

MCDEMA'S MOTTO: 'NUM QUAMNOM PARATUS' NEVER UNPREPARED



2019 MCDEMA Mid-Winter Emergency Management Education Conference November 12 – 14, 2019 Golden Nugget - Biloxi, MS

July 15, 2019

Dear Exhibit Coordinator:

After this seemingly unending severe weather year, everyone is thinking about emergencies, disasters, response, and recovery efforts. Please receive this correspondence to plan your schedule to allow your participation in the Mississippi Civil Defense Emergency Management Association Mid-Winter Education Conference, scheduled for November 12 - 14, 2019 at the Golden Nugget Convention Center in Biloxi, Mississippi.

Again this year we plan presentations from federal, state and local leadership for sessions during the education portion of the conference. The network opportunities are abundant throughout the conference as all meal functions will take place in a central location.

Your business/organization/agency is invited to participate in this event as a sponsor or exhibitor. If you have participated in previous conferences, you know the value of presenting your product, service, or idea before this gathering of decision-makers. Exhibit space will be located near the Golden Nugget convention center meeting rooms, giving attendees access to the exhibit area at all times. A variety of sponsorship opportunities, including welcome reception, which will feature fund-raising efforts for the scholarship program, keynote speaker, luncheon, and awards banquet are available and may be designated in the printed program and with signage and banners. Information regarding sponsors and exhibitors is included.

We appreciate your support of the 2019 Mississippi Civil Defense Emergency Management Association Mid-Winter Education Conference and look forward to you joining us and helping to make it the best ever. If you have any questions, please contact MCDEMA Conference Co-Chairs John Albert Evans, Paul Sheffield or Secretary/Treasurer Cindy Galey.

Sincerely,

Raven James, President

Conference Co-Chairs:

Paul Sheffield 601-649-3535

John Albert Evans 228-255-0942

Cindy Galey, Secretary/Treasurer mcdemasecretary@gmail.com

Attachments

2019 Mississippi Civil Defense/Emergency Management Association Mid-Winter Education Conference

Sponsor/Exhibitor Rules and Regulations

Exhibit Fee

The rental fee for a 10' x 10' booth is \$650.00. The application is invalid without payment. Full payment of sponsorship is due before November 1, 2019. If needed, hardwired internet lines are charged to the exhibitor in addition to the booth space rental and must be secured at the time of booth rental. (WIFI will be available at no charge.)

Booth Assignments

Assignment of booths will be made on a first-come, first-served basis, providing for sponsorships first. MCDEMA reserves the right to allot space and to accept or reject all booth requests. Display location may be requested, but cannot be guaranteed.

Installation/Dismantling of Exhibits

Booth space will be ready for set-up at Noon, Tuesday, November 12. Attendees will be arriving before 2 p.m., so all exhibits should be in place by that time. Exhibitors are responsible for delivery of exhibit material to the assigned booth. All material and equipment must be removed from the exhibit area by 11 a.m., Thursday, November 14. If shipping your display material, send it so it arrives no earlier than Friday, November 8. The physical address to ship to:

Golden Nugget
Attention: Leslie Barfield, Sales Manager
MCDEMA Mid-Winter Conference
151 Beach Boulevard, Biloxi, Mississippi 39530

Conference Date and Hours

Exhibit area will be open as follows: Tuesday from 2:00 p.m. until 9:00 p.m.; Wednesday from 8:00 a.m. until 9:00 p.m.; and Thursday from 8:00 a.m. until 11:00 a.m.

Exhibitor Representatives

Each exhibitor must provide an attendant within his space during the open hours of the conference as defined under Exhibit Date and Hours. All exhibitor personnel are to register and pick up their badges at the conference registration desk. Sponsorships allow four company representatives to participate. Two company representatives are permitted for each single booth rental. Additional tickets for meals and social functions may be purchased at the conference registration desk for \$115.00 each.

Hotel Reservations

All vendor participants are responsible for making their own hotel reservations at 1-800-777-7568 and using the group code **S190353**, or you may click on this link:

<https://goldennuggetbiloxi.reztrip.com/ext/promoRate?property=1262&mode=b&pm=true&sr=478512&vr=3>

before October 29. It is very important to identify yourself as being with the Mississippi Civil Defense Emergency Management Association so that you can receive the group rate of \$59.00 per night plus fees and taxes.

Check in time is 4 p.m.

Liability and Security

Each exhibitor is responsible for safeguarding his goods, materials, equipment, and displays at all times. MCDEMA will not be responsible for damage or loss of any exhibit material.

Social Functions

Social functions sponsored by individual exhibitors must not be scheduled during exhibit hours and must not conflict with the activities conducted by the MCDEMA Mid-Winter Education Conference Committee.

Failure to Hold Exposition

Should any contingency prevent holding of the 2019 Mississippi Civil Defense Emergency Management Association Mid-Winter Education Conference, MCDEMA may retain such part of exhibitor's rental as shall be required to recompense it for all expenses incurred up to the time such contingency shall have occurred.

Fire and Safety

All materials and exhibits are subject to fire and safety regulations enforced by jurisdictional fire authorities. Volatile or flammable fluids, substances, materials of any nature prohibited by fire regulations or insurance carriers are prohibited in any booth.

MCDEMA 2019 Mid-Winter Education Conference

We agree to abide by the Exhibitor Rules and Regulations that are included as a part of this prospectus for the 2019 Mississippi Civil Defense Emergency Management Association Mid-Winter Emergency Management Education Conference and are made a part of this contract by reference and fully incorporated herein.

Firm: _____ **Date:** _____

Mailing Address: _____

City, State, ZIP: _____

Contact Name: _____ **Title:** _____

Telephone: _____

Email: _____

Please list exhibitor representatives (Please type or print - for name tags):

1. _____

2. _____

* **Additional \$115 per additional exhibitor representative (print, type or attach names on sheet)**

We understand and agree that all space will be assigned on a first-come, first-served basis and that the MCDEMA exhibit manager reserves the right to assign exhibitors to the best available space.

Type of Vendor Sponsorship: (✓ check all that apply)

Exhibition Booth (10'x10') (\$650/booth) \$650.00 = _____

Conference Sponsor: (Includes 10'x 20' exhibit space) \$2,750.00 = _____

All Sponsors Receive:

1. Logo or mention on sponsor signage
2. Logo or mention on all attendee mailings
3. Block in Program

Awards Banquet, or Luncheon Sponsorship (includes all of the above under Conference Sponsor along with special recognition) \$5,000.00 = _____

Hardwired Internet Line for Individual Booth \$100.00 = _____

Additional exhibitor representative tickets for meals and socials \$115.00 = _____

TOTAL:

Deadline for reservations of booth space is November 1, 2019. Booth and sponsorship reservations are not considered complete until application and payment are received.

<p>Mail Registration Form and Checks To:</p> <p style="text-align: center;">MCDEMA 2019 Mid Winter Conference P.O. Box 672 Brookhaven, MS 39602</p> <p style="text-align: center;">Or E-mail mcdemasecretary@gmail.com</p>	<p>Paypal is available at www.mcdema.com</p> <p>Click on events page</p>
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Signature: _____ **Date:** _____