

MISSISSIPPI ASSOCIATION OF SUPERVISORS

94TH ANNUAL CONVENTION | JUNE 12-15, 2023

MS COAST CONVENTION CENTER | HARRISON COUNTY | BILOXI, MS



The MAS 94th Annual Convention is scheduled for **June 12 - June 15, 2023** at the Mississippi Coast Convention Center in Biloxi, MS. Registered Vendors, Sponsors and Exhibitors are welcome to attend all events on the published agenda. Name badges are required for all Convention activities.

Exhibit Hall Notes

Exhibitors must check in at MAS Registration Desk and pick up booth packets before entering the Exhibit Hall. **Each attendee must sign in and pick up his/her own name badge.** Two complimentary t-shirts will be provided per company attendees.

Booth Assignment: MAS reserves the absolute right to assign all exhibit space, and the decision of MAS regarding assignment, reassignment or rearrangement is final. **Exhibitor acknowledges that booth selections above are not guaranteed for final assignment. Booth assignment will be solely MAS' decision. MAS will email you your final booth assignment by June 5.** CDS (company setting up booths) will then email you a vendor packet with additional booth information and a form to add additional furnishings and electricity to your booth. You will be responsible to work directly with CDS on these orders.

Please note, the exhibit hall floor layout is not complete, but MAS will follow up at a later date with an updated exhibit hall layout and your request for your top 3 booth preference.

Bulk/Equipment Display: Please note, if you plan on bringing equipment, you will have to set up your equipment early at your **designated time by CDS on Sunday, June 11** due to equipment having to be set up before CDS can set up booths. **If you miss your designated time, you run the risk that your equipment will have to be set up outdoors, or possibly in E1. A minimum of 10 x 30 or 300 sq ft is required for purchasing bulk space. CDS will tape out your bulk space. Bulk space is limited so it will be first come, first serve. The onsite cost for bulk space will be \$3 per square feet. Booth purchase is required. If your equipment space is more than what is listed on your registration form, additional fees will be incurred.**

Per Convention Center policy, equipment must be removed by Wednesday, June 15 at 5:00 pm.

Additional Attendees: Exhibitor may register two complimentary attendees with booth purchase. Additional attendee rates **Early** by May 12/ **Late** May 13 – May 31: Member Rate - \$325/\$375 | Non-Member Rate - \$375/\$425. *Onsite Rate | June 1 – June 15 - \$475/\$525.* **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. No name badge swapping permitted.**

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Exhibit Hours; Setup and Takedown:

Exhibit Hall Open: It will be open 10:00 a.m. – 3:00 p.m., Tuesday, June 13, 2023, and Wednesday, June 14, 7:30 a.m. to 3:00 p.m.,

Setup: Setup will be 12:00 p.m. – 4:00 p.m. on Monday, June 12, 2023 and 7:30 a.m. – 10:00 a.m. on Tuesday, June 13, 2023. Exhibitors must check in at MAS Registration Desk and pick up booth packets before entering the Exhibit Hall. Each attendee must sign in and pick up his/her own name badge. Two complimentary t-shirts will be provided per company attendees. 1 booths must be open and staffed during Exhibit Hours.

Takedown: Takedown will occur Wednesday, June 14, 2023, from 3:00 p.m. – 5:00 p.m. Exhibitors may not dismantle booths before 2:00 p.m., Wednesday, June 15, 2023. Early departure may incur a \$200 penalty. Excessive trash may also incur penalty fees.

Door Prizes Request: Exhibitors are encouraged to give away a door prizes at their booth, as this helps attract crowds to the show. Donated door prizes will be given away during the Educational Sessions. Exhibitors may bring their door prizes to the MAS onsite registration desk to be drawn and presented by MAS during the educational breakout sessions. and winning name(s) to General Assembly room at 3:00 p.m. MAS staff will assist with announcing the winners. Exhibitors doing drawings at their booth are required to handle the delivery to the winner, or at their discretion, may draw another winner from their booth.

Hospitality Suites: If you are interested in hosting a hospitality suite, please contact Yamaiky Gamez at ygamez@massup.org Space is available at the Hardrock Hotel and the Beau Rivage Hotel. You must be registered to attend the Convention in order to host a hospitality suite. Please email Yamaiky if you would like to list your hospitality suite in the MAS final program.

Cancellation and Refund Policy: Written notice of cancellation must be received at the MAS Office no later than **Tuesday, May 9, 2023**. Refund requests will be subject to a **\$150 service charge**. All contracts/registration forms submitted but not cancelled by the deadline will be due in full regardless of if you have prepaid or not before the deadline of May 9, 2023. No refunds will be issued for cancellations received after **Tuesday, May 9, 2023**. No refunds will be processed until after the close of the Convention.

Please email your registration form to Yamaiky Gamez at Ygamez@massup.org. You may also fax a copy of it to the MAS Office at 601.353.2749 or mail your registration form to us at the MAS office at 793 North President Street, Jackson, MS 39202.

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Please Read Carefully:

Vendor acknowledges that it has been advised that public officials are subject to the Mississippi Ethics Law. Vendor understands that, if applicable, the Mississippi Lobbying Reform Act of 1994 may apply.

Vendor agrees to the Rules and Regulations as agreed upon by MAS and the Mississippi Coast Convention Center which are hereby expressly incorporated herein by reference and made a part of this agreement (copy provided upon request).

No distribution of pamphlets, materials or other information is allowed in lobby or meeting areas. Such materials may only be distributed in the Exhibit Hall during Exhibit Hours.

Vendor acknowledges that it has read and understands all terms and conditions in this 2023 Vendor & Exhibitor Registration Form.

Vendor acknowledges that registration is not complete and exhibit space (if applicable) will not be assigned until this 2023 Vendor & Exhibitor Registration Form is signed and full payment is received by MAS.

Signature

Date