

**MS 911 Coordinators Association
2022 Fall Training Conference
Exhibition Hall
Rules and Regulations**

Exhibitor Representatives:

Each exhibitor must provide an attendant within his or her space during the open hours of the conference as defined under the exhibit date and hours. All exhibitor personnel are to register and pick up their name badges at the conference registration desk. Each booth rental includes tickets for meals and social functions to company representatives as listed in each sponsorship level. Tickets for meals and social functions for additional company representatives may be purchased at the conference registration desk. Additional registrations for company representatives can be purchased for \$150.00 that includes tickets for meals and socials.

Liability and Security:

Neither the MS 911 Coordinators Association nor the IP Resort Casino Spa Biloxi are responsible for the damage or loss of any materials, equipment or displays. It is the responsibility of each vendor to safeguard their materials, equipment and displays.

Social Functions:

Any social functions sponsored by a vendor must not occur during training or exhibit hours. Additionally, any vendor sponsored social functions must not conflict with any events scheduled by MS 911 Coordinators Association.

Booth Assignment:

Assignment of booths will be made on a first come first serve basis. The MS 911 Coordinators Association reserves the right to allocate space as needed to provide the best vendor experience for the attendees. The exception is Platinum Sponsors that will be allowed to select their booth location.

Exhibit Fee:

The exhibit fee will include internet service, If electricity is required it should be requested on the booth application. A booth assignment will not be made until payment is received. A completed application and payment must be received no later than September 16, 2022. If a vendor fails to cancel their registration less than 72 hours prior to the conference start on October 24, 2022, it will result in forfeiture of booth and/or sponsorship fees.

Subleasing:

Exhibitor's shall not sublease booth space nor any part thereof, offer for sale, give us a premium, or advertise articles not produced or sold by the registered vendor, except where articles are required for proper demonstration or operation of the Exhibitor's display.

Failure to Hold Exposition:

Should any contingency outside the control of the MS 911 Coordinators Association prevent the holding of the 2022 Fall Training Seminar, the Association may retain such part of the exhibitor's rental fee as shall be required to reimburse the Association for those expenses incurred to prepare for the vendors booth.

Fire and Safety:

All materials and exhibits are subject to fire and safety regulations enforced by state or city fire authorities. Volatile or flammable fluids, substances, materials of any nature as prohibited by the city or county fire regulations or insurance carriers are prohibited in any booth. All booths are subject to inspection by state and or local Fire Department Authorities.

Installation of Exhibits:

Booths will be ready for set-up on Monday, October 24th, from 1:00 pm – 4:00 pm. There will also be additional set-up hours on Tuesday, October 25th, from 12:00 pm – 1:30 pm. All exhibits must be in place by 1:30 pm on Tuesday, October 25th. Exhibitors will be responsible for delivery and set-up of all materials to their assigned booth. Return shipping of your exhibit must be coordinated with Event Services upon arrival at the venue.

Exhibitors Dates and Hours:

Exhibit area will be open as follows:

Monday: Set up is from 1pm-4pm. **(There will be a vendor reception with Officers and Board members from 5 pm-6 pm)**

Tuesday: Vendor Hall opens at 7am, sessions begin at 8am

Wednesday: Vendor Hall opens at 7am, sessions begin at 8am

Thursday: Vendor Hall opens at 7am, sessions begin at 8am

Friday: Vendor Hall opens at 7am, sessions begin at 8am

Dismantling of Exhibits:

All materials and equipment must be removed from the exhibit hall area by 1 pm on Friday, October 28, 2022.

Hotel Reservations:

All conference vendors are responsible for making their own hotel reservations directly with the desired hotel. To make lodging reservations with IP Casino Resort Spa Biloxi online visit www.ipbiloxi.com/groups using group code "MS9J22C". You can also call the Room Reservations Department directly at 888-946-2847, press 1 for reservations.

The room rate is \$89.99 a night. Room rates are not inclusive of the current 5% Harrison County accommodations tax and state sales tax of 7% per night. There is a \$14.00 resort fee per room per night. These rates will be available until October 10, 2022. After that time, the group rate will be offered based on hotel availability only. A credit card is required at the time of reservation; however, the first night room and tax requirement has been waived. If a debit card is used for incidentals at check-in, some banks will put hold on funds in the amount of \$100, so a credit card is a recommended choice.

2022 Sponsorship Opportunities:

All Sponsors Receive:

- (1) *One Company Logo on sponsor signage or banner in exhibit hall*
- (2) *One Company Logo or mention on attendee mailings and programs including Vendor Bingo that will take place during the conference*
- (3) *Block in Program for Platinum and Gold Sponsorships during lunch sessions*
- (4) *Introductions of Silver and Bronze sponsors during breaks or as time available*

Each sponsor must supply the association with your company contact information. Only one Company may be represented per booth.

PLATINUM SPONSOR \$5,000 (3 Tables, 6 Chairs and Tablecloths provided that will be located in premium location of choice)
Exhibit space, Sponsor of Entertainment, Dinner, or Speaker, Program Recognition, up to 6 Company Registrations

GOLD SPONSOR: \$2,500 (2 Table, 4 Chairs and Tablecloth provided that will be located in desirable location)
Exhibit Space, Sponsor of Breakfast or Lunch, Program Recognition, up to 3 Company Registrations

SILVER SPONSOR: \$1,500 (1 Table, 2 Chairs and Tablecloth provided in a location near)
Exhibit Space, Sponsor of Snacks/Breaks, Program Recognition, up to 2 Company Registrations

BRONZE SPONSOR: \$800 (1 Table, 2 Chairs and Tablecloth provided)(Booth assigned on first come - first served basis)
Exhibit Space, Program Recognition, 1 Company Registration

ADDITIONAL CONFERENCE SPONSORSHIPS AVAILABLE:

Exclusive Conference Bag Sponsorship - Minimum of \$1,200

Refreshments During Breaks – Minimum of \$500

Dinner Meal – Minimum of \$1,000

Speakers – Minimum of \$1,000

All vendors are asked to bring a door prize with them and to have it on display during open booth times, up until the drawing. Door prizes will be presented throughout the conference and attendees do not have to be present to win.

If any Vendor has materials they would like to be placed in attendee bags, please provide to MS 911 Coordinators by October 7, 2022.

The deadline for reservations for booth space is **September 16, 2022**. Booth and sponsorship reservations are not considered complete until application and check are received. Please send applications to Stacey Reed at stacey@ms911coordinators.org.

Please attach a copy of application and mail with check made payable to: Mississippi 911 Coordinators Association, P.O. Box 5091 Holly Springs, MS 38634 Attn: Cathy Hannah, Treasurer

We can't wait to see you in October!