

**APCO-MS Chapter 2019 Annual Conference
Contract for Booth Space
May 5-8, 2019**

**We hereby apply for exhibit space with knowledge that an 8x10 booth is \$450.00.
We understand and agree that all space will be assigned on a first come first serve basis.
The Exhibit-Manager reserves the right to assign exhibitors to the best available space.
Checks are to be made payable to the APCO-MS Chapter.**

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 Vendor Contract for the 2019 APCO-MS Chapter Conference.

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. _____

The deadline for reservations of booth space is May 1, 2019. Booth and sponsorship reservations are not considered complete until application and payment are received.

Please complete the application, and mail with your payment to APCO-MS at 15309-B Community Rd Gulfport, MS 39503. Checks are to be payable to APCO-MS. A receipt will be mailed once payment is received. Any questions should be directed to Mr. Robert Bailey, Secretary – Treasurer @ harrison911@co.harrison.ms.us.

APCO-MS 2019 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. Each booth rental includes tickets for meals and social functions for two (2) company representatives. Tickets for meals and social functions for additional company representatives may be purchased at the conference registration desk. (Exceptions: Platinum, Gold, & Silver Sponsors will cover up to two (2) additional company representatives)

Liability and Security:

The MS Chapter of APCO nor the event venue is responsible for the damage or loss of any materials, equipment or displays.

It is the responsibility of each vendor to safeguard their materials, equipment and displays.

Social Functions:

Any social functions sponsored by a vendor must not occur during training or exhibit hours. Additionally, any vendor sponsored social functions must not conflict with any events scheduled by APCO – MS.

Booth Assignment:

Assignment of booths will be made on a first come first serve basis. The APCO-MS Chapter reserves the right to allocate space as needed to provide the best vendor experience for the attendees. The only exception is that Platinum Sponsors will be allowed to select their booth location.

Exhibit Fee:

The rental fee will include electricity for an 8x10 booth. If internet service is required, it should be requested on the booth application. A booth assignment will not be made until payment is received. A completed application and payment must be received no later than May 1, 2019. If a vendor fails to cancel their registration less than 72 hours prior to the conference start on May 5, 2019, it will result in forfeiture of booth space and/or sponsorship fees.

Subleasing:

Exhibitor's shall not sublease booth space nor any part thereof, offer for sale, give a premium, or advertise articles not produced or sold by the registered vendor, except where articles are required for proper demonstration or operation of the Exhibitor's display.

Failure to Hold Exposition:

Should any contingency outside the control of the Ms Chapter of APCO prevent the holding of the 2019 APCO-MS Conference, the Association may retain such part of the exhibitor's rental fee as shall be required to reimburse the Association for those expenses incurred to prepare for the vendors booth.

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 as 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, May 5, 2019, from 1:00 pm – 6:00 pm. All exhibits must be in place by 6:00 pm. Exhibitors will be responsible for delivery of all materials to their assigned booth.

Shipping of Vendor Exhibits:

Any vendor wishing to ship their exhibits directly to the venue may ship them to the following address:

The Mill Conference Center
Attn: Nathan Don, Conference Director
Re: APCO – MS Conference
600 Russell Street
Starkville, MS 39759

Return shipping of your exhibit must be coordinated with The Mill Conference Director upon arrival at the venue.

Exhibitors Dates and Hours:

Exhibit area will be open as follows.

Sunday: Set up any time after 12 Noon Open @ 4PM

Monday: Open @ 0730

Tuesday: Open @ 0730

Wednesday: Open @ 0730

Dismantling of Exhibits:

All materials and equipment must be removed from the exhibit hall area by 12 PM on Wednesday, May 8, 2019.

“Conference 2019 Sponsorship Opportunities”

All Sponsors Receive:

Logo and company description on the APCO-MS Chapter web site,
Each sponsor must supply the Chapter Media Director with your company contact information

Platinum Sponsor: \$2,500.00

16 x 20 Premium booth space
Sponsorship of a dinner package
with attendees on Tuesday night.

Gold Sponsor: \$1,500.00

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

Silver: \$1,000.00

8 X 10 exhibit space (unmanned booth)
Can't make the conference. Send your items and we will take care of it for you.
Sponsorship of Snack/Break
on Monday or Tuesday

Supporting Sponsor/Vendor \$450.00

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

All vendors are asked to bring a door prize with them and to have it on display during open booth times, up until the drawing. This door prize will be presented during Tuesday night's banquet.

ADDITIONAL CONFERENCE SUPPORT

EXCLUSIVE CONFERENCE BAG SPONSORSHIP

REFRESHMENTS DURING BREAKS

AWARD BANQUET DINNER SPONSORSHIP TUESDAY NIGHT

EXHIBITORS DINNER SPONSORSHIP MONDAY NIGHT

BREAKFAST OR LUNCH SPONSORSHIPS

To discuss sponsorship opportunities and pricing packages please contact the following.

**Sheri Hokamp: President
Cell: 228-860-8043**

**Jonnine Fisher: Vice President
Cell: 228-234-2472**

**Robert G Bailey: Secretary/Treasurer
Cell: 228-380-0911**

Hotel Reservations:

All conference vendors are responsible for making their own hotel reservations directly with the desired hotel. When making your reservations please advise the desk clerk you are with the APCO-MS Chapter Conference 2019. Group code will be “**APCO**”.

Courtyard by Marriott: 600 Russel St Starkville, MS 39759 1-662-338-3116

Comfort Suites: 801 Russell St Starkville, MS 39759 1-662-324-9595.

Hampton Inn: 700 Highway 12 E Starkville, MS 39759. 1-844-739-5085.

Room rates are \$98.00 per day plus tax at all of the above locations.

Reservations must be received by your hotel prior to April 5, 2019.