



GENERAL INSTRUCTIONS

Make checks payable to: MICHIGAN BUSINESS EDUCATION ASSOCIATION

**Send check and registration form to: Mrs. Colleen Webb
6164 Urban Drive
East China, MI 48054**

Please be sure that we have at least two methods of communications to reach you.

If you are paying by credit card, you may email your registration to webb6164@gmail.com

NOTE: MBEA is once again offering the NBEA Membership Incentive—**Join or renew** NBEA with conference registration only and join for the 2017 rate of \$95, MBEA will pay the remaining \$5.

The deadline for Registrations is **Friday, October 19, 2018**. Registrations **will not** be processed until **payment is received**. You will receive an email confirming that payment has been received and your registration has been processed. If you have registered and have not received confirmation, please contact Colleen Webb at webb6164@gmail.com to resolve the issue.

A Late Fee of \$75 will be imposed to any registrations **not received** or **postmarked** by **October 19, 2018**.

A \$40 handling charge will be assessed for returned checks and rejected credit card charges.

All final payments **must** be paid upon check-in at the Convention. We will accept personal checks and credit cards.

Cancellation Policy: Written requests for refund of convention registration fees must be **received** by Colleen Webb **by** October 19, 2018. A \$75 cancellation fee will apply. Cancellations received **after** October 19, 2018, will receive **NO refund**.

Convention Connection: Please join us for the “Convention Connection” gathering on Thursday night from 5-7—to help with pre-planning, please indicate your interest on the registration form.

IT Configuration Reminder: If you bring your school-issued device to convention, PLEASE check with your local IT Department to be sure your device is capable of off-site accessibility.

If you have questions regarding registration, contact Colleen Webb at webb6164@gmail.com or call 810.247.0133.

This Convention meets your CTE PD requirement.



Directions: TYPE or PRINT the required information on the form below (form also available via download from www.mbea-online.org). Registrations must be postmarked by **October 19, 2018**.

First Name _____ Last Name _____
 Home Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ E-mail _____
 School/Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Work Phone _____ Position _____

MEMBERSHIPS

If MBEA membership is not current, it must be paid with convention registration. All membership **will be verified** prior to convention. **Note:** Dues are on a calendar year basis and expire 12/31/18. You may prepay for 2019.

<input type="checkbox"/> Professional dues \$35 for 2018	<input type="checkbox"/> Prepay professional dues \$35 for 2019	<input type="checkbox"/> Lifetime Member	<input type="checkbox"/> Student Retiree \$15	\$
<input type="checkbox"/> JOIN OR RENEW (Circle one) NBEA—Dues \$100 now \$95 with MBEA paying \$5 (incentive in place ONLY if you pay with your 2018 Conference Registration)				\$95.00
				\$

CONFERENCE REGISTRATION FEES

• Professional member registration*	\$200	\$
• Non-member registration*	\$250	\$
• Student / Lifetime / Retired Member registration* (Please circle one)	\$105	\$

*Registration includes Thursday Lunch Meal, tickets are needed. Please indicate meals in the next section.

Total Registration Fees Due \$

MEAL EVENTS

Thursday Continental Breakfast Thursday Lunch Pasta Buffet (meatless) Friday Full breakfast
 (Meal tickets will be collected). Please note that tickets will be in your registration envelopes.

OTHER EVENTS TO PARTICIPATE IN

I will attend the New BPA Advisor Workshop, Thursday, November 8, 2018

I plan to attend the Thursday night "Convention Connection" networking gathering November 8, 2018, 5-7 pm

Photos will be taken during the conference and by submitting their conference application and fee, you are agreeing to the taking and publication of conference photos.

PAYMENT INFORMATION
(No Purchase Orders Can Be Accepted)

Total Enclosed:	\$	Include all totals from membership dues and conference registration fees.				
<input type="checkbox"/> Check #	<input type="checkbox"/> Money Order	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover		
Account #				Expiration Date		
Name (as printed on card)						
Street Address (as printed on statement)						
City, State ZIP						

This Convention meets your CTE PD requirement.

Signature		C V V Code (3 digit code from back of card)	
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