



# Scale Manufacturers Association

6724 Lone Oak Blvd., Naples, Florida 34109

Tel: 239-514-3441 / Fax: 239-514-3470

Web site: <http://www.scalemanufacturers.org>

**TO:** SMA MEMBERS  
**FROM:** Bob Reinfried  
**SUBJECT:** 63<sup>rd</sup> Annual Meeting  
**DATE:** January 14, 2008

This is the first call for reservations for **SMA's 63<sup>rd</sup> Annual Meeting**, which will be held as follows:

**April 16-18, 2008**  
**Sundial Beach & Golf Resort**  
**Sanibel Island, Florida**

A registration form, tentative program and additional information are enclosed.

Please complete the registration form and **return it to SMA by March 7, 2008.** We will handle your room reservation request with the hotel, and you may obtain your confirmation number by contacting SMA after March 24<sup>th</sup>. Please note that **your hotel room must be guaranteed to a major credit card and your card will be charged for one night's room and tax.** Look for the space and add this information to your registration form. If you cancel your hotel registration within three (3) days of the night of arrival, you may be charged a cancellation fee of one night lodging.

If you cancel your meeting registration within 72 hours of the beginning of the meeting, you may be charged a partial registration fee to cover guarantees made for food functions.

**CUTOFF DATE FOR HOTEL RESERVATIONS IS MARCH 7<sup>th</sup> !**

Further details on the meeting will be sent to you as they are finalized. We look forward to seeing you at the 63<sup>rd</sup> Annual Meeting.

RAR/krm  
Enclosures



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## **2008 SMA ANNUAL MEETING**

April 16-18, 2008  
Sundial Beach & Golf Resort  
Sanibel Island, Florida

### **Tentative Program**

#### **Wednesday, April 16**

- 8:00 a.m. – 12:00 p.m. - Technical Committee Meeting
- 1:00 p.m. – 5:00 p.m. - Technical Committee Meeting  
(Executive Session)

#### **Thursday, April 17**

- 8:00 a.m. – 12:00 p.m. - Technical Committee Meeting  
(Executive Session)
- 3:00 p.m. – 6:00 p.m. - Board of Directors Meeting  
(Executive Session)
- 7:00 p.m. – 9:00 p.m. - Reception/Annual Dinner (All Attendees)

#### **Friday, April 18**

- 8:00 a.m. – 11:00 a.m. - General Business Session



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**Sundial Beach & Golf Resort  
1451 Middle Gulf Drive  
Sanibel Island, Florida 33957**

## **RESERVATION DEADLINE**

**The cutoff date for hotel reservations is March 7, 2008.** SMA will submit your reservation information to the hotel. After March 24th, you may contact Kimberly at SMA Headquarters either by phone (239.514.3441 ext. 10) or e-mail her at [kim@scalemanufacturers.org](mailto:kim@scalemanufacturers.org) to receive your confirmation number for your reservation.

## **CANCELLATIONS**

If you must cancel your hotel reservations, please call SMA Headquarters and we will notify the hotel. **Hotel reservations must be cancelled 3 days prior to arrival to ensure no cancellation charge of one night's lodging.**

## **CHECK-IN/CHECK-OUT**

Check-in time at Sundial Beach & Golf Resort is 4:00 p.m. Check-out time is 11:00 a.m.

## **AMENITIES**

- Wireless Internet Access, 603 square feet of space, with partial garden views and One queen-sized bed
- Fully equipped kitchen, with a breakfast bar for dining
- Full bathroom, Screened balcony or patio
- Sleeper sofa and crib, available by request
- Cable TV, with VCR, Telephone, with dataport, AM / FM clock radio
- Refrigerator, Microwave, Coffee maker, with supplies delivered daily, Blender and Dishwasher
- Hair dryer, Iron / ironing board
- In-room safe

## **GRATUITIES AND TAXES**

At the time of check-in the hotel room rates are subject to applicable taxes, currently these taxes are 17% (6% Sales tax / 11% local tax). Gratuities are at your own discretion.

## **EUROPEAN PLAN**

While at Sundial Beach & Golf Resort, we will be on the European Plan. No meals are included in the room rates. Please remember to indicate on the registration form your choice of meat, fish, chicken for dinner Thursday, April 17, 2008.

## **REGISTRATION FEES**

Registration fees will be billed after the meeting. Registration fees will be approximately \$300.00 per person (\$400.00 per couple).

## **ATTIRE**

Attire for all events and meetings will be casual, including the reception and dinner on Thursday evening.



# SMA 2008 ANNUAL MEETING REGISTRATION FORM

To Bob Reinfried, April 16-18, 2008  
 SMA Executive Director Sundial Beach & Golf Beach Resort  
 6724 Lone Oak Blvd. 1451 Middle Gulf Drive  
 Naples, FL 34109 Sanibel Island, Florida 33957  
 Phone: 239.514.3441 866.565.5093  
 FAX: 239.514.3470 Please Type or Print

Remarks or Comments:

\_\_\_ Sorry, I will NOT be attending the 2008 SMA Annual Meeting.  
 \_\_\_ Yes, I will attend the 2008 SMA Annual Meeting.

Please register the following for the 2008 SMA Annual Meeting:  
 E-MAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ SPOUSE/GUEST: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ FIRST MEETING? \_\_\_ YES \_\_\_ NO

BADGE NAME: \_\_\_\_\_ BADGE NAME SPOUSE/GUEST: \_\_\_\_\_

### HOTEL ACCOMMODATIONS

#### Sundial Beach & Golf Beach Resort

Reservation: YES (\_\_\_) or NO (\_\_\_)

#### Check Choice:

Queen (2) \$199.00/night \_\_\_\_\_  
 King \$199.00 /night \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

### EVENT PARTICIPATION

#### RECEPTION / DINNER - 7:00 p.m.- 9:00 p.m. - Thursday, April 17th

No. of People \_\_\_\_\_

#### Choice of Meals:

Meat \_\_\_\_\_ Fish \_\_\_\_\_ Chicken \_\_\_\_\_

### ALL RESERVATIONS MUST BE GUARANTEED FOR LATE ARRIVAL TO A MAJOR CREDIT CARD.

All room reservation requests must be returned to SMA Headquarters no later than March 7, 2008. After that time, the block of rooms we are holding will be released, and rooms will be on a "space available" basis. See "Additional Information Sheet." Cancellations made within the three (3) days of arrival will forfeit your room deposit.

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_  
 Name on Card -- Printed \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

### I PLAN TO ATTEND THE FOLLOWING COMMITTEE MEETINGS/SESSIONS

<u>Wednesday, April 16</u>	<u>Check Below</u>	<u>Thursday, April 17</u>	<u>Check Below</u>
8:00 a.m. - 12:00 p.m.-- Technical Committee Meeting	_____	8:00 a.m. - 12:00 p.m.-- Technical Committee Meeting	_____
1:00 p.m. - 5:00 p.m.-- Technical Committee Meeting (Executive Session)	_____	(Executive Session) 3:00 p.m. - 6:00 p.m.-- Board of Directors Meeting (Executive Session)	_____
	<u>Friday, April 18</u>	<u>Check Below</u>	
	8:00 a.m. - 11:00 a.m.- General Business Session	_____	