Old Home Owners"  
Includes continental b'fast, breaks..... \$45 \_\_\_\_\_

#### Add a Membership:

- 1-Yr Basic @ \$65, Student/60+ @ \$40 + \_\_\_\_\_
- I want to make a gift to the MHPN: + \_\_\_\_\_

**PAY THIS TOTAL:** \_\_\_\_\_

### ...OR ARE YOU A VENDOR? REGISTER HERE!

For up to 2 people: Thurs includes continental b'fast, breaks, lunch, sessions, Opening Reception & Vendors' Showcase (cash bar); Fri includes continental b'fast, breaks, lunch, sessions, keynote. See "Important Registration Details," opposite page.

- MHPN Member: ..... Pay \$125 \_\_\_\_\_
- Non-Member; 1 yr basic member inc .... Pay \$190 \_\_\_\_\_
- Donor; see booth discount on pg 34: .... Pay \$ \_\_\_\_\_

I need (circle one) 0, 1, 2\_\_ tables.

Electricity: Yes\_\_\_\_\_ No\_\_\_\_\_

Second person's name, if applicable; no need for a second form: \_\_\_\_\_

### THEN EVERYBODY PAYS HERE!

If one payment is made for several registrants, complete a separate form for each person and submit together.

Choices for Remittance: \_\_\_\_\_ (MHPN Fed Tax #38-2878515)

1) Check # \_\_\_\_\_ made payable to the "MHPN"

2) Purchase Order # \_\_\_\_\_

3) CC: VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ AmEx \_\_\_\_\_ # \_\_\_\_\_ Exp: mm/yy \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Your Signature: \_\_\_\_\_

Mail/fax the registration form with payment to:

Michigan Historic Preservation Network, 313 East César E. Chávez Avenue, Lansing, MI 48906 FAX: (517) 371-9090