

MISSISSIPPI ASSOCIATION OF SUPERVISORS

2023 MID-WINTER LEGISLATIVE CONFERENCE | JANUARY 24 - 26

SHERATON REFUGE CONFERENCE CENTER | RANKIN COUNTY | FLOWOOD, MS

VENDOR REGISTRATION:

The MAS 2023 Mid-Winter Legislative Conference is scheduled for **January 24 – 26, 2023** in Flowood, MS at the Sheraton Refuge Conference Center, **2200 Refuge Blvd., Flowood, MS 39232.**

Please email your completed registration form to Yamaiky Gamez at YGamez@massup.org, or mail to MAS office at 793 North President Street, Jackson, MS 39202 or Fax to 601.353.2749.

CANCELLATION & REFUND POLICY: Written notice of cancellation must be received at the MAS Office no later than **December 5, 2022** for a refund consideration. Cancellations and refund requests are subject to a \$150 service charge. All registrations forms submitted but not cancelled by the deadline will be due in full regardless of if you have prepaid or not before the December 5, 2022 deadline. No refunds will be issued for cancellations received after **December 5, 2022.** No shows will still be due in full regardless of if you have prepaid or not. Refunds will be processed after the close of Fall Workshop.

All Premier Sponsorships include company logo featured on event materials, in program, and listing in follow up magazine. We must receive all event material by December 14, 2022 in order to allow sufficient time for planning and printing.

FAQ'S:

Question: Which page do I submit to be a sponsor?
Answer: <u>Page 3</u> will need to be sent to MAS with the selected Sponsorship and attendee's information.
Question: Which page do I submit if I am attending with no sponsorship?
Answer: <u>Page 4</u> will need to be sent to MAS with the rate selected and the attendee's information.
Question: Can I purchase a vendor table without a sponsorship?
Answer: <u>No</u> , you must purchase a Gold or Premiere Sponsor to add a table.
Question: Can I split the cost of a Premier Sponsorship with a fellow vendor?
Answer: <u>Yes</u> , cost may be split with another vendor. Benefits will also be split (<i>i.e. number of attendee passes</i>)
Question: Can MAS add more rooms to the hotel blocks at the initial booking rates?
Answer: <u>No</u> , once the room blocks are full, we cannot add additional rooms.
Question: If I cancel by December 5, 2022 will I receive a refund?
Answer: <u>Yes</u> , you have until December 5, 2022 to provide a written cancellation request minus service charge.
Question: If I cancel after December 5, 2022 will I receive a refund?
Answer: <u>No</u> , refunds will be issued for cancellations received after December 5, 2022.
Question: When will I know my vendor table number?
Answer: When applicable, MAS will send you an email with your vendor table information. Typically occurs a week or two prior to the start of the Meeting.
Question: When will I receive an invoice?
Answer: After MAS processes your registration form and/or after the Meeting.

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CONFERENCE HOTELS:

Hotel blocks are open. You must request MAS **at the time reservation is made** to guarantee block rates. Block rates are subject to sales tax and fees (vary by property). Once block sells out MAS cannot add any additional rooms according to hotel policy

HOSPITALITY SUITE REQUEST (OPTIONAL)

MAS has reserved a limited number of hospitality rooms at the Sheraton Refuge ("Hotel"). Suites are limited and will be awarded on a first request basis. Requests **must** be approved by MAS before arrangements may be made with Hotel. Vendor will be solely responsible for making catering and other arrangements with the Hotel.

Only registered Sponsors may host a hospitality suite.

NOTE: Vendor agrees not to schedule a hospitality suite or social event that competes with Meeting schedule.

Tuesday, January 24, 2023: **Time Open:** _____ **Time Closed:** _____

Wednesday, January 25, 2023: **Time Open:** _____ **Time Closed:** _____

DOOR PRIZES: Attendees are encouraged to giveaway door prizes to help draw crowd. You may draw at your "Meet and Greet" table or bring to MAS registration desk for drawing during MAS General Assembly Wednesday and Thursday. You may be present to help during drawing and take photo was MAS photographer.

*** Visit the [MAS Website](#) for Online Booking Links or Click on Hotel Names ***

Staybridge Suites - 2620 Lakeland Dr. Flowood, MS 39232
Rate \$103/\$114
Cutoff Date.....January 9, 2023
Group Code..... MS Assn. of Supervisors
Phone: 601.952.3234

3.2 miles from Conference Center Includes complimentary hot breakfast

Home2 Suites - 105 Hospitality Drive, Flowood, MS 39232
Rate \$139
Cutoff DateJanuary 7, 2023
Group Code..... MS Assn. of Supervisors
Phone: 601.909.4000

3.2 miles from Conference Center Includes complimentary hot breakfast

Comfort Suite - 121 Hospitality Dr. Flowood, MS 39232
Rate \$119
Cutoff DateJanuary 7, 2023
Group Code..... MS Assn. of Supervisors
Phone: 601.709.4900

3.4 miles from Conference Center Includes complimentary hot breakfast

Hilton Garden Inn - 118 Laurel Cove, Flowood, MS 39232
Rate \$144
Cutoff Date.....January 5, 2023
Group Code..... MS Assn. of Supervisors
Phone: 601.487.0800

3.3 miles from Conference Center

Hampton Inn Flowood - 115 Hospitality Drive, Brandon, MS 39232

Rate \$129
Cutoff Date.....January 7, 2023
Group CodeMS Assn. of Supervisors
Phone: 601.709.5200

