

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



**MCDEMA 2024 Mid-Winter Emergency
Management/Education Conference
November 19-21, 2024
IP Casino, Biloxi, MS**

Dear Exhibit Coordinator:

The Mississippi Civil Defense Emergency Management Association will host the 2024 Mid-Winter Education Conference November 19-21, 2024 at the IP Casino, Biloxi, MS.

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 on the Third Floor in Foyer 1 near Ballroom A & B (where the meals will be served), 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, two breakfasts and awards banquet are available and may be designated in the printed program and with signage. Information regarding sponsors and exhibitors is included.

We appreciate your support of the 2024 MCDEMA 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 Tracy Pharr or Jamie Roberson or Secretary/Treasurer Tina Reed.

Sincerely,

Robert "Brad" Bradford, President

Conference Co-Chairs:

Tracy Pharr: 662-436-0303 tpharr@monroems.com

Jamie Roberson: 662-902-8785 jroberson2@bellsouth.net

MCDEMA Secretary/Treasurer

Tina Reed: 601-259-0617 mcdemasecretary@gmail.com

2024 MCDEMA Mid-Winter Education Conference

Sponsor/Exhibitor Rules and Regulations

Exhibit/Sponsorship Fee

The fee will include booth space as designated below. The application is invalid without payment. **Full payment of exhibitor/sponsorship is due before October 28, 2024.** (WIFI available at no charge) Booth includes a table and 2 chairs. Power will be available, but must bring your own extension cord.

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 8:00 a.m., Tuesday, November 19, 2024. Attendees will be arriving before 1:00 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 10:00 a.m., Thursday, November 21, 2024.

Shipping & Receiving packages and Exhibit Materials

The IP Casino has a document that explains their shipping and receiving rules that can be provided upon request.

Conference Date and Hours

Exhibit area for participants will be open as follows:

Tuesday, November 19, 2024 from 1:00 p.m. until 8:00 p.m.

Wednesday, November 20, 2024 from 8:00 a.m. until 6:00 p.m.

Thursday, November 21, 2024 from 8:00 a.m. until all equipment is removed from the exhibit area by 10:00 a.m.

Exhibitor Representatives

Each exhibitor must provide an attendant within his space during the open hours of the conference as defined under Installation/Dismantling of Exhibits. All exhibitor personnel are to register and pick up their name tags at the conference registration desk. Sponsorships allow two, three or four company representatives (depending on sponsorship type) to participate. Additional tickets for meals and social functions can be purchased for \$125.00 each on the registration form.

Hotel Reservations

All vendor participants are responsible for making their own hotel reservations at **1-888-946-2847**. Attendees are to identify themselves as a participant of MCDEMA and use the group code **MCDK24C** in order to receive the applicable room rate of \$69.99 per night plus tax and fee (**\$85.88 total**) per night before **October 28, 2024**. Reservations made after cut-off date will be accommodated at the current rack rate, subject to availability. **Check in time is 4 p.m. and check-out time is 11:00 a.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 2024 MCDEMA 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
2024 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 2024 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.

Company Name: _____

Mailing Address: _____

Contact Name: _____ **Title:** _____

Phone No.: _____ **Email:** _____

Please list Exhibitor/Sponsor Representatives: (You must print or type for name tags)

1. _____

2. _____

***Additional \$125 per additional exhibitor representative (print or type names for name tags)**

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 Exhibitor/Sponsorship: (check all that apply)

- Exhibit Booth:** (10'x 10') **\$650.00** \$ _____
*Company name on signage and in program
*Includes two (2) company representatives

- Silver Sponsor:** (10'x 20') **\$2,750.00** \$ _____
*Company name on signage and in program
*Includes three (3) company representatives
*Five-minute block in program

- Gold Sponsor:** (10'x 20') **\$5,000.00** \$ _____
*Sponsor for Welcome Reception (Tuesday evening),
Awards Banquet (Wednesday evening), Breakfast (Wednesday or Thursday)
or Luncheon (Wednesday) Circle one
*Company name on signage and in program
*Includes four (4) company representatives
*Five-minute block in program

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

- Total** \$ _____

Deadline for reservations of booth space is October 28, 2024. Booth and sponsorship reservations are no considered complete until application and payment are received.

Signature: _____ **Date:** _____

Mail Registration Form and Check to:

MCDEMA
2024 Mid-Winter Conference
1241 Parklane Rd, Suite B
McComb, MS 39648

PayPal is available at
www.mcdema.com
Please note added fees

Click on 2024 Conference