



EVENT SUMMIT

Experience this New and Exciting Event!

Capitol Plaza Hotel ~ Jefferson City, MO

Tuesday, August 1, 2017

Presented by Missouri Society of Association Executives, Missouri
Travel Council and Society of Government Meeting Professionals

Exhibitor & Sponsorship Opportunities



BOOTH PLACEMENT

Communities desiring to reserve a larger block are encouraged to canvass their community and reserve their block as early as possible to assure that all companies are placed in the same area. Please mark your 1st, 2nd and 3rd booth space choices on the registration form. Booths are assigned in the order they are received. You will receive your **confirmation by email within two weeks.**

EXHIBIT SPACE

Each space is \$350 with each additional booth at \$325 and includes admittance to the Education sessions. Booth includes an 8'x10' pipe and draped section with one 6' long clothed and skirted table, two chairs, electricity and a 7"x44" sign with **TWO INDIVIDUALS PERMITTED PER BOOTH.** There is a \$25 per person fee for additional people (up to 2 for each booth) with a **four-person maximum (same 4 people-no exceptions).** Booths must be completely set-up by no later than 10:30 am and may not be dismantled until after 2:30 pm.

If you have a non-member meeting planner you would like to invite to this show, please contact the MSAE office at 573-659-8898.

DOOR PRIZES

All exhibitors are encouraged to provide a door prize. As with previous shows, all **giveaways will be done at the reception following the EVENT SUMMIT.** A list of donations will be provided to each participant in the EVENT SUMMIT in their registration packet. We ask that you please follow these regulations:

- **Please do not collect business cards in the booth.** The complete list of attendees will be given to each exhibitor at the show.
- **No giveaways are to be given away at the booth.** If you wish to give something to attendees at the EVENT SUMMIT, an incentive would be an option. (i.e. discounts, etc.)
- All giveaways must be done at the reception immediately following the EVENT SUMMIT.
- Only persons who have proof that they have visited the booths will be eligible for any drawings.
- Winners need to be present to receive their gift and will only be eligible to receive one gift.
- Suppliers will not give a presentation when delivering the gift. A list of donations will be provided to each participant in the EVENT SUMMIT.

SPONSORSHIPS AVAILABLE

There are several sponsorship opportunities available at the 2017 Missouri EVENT SUMMIT.

Workshop/Speaker Sponsor - \$750 (3 available)

Sponsors will be able to introduce speakers and provide brochures and information to attendees. Also includes refreshment breaks in the meeting rooms.

Drink Station Sponsor - \$300 (2 available)

A sign will appear at each drink station with the sponsor name.

Food Station Sponsor - \$500 (6 available)

A sign will appear at each food station with the sponsor name.

Bag Sponsor - cost to be determined

Sponsors will provide conference attendees with a bag with their name and logo pre-printed on it.

FOOD & BEVERAGE

Lunch is included with your registration as well as refreshments and drinks provided throughout the EVENT SUMMIT. If you will be bringing in outside food to have in your booth, you will need prior approval from Capitol Plaza Hotel. Call 573-635-1234 for pre-approval.

LODGING

Make Reservations by calling Capitol Plaza Hotel at 573-635-1234. The room rate is \$91.00 for standard, king & double queen rooms. The deadline for reservation group rate is July 1, 2017. Ask for the Missouri EVENT SUMMIT rate when making your reservations.

We hope you'll be a part of this year's new and exciting event!

Jay Hahn
Missouri Optometric Association
President, MSAE

Cori Day
Visit KC
President, MTC

Annette Wallace, CMP
Missouri Dept. of Economic Development
President, SGMP



Vendor Registration

Organization _____
Contact _____
Address _____
City/State/Zip _____
Phone _____ Email _____
Additional Registrants (please list names): _____

BOOTH PREFERENCE

(The booths are laid out by region.)

Check here if you DO NOT want to be grouped with others from your region. Please note, that if you DO NOT want to be so grouped, you will be randomly placed in an alternative booth space.

DOOR PRIZE

Please list your door prize(s) here _____

SPONSORSHIP

(See previous page for more information, all sponsorships are first come first served.)

- Workshop/Speaker Sponsor** - \$750 (3 available)
- Food Station Sponsor** - \$500 (6 available)
- Drink Station Sponsor** - \$300 (2 available)
- Bag Sponsor** (cost to be determined by sponsor)

PAYMENT OPTIONS

<u>1st</u>	Booth @ \$350 each (2 people max)	\$350
<u>#</u>	Additional Booths @ \$325 each	\$ _____
<u>#</u>	Additional People @ \$25 each (same 4 people per booth limit)	\$ _____
	Sponsorship Amount (Select sponsorship above)	\$ _____
	Total Amount Enclosed	\$ _____

_____ Visa/MasterCard/Discover/American Express or Check
Credit Card # _____ Exp. Date _____

(Payment must accompany registration form)

Send Registration and Payment to:
MTC, 1505 E. Riverside Drive, Cape Girardeau, MO 63701
Phone: 573-803-3777 ~ Email: cmartin@missouritravel.com
Deadline to get your registration in is June 30, 2017