

MISSISSIPPI ASSOCIATION OF SUPERVISORS

89TH ANNUAL CONVENTION | JUNE 11-14, 2018

MS COAST CONVENTION CENTER | BILOXI, MS



2018 EXHIBITOR CONTRACT

This agreement made and entered into, this the _____ day of _____, 2018, by and between the Mississippi Association of Supervisors ("MAS") and _____ ("Exhibitor").

WITNESSED: That, whereas MAS is the lessee of the Mississippi Coast Coliseum and Convention Center ("MCCC"), located in Biloxi, Mississippi; and whereas the above-named Exhibitor desires to participate in the MAS 89th Annual Convention ("Convention") to be held June 11-14, 2018 at MCCC. Exhibitor agrees to the Rules and Regulations as agreed upon by MAS and MCCC which are hereby expressly incorporated herein by reference and made a part of this agreement (copy provided upon request). **MAS reserves the absolute right to assign all exhibit space, and the decision of MAS regarding assignment, reassignment or rearrangement is final.** Exhibit space will be assigned based on overall level of sponsorship as well as order of registration. (Initial Here: _____)

EXHIBIT SPACE: Each booth package includes: one (1) 10'w x 10'd exhibit space, with 8' h back drapes and 3' h side dividers; one (1) 7'h x 44" w sign; one (1) 6' skirted display table and two (2) chairs. Each package also includes registration for two (2) attendees. Additional attendees may register for an additional cost. **All persons on the Exhibit Hall must be registered attendees. No one will be allowed in the Exhibit Hall without a name badge, including guests.** (Initial Here: _____)

Additional furnishings and services, including electrical, must be contracted separately with **Convention Display Services (CDS)**. Once booth assignments are finalized, CDS will email an exhibitor packet with more information. You may contact CDS directly at 601.948.4228.

BULK SPACE: Subject to availability, bulk space will be charged at \$1.00 per square foot with a minimum purchase of 300 square feet. Bulk space does not include drapes, tables or chairs. Indoor and outdoor bulk space is very limited and will be assigned on a first-come basis. Outside exhibit space is only available to vendors purchasing an inside exhibit booth. Oversized/heavy equipment delivery and placement will be coordinated with MAS and CDS.

EXHIBIT HALL HOURS: Exhibit Hall will be open **one day only on Wednesday, June 13, 2018 from 7:30 a.m. – 5:30 p.m.** Exhibit booths must be completely set up by **5:00 p.m. on Tuesday, June 12.** All booths must be open and staffed during meals offered on Exhibit Hall floor, including the Exhibitor Reception/Ice Cream Social at 4:00 p.m. (Initial Here: _____)

EXHIBITOR DOOR PRIZES: Exhibitors are encouraged to give away a door prize as this aids in attracting crowds to the show. Door prizes will be drawn during the Exhibitor Reception at 4:00 p.m. Please bring your door prize and your winner's name(s) to the stage area at 4:00 p.m. It will be up to the exhibitor to award any door prizes not drawn during the Reception. **Exhibitor must be in attendance during the Reception for door prize drawing. MAS will not be responsible for delivering door prizes to winners not present at the time of drawing.** (Initial Here: _____)

SET-UP and TAKEDOWN: Set-up will be 8:00 a.m. – 4:30 p.m. on Tuesday, June 12, 2018. Exhibitors must pick up packets and name tags before entering Exhibit Hall. **Exhibitors must register at Registration Desk and pick up booth packets by 3:00 p.m. on Tuesday, June 12, 2018.** Takedown will occur Wednesday, June 13, 2018 from 5:30 p.m. – 8:00 p.m. (Initial Here: _____)

EXHIBIT BOOTH RATES: Exhibit booths may be purchased at the following rates: \$700 for first booth, \$500 for additional (adjoining) booth(s). State agency and nonprofit rate is \$500 per booth. MAS Affiliate Partners are eligible for 10% discount on exhibit fees. **Exhibitor acknowledges that booth selections below are not guaranteed for final assignment. Booth assignment will be solely MAS' decision.** (Initial Here: _____)

Please enter my order for _____ exhibit booths. Preferred booth number(s) is/are (refer to Exhibit Floor Plan):

First choice: _____ Second choice: _____ Third choice: _____

Bulk space requested: _____ square feet Outside/parking area Inside/Exhibit Hall

Type of equipment and dimensions (bulk space purchases only): _____

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ATTENDEES: Exhibitor may register two complimentary attendees for each booth purchased. Additional attendees may register for \$150 each. **All persons in Exhibit Hall must be registered attendees and must wear name badges.** Exhibitor must complete and return a **Vendor Registration Form**, including the names of all Exhibitor attendees.

PAYMENT: Make checks payable to Mississippi Association of Supervisors. Remit to: MAS Convention, 793 N. President St., Jackson, MS 39202. **Payment must be received in MAS Office prior to May 18, 2018; otherwise, late payment fee of \$200 per booth may be assessed.** (Initial Here: _____)

TOTAL DUE: \$ _____ (include booth(s) fees, bulk space, additional attendee fees)

Check # _____ Visa/MasterCard Cardholder Name: _____

Card No.: _____ Exp. _____ CID: _____

Billing Address: _____

Cardholder Signature: _____

CANCELLATION; REFUNDS. Should Exhibitor be unable to attend Convention, written notice of cancellation must be received at MAS Office no later than May 1, 2018. Refund requests will be subject to a \$75 service charge. No refunds will be issued for cancellations made after May 1, 2018. (Initial Here: _____)

MAS CONTACT: Direct all questions to Stephanie Spangler via email at sspangler@massup.org or phone 601.353.2741.

All correspondence regarding exhibit space will be sent to:

Company: _____

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

SIGNAGE: Please print your company name exactly as you want it to appear on the sign. No logos or slogans. If this section is left blank, company name will be printed exactly as shown above. (Initial Here: _____)

Mandatory Exhibitor Acknowledgements

The undersigned Exhibitor acknowledges that it has been advised that public officials are subject to the Mississippi Ethics Law. Exhibitors understand that, if applicable, the Mississippi Lobbying Reform Act of 1994 may apply.

Exhibitor acknowledges it has reviewed and understands all terms and conditions in this 2018 Exhibitor Contract and Vendor Registration Form.

Exhibitor acknowledges that exhibit space will not be assigned/confirmed until a completed Vendor Registration Form and full payment is received.

Signature Title

Date

MAS USE ONLY	
Date Rec'd: _____	_____
Booth(s) Assgnd: _____	_____
Total Due: _____	_____