3.3 miles from Conference Center Includes complimentary hot breakfast

TownePlace by Marriott - 160 East Metro Parkway, Flowood, MS 39232
Rate \$134
Cutoff Date.....January 6, 2023
Group Code MS Assn. of Supervisors
Phone: 601.882.9800

3.7 miles from Conference Center Includes complimentary hot breakfast

Sold Out (in 5 minutes) Sheraton Refuge Hotel
2200 Refuge Blvd. Flowood, MS 39232
Rate \$184
Cutoff Date..... December 23, 2022
Group Code..... MS Assn. of Supervisors
Phone: 601.936.4550

Please Submit One of the Following Registration Forms (not both) - If You Wish to Be a Premier/Gold Sponsor and/or Meet & Greet Table Submit Form Labeled "Sponsor Registration Form". If You Wish to Simply Attend (no sponsorship or Meet & Greet Table) Submit the Form Labeled "Non-Sponsor/Individual Registration Form"



SPONSOR REGISTRATION FORM

Company Name: _____ Bill to attention: _____
 Billing Address: _____ City/State: _____ Zip: _____
 Email: _____ Office/Cell Number: _____ **Submission Date:** _____

PREMIER SPONSORSHIP OPPORTUNITIES:

Premier Sponsors may register additional attendees for \$150/person and \$250 per person beginning on December 15, 2022.

- Registration Desk – \$1,850** Three available (Includes registration for 2 attendees.)
- Break Refreshments – \$1,950** Four available (Includes registration for 2 attendees.)
- Wi-Fi – \$2,000** One Available (Includes registration for 2 attendees)
- Coffee Station – \$3,000** One available for the entirety of the meeting. (Includes registration for 3 attendees) (*You may provide coffee cups and/or coffee cup sleeves with your company’s logo*)
- Breakfast – \$3,750** Two available (Includes registration for 3 attendees.)
- Luncheon – \$4,750** One available (Includes registration for 4 attendees.) (*Comp’d company ad*)
- Dinner – \$5,500** One available (Includes registration for 5 attendees.) (*May be split with a second vendor*) (*Comp’d ad*)
- Welcome Reception – \$5,500** One available (Comp’d registration for 5 attendees.) (*May split with 2nd vendor*) (*Comp’d ad*)
- Lanyards - \$3,500** One available (Includes registration for 3 attendees.) (*Must receive artwork no later than December 14*)

Gold Sponsor: Early Bird Rate by December 14: \$875 (Non-Member) / \$775 (Member) | Late Registration Rate After December 14: \$995 (Non-Member) / \$875 (Member) (Includes 2 attendees; listing in program/printed materials must receive in office by 12/14) *Additional attendees may register for \$175 per person & \$275 per person beginning on December 15, 2022.*

******* NOT CONSIDERED A SPONSORSHIP*******

(LIMITED!) Meet & Greet Table: Early Bird Rate by December 14: \$300 (Non-Member) / \$250 (Member) Late Registration Rate after December 14: \$450 (Non-Member Rate)/\$400 (Member)(*Must register as a Gold or Premier Sponsor*) (Table cost is **in addition to Sponsorship Fee***) (*Includes one table & 2 chairs*).

Company Ad: Publish your business card or small ad in the final Program. **\$125** (Non-Member) / **\$100** (Member). Ad must be no larger than 3 in x 3 in, sent in PDF, PNG or JPG to Ygamez@massup.org no later than December 14, 2022

Custom Vendor Name/Logo Badge Ribbons - \$500 Badge Ribbon with Company Logo or Name (Compd Ad, 1 compd additional attendee pass with purchase of Gold or Premier Sponsorship) (Must receive artwork by December 14, 2022)

Donate Registration Bags and/or Pens: Compd Registration for 1 Attendee or 2 Attendees with Donation of Bags & Pens

Additional Attendees. No. of Attendees _____ (**Only applicable for Premier or Gold Sponsors**)

*****ATTENDEE NAMES: MUST PROVIDE ALL NAMES AND TITLES FOR NAME BADGES*****

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

Order Total: \$ _____ Bill me Check Enclosed Credit Card (*Email me link to pay online*)

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NON-SPONSOR/INDIVIDUALS REGISTRATION FORM

Company Name: _____ Bill to attention: _____
 Billing Address: _____ City/State: _____ Zip: _____
 Email: _____ Office/Cell Number: _____ **Submission Date:** _____

- Early Bird** (by November 30) **\$400** (Non-Member) / **\$350** (Member)
- Regular Registration** (December 1 – December 13) **\$450** (Non-Member) / **\$400** (Member)
- Late/Onsite Registration** (December 14 - January 26)..... **\$525** (Non-Member) / **\$475** (Member)

- Final Agenda Ad:** Publish your business card or small ad in the final Program. **\$125** (Non-Member) / **\$100** (Member). Ad must be no larger than 3 in x 3 in, sent in PDF, PNG or JPG to Ygamez@massup.org no later than **December 14, 2022**.
- Custom Vendor Name/Logo Badge Ribbons - \$500** (Compd Agenda Ad,) (Must receive artwork by **December 14, 2022**)

***** ATTENDEE NAMES: MUST PROVIDE NAMES OF ALL ATTENDEES FOR NAME BADGES *****

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

 Full Name and Title (please print clearly)

Order Total: \$ _____ **Bill me** **Check Enclosed** **Credit Card (Email me link to pay online)**