

APCO-MS Chapter 2010 Annual Conference

March 14-17, 2010

Hilton Garden Inn, Tupelo, MS

Dear Exhibitor Coordinator:

The APCO-MS Chapter 2010 annual Conference is scheduled for Sunday, through Wednesday, in Tupelo MS at the Hilton Garden Inn located at 363 E Main Street. Dates for the conference will be March 14-17, 2010.

Your business and organization is invited to participate in this event as a sponsor or an exhibitor. Exhibits will be located near the conference meeting rooms, giving attendees the free access to the exhibit area at all times. A variety of sponsorships opportunities are offered and may be designated for specific activities such as speakers, meals or breaks. Information regarding sponsors and exhibitors is attached.

Due to the cost involved in conducting a conference of this size, we find it necessary to require the exhibit fee per 8x10 booths, \$575.00 this also includes electricity. Other sponsorships opportunities are available and are included in the material in this correspondence. We appreciate your support of the APCO-MS Chapter and look forward to you joining us and making the 2010 annual conference a huge success.

If you have any questions contact information listed below.

Steve Caygle: Vice President

Cell: 662-213-2201

Work: 662-680-5766

Fax: 662-841-0780

E-mail: steve.caygle@apco-ms.org

James Williams: Vice President

Work: 601-664-3586

Cell: 601-238-6823

Fax: 601-664-3528

E-mail: jwilliams@jmaa.com

APCO-MS Chapter 2010 Annual Conference
Contract for Booth Space
March 14th thru March 17th

We hereby apply for exhibit space with knowledge that an 8x10 booth is \$575.00. We understand and agree that all space will be assigned on a first come first serve Basis and that the Exhibit-Manager reserves the right to assign exhibitors to the best available space. Checks are to be made payable to the APCO-MS Conference.

Number of booths desired: _____ Total Cost: _____ Amount enclosed: _____

Internet connection required: Yes: _____ No: _____ (must be ordered to receive)

Please print or type all information:

Brief description of service or commodity your company provides:

We agree to abide by the Exhibitor Rules and Regulations, which are included as a part of this prospectus for the APCO-MS Chapter Conference and are made a part of this contract by reference and fully incorporated herein.

Firm: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Cell Phone: _____ Signature: _____

Please List exhibitor representatives. (Please type or print for name- tags) **REQUIRED**

1. _____
2. _____
3. _____
4. _____

Deadline for reservations of booth space is March 1, 2010. Booth and sponsorship reservations are not considered complete until application and payment are received. Please download the application fill out completely and mail to the contact information listed below. Make checks payable to the APCO-MS Conference. Thank You.

Steve Caygle President
APCO-MS Conference
131 RD 746
Plantersville, MS 38862

If you have any further questions please call me at any time. 662-213-2201

**APCO-MS 2010
Exhibition Hall
Rules and Regulations**

Exhibitor Representatives:

Each exhibitor must provide an attendant within his or her space during the open hours of the conference as defined under the exhibit date and hours. All exhibitor personnel are to register and pick up their name badges at the conference registration desk. No more than four company representatives are permitted for each single booth rental. Additional tickets for meals and social functions may be purchased at the conference registration desk.

Liability and Security:

Each exhibitor is responsible for safeguarding his or her materials, equipment and all displays at all times. The Exhibitor Manager nor the association or the hotel is responsible for the loss of any materials, equipment or displays.

Hotel Reservations:

All conference participants are responsible for making their own hotel reservations directly with the desired hotel. The Hilton Garden Inn located in Tupelo; MS will be the primary location for the conference. For room reservations please call 1-662-718-5500. When making your reservations please advise the desk clerk you are with the APCO-MS Chapter Conference 2010 so you will receive the special rate of \$99.00 per night.

Social Functions:

Social functions are separate from the conference and sponsored by exhibitors, therefore they must not be scheduled during exhibit hours and must not conflict with the activities conducted by the APCO-MS Chapter Conference Staff.

