

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



2020 MCDEMA Mid-Winter Emergency Management Education Conference November 16 – 18, 2020 Golden Nugget - Biloxi, MS

January 30, 2020

Dear Exhibit Coordinator:

The Mississippi Civil Defense Emergency Management Association will host the 2020 Mid-Winter Education Conference at the Golden Nugget Convention Center in Biloxi, Mississippi on November 16 - 18, 2020

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. Without support from sponsors like you, our conference would not be successful in meeting the needs of the emergency management community in the State of Mississippi.

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 the welcome reception, which will feature fund-raising efforts for the scholarship program, 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 2020 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 or 601-695-4078

Attachments

2020 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, 2020. 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 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 16. 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. Shipments should be delivered to the Hotel no more than three (3) working days prior to the program date commencement. Handling charges are assessed for incoming and outgoing packages by weight. Shipping/Receiving Department is open until 3:00pm Central Time, Monday-Friday.

ADDRESS PACKAGES:

Guest Name and/or Group Name
c/o Golden Nugget Biloxi Business Center
151 Beach Boulevard
Biloxi, Mississippi 39530

INCLUDE:

Guest Name
Group Name
Date of Event

Conference Date and Hours

Exhibit area will be open as follows: Tuesday from 2:00 p.m. until 11:00 p.m.; Wednesday from 8:00 a.m. until 10:00 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 \$125.00 each or by using form to submit. Please list all names for badges.

Hotel Reservations

All vendor participants are responsible for making their own hotel reservations at **1-800-777-7568** and using the group code, **S200357** or you may click on this link:

<https://goldennuggetbiloxi.reztrip.com/ext/promoRate?property=1262&mode=b&pm=true&sr=549612&vr=3>

before October 26. 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 \$59.99 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 2020 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.

2020 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 2020 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 \$125 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) Two representatives \$650.00 = _____

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

All Sponsors Receive:

1. Logo or mention on signage and in program
2. Four company representatives
3. Five minute Block in Program

Gold Conference Sponsorship: Welcome Reception, Awards \$5,000.00 = _____

Banquet, or Luncheon Sponsorship (includes all of the above under Silver Conference Sponsor along with special recognition)

Additional exhibitor representative tickets for meals and socials \$125.00 = _____

= _____

TOTAL:

Deadline for reservations of booth space is November 1, 2020. 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 2020 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 Please note added fees. Click on 2020 Conference</p>
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Signature: _____ **Date:** _____

SUBMIT FORM