

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



2023 MCDEMA Mid-Winter Emergency Management Education Conference November 14 – 16, 2023 Hollywood Casino, Bay St. Louis MS

Dear Exhibit Coordinator:

The Mississippi Civil Defense Emergency Management Association will host the 2023 Mid-Winter Education Conference at the Hollywood Casino in Bay St. Louis on Nov. 14-16, 2023.

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 in the Prefunction Area near the Cypress Cove Ballroom, 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. Information regarding sponsors and exhibitors is included.

We appreciate your support of the 2023 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.

Sincerely,

John Albert Evans, President

Conference Co-Chairs:

Tracy Pharr: 601-209-6038 tpharr@mema.ms.gov

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

2023 MCDEMA 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 exhibitor/sponsorship is due before October 18, 2023. (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 14, 2023. 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 16, 2023.

SHIPPING & RECEIVING PACKAGES AND EXHIBIT MATERIALS

The Hollywood Casino **does not** have the ability or space to handle, secure, and hold bulk shipments, packages and large parcels and equipment for conventions and shows. For these types of deliveries, an outside drayage service is required at your own expense.

Conference Date and Hours

Exhibit area for participants will be open as follows: Tuesday, November 14, 2023 from 1:00 p.m. until 8:00 p.m.; Wednesday, November 15, 2023 from 8:00 a.m. until 6:00 p.m.; Thursday, November 16, 2023 from 8:00 a.m. until all material and 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 badges at the conference registration desk. Sponsorships allow three or four company representatives (depending on sponsorship type) to participate. Two company representatives are permitted for each single booth rental. Additional tickets for meals and social functions can be purchased for \$125.00 each 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 **1-800-946-2442**. Attendees are to identify themselves as a participant of MCDEMA and use the group code **G11TH23** in order to receive the applicable room rate of \$60 per night plus 7% sales tax and a 2% occupancy tax (**\$65.40 total**) per night before **October 18, 2023**. Reservations made after cut-off date will be accommodated at the current rack rate, subject to availability. **Check in time is 3 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 2023 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

2023 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 2023 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 (You must 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') Company name on signage and in program. \$650.00 = _____
*Includes two company representatives.

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

Gold Conference Sponsorship: Please specify Welcome Reception, Awards Banquet, or Luncheon Sponsorship (10'x 20' exhibit space) \$5,000.00 = _____
*Includes four company representatives.

All Gold and Silver Sponsors Receive:

1. Company name on signage and in program
2. Five-minute Block in Program

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

TOTAL:

Deadline for reservations of booth space is October 18, 2023. 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 2023 Mid-Winter Conference Tina Reed, Secretary/Treasurer 1241 Parklane Rd, Suite B McComb, MS 39648</p>	<p>Paypal is available at www.mcdema.com Please note added fees. Click on 2023 Conference</p>
--	--

Signature: _____ Date: _____