



August 15, 2017

Dear Exhibit Coordinator:

As we brace ourselves for what may occur during the current tropical season (may it be a mild one), please receive this correspondence as your prompt to plan your schedule to allow your participation in the Mississippi Civil Defense Emergency Management Association Mid-Winter Education Conference, scheduled for November 14 - 16, 2017, at the Gold Strike Convention Center in Robinsonville, Mississippi. Again this year we plan presentations from federal, state and local leadership for sessions during the education portion of the conference. There will also be pre-conference education sessions for emergency managers and governmental officials dealing with National Incident Management System Incident Command System training.

Your business/organization 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 convention center meeting rooms and banquet areas, 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 where you can also donate an item for the Silent Auction, 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 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 Conference Chair John Elfer at 601-636-1544, MCDEMA Secretary/Treasurer Cindy Galey at 601-833-8561, or Tom Ball in the Center for Government and Community Development at 662-325-3141.

Sincerely,

Brian T. (Hooty) Adam, President  
MCDEMA

John Elfer  
Director & Conference Chair

Tom Ball  
MSU Extension Service

Attachments

# **2017 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 \$595.00. The application is invalid without payment. Full payment of sponsorship is due before November 1, 2017. Telephone lines are charged to the exhibitor in addition to the booth space rental and must be secured at the time of booth rental.

### **Booth Assignments**

Assignment of booths will be made on a first-come, first-served basis, providing for sponsorships first. The MSU Extension Service Center for Government and Community Development and 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 14. Attendees will be arriving before 3 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 Noon, Thursday, November 17. If shipping your display material, send it so it arrives no earlier than Friday, November 10. The physical address to ship to:

Gold Strike Convention Center  
Attention: Kim Thomas, Sales Manager  
MCDEMA Mid-Winter Conference  
Casino Strip Row, Tunica Resorts, Mississippi 38664

### **Conference Date and Hours**

Exhibit area will be open as follows: Tuesday until 9:00 p.m.; Wednesday until 9:00 p.m.; and Thursday until noon.

### **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. No more than 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 \$95.00 each.

### **Hotel Reservations**

All vendor participants are responsible for making their own hotel reservations at 1-888-245-7529, before November 1. The conference code is **MCDEMA**. It is very important to give the group code so that you can receive the \$59.00 per night plus tax group rate. There is a \$9.00 per night resort fee.

**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. The MSU Extension Service Center for Government and Community Development 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 2017 Mississippi Civil Defense Emergency Management Association Mid-Winter Education Conference, the Center for Government and Community Development 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

## 2017 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 2017 Mississippi Civil Defense Emergency Management Association 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 \$95 per additional exhibitor representative (print, type or attach names on sheet)**

**PayPal Convenience Fee \$3.00=\$98.00**

*We understand and agree that all space will be assigned on a first-come, first-served basis and that the Center for Government & Community Development 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') (\$595/booth)** **PayPal Convenience Fee \$18.00=\$613.00** \$595.00 = \_\_\_\_\_

☐ **Conference Sponsor:**  
(Includes 10'x 20' exhibit space) **PayPal Fee \$83.00=\$2833.00**

**All Sponsors Receive:**

1. Logo or mention on sponsor signage
  2. Logo or mention on all attendee mailings
  3. Block in Program
- \$2,750.00 = \_\_\_\_\_

☐ **Awards Banquet, or Luncheon Sponsorship** \$5,000.00 = \_\_\_\_\_

**PayPal Fee \$150.00=\$5150.00**

☐ **Telephone Line for Individual Booth – PayPal Fee \$3.00=\$103.00** \$100.00 = \_\_\_\_\_

**To use PayPal, information can be found on website: mcdema.com**

**TOTAL:**

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*Deadline for reservations of booth space is November 1, 2017. Booth and sponsorship reservations are not considered complete until application and payment are received. If returning application with check, please forward to:*

**Mail Registration Form and Checks To:**  
MCDEMA 2017 Mid -Winter Conference  
MSU-ES GCD  
Box 9643  
Mississippi State, Mississippi 39762  
Phone: 662-325-3141

**Use above Form or Fax Sponsorship Form To:**  
662-325-8954  
**Or, E-mail**  
**mcdemasecretary@gmail.com**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_