



## MACB 115<sup>th</sup> ANNUAL CONVENTION THE BALSAMS

### CONVENTION DETAILS

#### **BALSAMS ROOM REGISTRATION**

Guests will make their own reservations at the Balsams and pay for their rooms upon check-out. Please mail or fax the attached lodging reservation form to the Balsams before **AUGUST 11**. A deposit of one night is required for each room reservation and will be credited to the last night of your stay.

The Balsams lodging rate of \$185 per person double/\$241 per person single includes all meals and the use of all facilities, including golf. The rates do not include rental of equipment, golf carts, or incidentals. A NH room and meals tax of 8% will be added to rooms and a 15% service charge will be added for gratuities for housekeeping and dining room personnel.

Check in time is 4:00 p.m. and checkout time is 12:00 noon.

#### **CONVENTION REGISTRATON**

Please mail, e-mail or fax the MACB convention registration form to the MACB office by **AUGUST 11**. If you have an Excel version of the registration form, you can complete it in Excel by typing the name of each registrant and the cost of each activity that person is registering for. The columns will total automatically. You can then e-mail the form to us and follow with a check, or fax the form with a credit card number to 207-774-5693. We do not recommend that you e-mail credit card information. The MACB registration fee covers speaker and meeting expenses, evening entertainment, cocktail receptions, coffee breaks, banquet fees, printing, audiovisual rental and postage. The spouse/guest registration fee includes receptions and a share of musicians, decor and entertainment for all functions.

The food and entertainment (nondeductible) portion of the \$650 delegate Convention Registration Fee is 70% of the total fee. The food and entertainment (nondeductible) portion of the \$350 spouse/guest fee is 100%.

#### **CANCELLATIONS**

Please read the Balsams cancellation policy carefully as written on the Room Reservation Form. Deposits on cancelled Balsams room reservations and MACB convention registration fees will be granted through **SEPTEMBER 2**. Please cancel rooms directly with the Balsams at 800-255-3400. Please call the MACB office at 207-791-8412 to cancel convention registrations.

#### **SPACE LIMITATIONS**

While we have booked the entire hotel of 203 rooms and expect to be able to house everyone in the Balsams, an unusually high turnout this year could mean that we allocate rooms based on your bank's convention attendance history. Please book all of the rooms you need at the Balsams. **The hotel will withhold confirmations until the August 11 cutoff date.** If the hotel becomes filled, we may ask you to limit your number of rooms according to your bank's relative room usage the last three years. We have a list of motels in the area which we will make available to anyone who does not get a room at the Balsams, and we keep a waiting list to assign people to Balsams rooms as cancellations free up space.

## **DINING AT THE BALSAMS**

The Balsams operates on a Full American Plan with all three meals included in the lodging rate, beginning with dinner on the day of check-in. All guests receive a meal ticket at check-in to be presented as you enter the Dining Room for all meals. All meals are taken in the Balsams Dining Room. (Exception: guests can secure a luncheon chit from the maitre d' to use at the restaurant at the Panoramic View golf course.) In the unlikely event that we have guests housed outside the hotel, those guests can set up a city ledger account at the front desk of the Balsams for charging meals and other hotel expenses.

The Balsams encourages table assignments in the Dining Room, and we encourage you to speak to the maitre d' when you arrive to reserve a block of tables for all of your bank's or firm's delegates. Your group will be seated at your block of tables at all meals, except Saturday night's Annual Banquet, at which seats are pre-assigned in the order in which registration forms are received at the MACB office.

## **MASTER ACCOUNTS**

If you wish to have all of your delegates' rooms and expenses on one bill, you can set up a group account at the Balsams to pay for all of your bank's rooms and expenses on one credit card as you check out; or to have all charges direct billed to the bank after the convention. To set up your group account, contact:

Karen Ahrens, Sales Manager  
The BALSAMS Grand Resort Hotel  
Dixville Notch, NH 03576  
(603) 255-3400  
[kahrens@dncinc.com](mailto:kahrens@dncinc.com)

## **DRESS CODE**

We recommend comfortable, casual clothing for daytime activities and the business meetings, with moderately dressy attire in the evening. The Balsams requires men to wear a jacket (tie optional) in the Dining Room at dinner. Dresses and well-groomed slacks outfits are appropriate for women during dinner.

## **FORMAT**

Business meetings are held in the mornings (Friday and Saturday), and afternoons are free for outdoor activities, lectures, tournaments and relaxation. You can sign up for most activities in advance on the convention registration form. Any activities that have remaining space will be available for signup when you arrive.

*If you have any questions about Convention registration, please contact Pam Green, 207-791-8412, [greenp@meccb.com](mailto:greenp@meccb.com).*