Booth Assignment:

Assignment of booths will be made on a first come first serve basis. The APCO-MS Chapter reserves the right to allot space and to accept or reject all booth requests. Display locations may be requested but may not be guaranteed.

Exhibit Fee:

The rental fee will include electricity for an 8x10 booth will be \$575.00. The applications are invalid without payment. Full payment is due on March 1st, 2010. Written cancellation when received by March 10, 2010 will earn a refund of 10% of the total payment.

Subleasing:

Exhibitor shall not sublease his or neither her space nor any part thereof, offer for sale give us a premium, or advise articles not produced or sold in his or her own name, except where articles are required for proper demonstration or operation of the Exhibitor's

display, in which case articles shall be limited to exhibiting companies, which in standard practice appears normally on them.

Failure to Hold Exposition:

Should any contingency prevent holding of the 2010 APCO-MS Chapter Conference, the staff may retain such part of the exhibitor's rental as shall be required to recompense it for all incurred up to the time such contingency shall have occurred.

Construction:

Standard booths are limited to a height of 8ft in the back half of the booth. The 8ft height may be extended along the side rails with no more than 5 ft from the back line of the rental space. Perimeter wall booths are limited to a height of 10 ft in the back half of the booth and 4 ft in the front half. Booths are limited to a height of 10 ft. All height restrictions include exhibit fixture components and identification signs. No exhibit will be permitted which interferes in way with adjoining booths.

Fire and Safety:

All materials and exhibits are subject to fire and safety regulations enforced by state or city fire authorities. Volatile or flammable fluids, substances, materials of any nature are prohibited by the city or county fire regulations or insurance carriers are prohibited in any booth. All booths are subject to inspection by state and or local Fire Department Authorities.

Installation of Exhibits:

Booths will be ready for set-up on Sunday March 14th, 2010. Attendees will be arriving by 4:00 pm. All exhibits need to be in place by 4:00 pm. Exhibitors will be responsible for delivery of all materials to the assigned booth. If shipping all exhibits must be received to the hotel on Friday March 12th, 2010, in order to insure timely delivery to the exhibit hall. The association or the hotel is not responsible for untimely or lost exhibits, materials or equipment.

Exhibitors Dates and Hours:

Exhibit area will be open as follows.
Sunday: Load in from 1:00 pm to 4:00 pm.
Monday: 7:00 am to 4:00 pm
Tuesday: 7:00 am to Noon

Dismantling of Exhibits:

All materials and equipment must be removed from the exhibit hall area by 1:00 pm
On Tuesday March 16, 2010.

“Conference 2010 Sponsorship Opportunities”

All Sponsors Receive:

Logo and company description on the APCO-MS Chapter web site, your company must supply our media director with your business cards so all information can be placed on the web site.

Platinum Plus Sponsor: \$7,500.00

16 x 20 Premium booth space
Sponsorship of a meal/reception
Dinner package for four exhibitors'
With attendees on Tuesday night.

Platinum Sponsor: \$5,500.00

16 x 16 Premium booth space
Sponsorship of a break Monday or Tuesday
Dinner package for three exhibitors with the
Attendees on Monday night.

Gold Sponsor: \$3,500.00

16 x 8 exhibit space
Premium booth location
Sponsorship of a continental breakfast
On Monday or Tuesday.

Supporting Sponsor/Vendor \$575.00

8 x 10 exhibit space
Booth assigned on first comes
First serve basis.

All vendors are asked to bring a door prize with them on Sunday March 14rd, 2010.

ADDITIONAL UNDERWRITING SUPPORT

EXCLUSIVE CONFERENCE BAG SPONSORSHIP

ON-LINE REGISTRATION SPONSORSHIP

REFRESHMENTS DURING BREAKS

KEYNOTE SPEAKER SPONSORSHIP

AWARD BANQUET DINNER SPONSORSHIP

EXHIBITORS DINNER SPONSORSHIP

NAME TAG SPONSORSHIP

**To discuss sponsorship opportunities and pricing packages, call
President of the APCO-MS Chapter Steve Caygle at the following
contact information listed. Cell: 662-213-2201.**