



3550 Amazonas Drive - Jefferson City, MO 65109-5716 - 573-638-4825 - FAX 573-556-6270

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Mr. Roger Kurtz
MASA
Executive Director

2016 MASA Spring Conference Exhibits

To: Education Related Organizations
From: Roger Kurtz, MASA Executive Director

The Missouri Association of School Administrators (MASA) Spring Conference will be March 30 through April 1, 2016 at The Lodge of Four Seasons, Lake Ozarks, MO. This conference brings together over 350 school superintendents and administrators each year.

During this conference, MASA offers organizations that serve Missouri school districts the opportunity to showcase their products/services. **The exhibit period for our 2016 conference will be from 3:30 pm to 6:30 pm on Wednesday, March 30 and from 7:30 am to 11:30 am on Thursday, March 31.** There will be a set-up period on Wednesday from 9:00 am to 3:30 pm. The cost to exhibit is \$500 and includes an 8 x 10 ft. booth, piping and draping, one six-foot skirted table, two chairs, an identification sign, waste can and electricity.

If you are interested in exhibiting at this conference **you must complete the enclosed Exhibitor Registration Form and return it to MASA.** Exhibits are accepted on a first-come, first-serve basis. Upon receipt of your Exhibitor Registration Form, you will receive a confirmation by email. If you do not receive confirmation, please call the MASA office.

Information regarding any special requests you may have should be directed to Page and Brown which is handling the exhibit set-up. Information regarding additional equipment/audio visual/telephone will be sent upon receipt of your exhibitor reservation form.

A limited number of sleeping rooms are available at The Lodge of Four Seasons. Room rates are \$105 for single or double occupancy. Call 1-888-265-5500 for reservations. Please indicate that you are an **exhibitor** at the MASA Spring Conference to receive this rate. Rooms are limited.

Meal tickets for the entire conference can be purchased. Please indicate which meals you would like to attend on the Exhibitor Reservation Form. A special lunch with the conference attendees is being offered to exhibitors with reserved seating for named exhibitors at the Thursday luncheon. Please include the names of those attending the luncheon on your reservation form.

No sound effects are allowed without permission of the conference coordinator. All exhibit signage must be positive and non-condescending to other exhibitors or companies. Requests for refunds must be made in writing prior to March 1, 2016. A \$25 service fee will be charged on all refunds. Cancellations made after March 1 will be subject to the full booth rental price.

If you wish to donate a prize for conference drawings, please indicate the prize you wish to donate on the reservation form so your company name and prize can be publicized. Any drawings conducted by MASA will be held during the President's Reception at 5:30 p.m. on Thursday, March 31.

If you have any questions about the MASA conference or exhibits, please call 573-638-4825.



EXHIBIT RESERVATION FORM



MASA / MOSPRA 2016 Spring Conference • March 30-April 1 • The Lodge of Four Seasons

Company/Business Name (for signage) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Contact person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Will work in exhibit Yes ☐ No ☐

Names of booth personnel as they should appear on name badges:

1. _____ 3. _____

2. _____ 4. _____

Type of Product: _____

Prize Donation: _____

Number of booths _____ X \$500.00 = \$ _____

Meal Tickets:

Wednesday Awards Banquet _____ X \$45.00 = \$ _____

Thursday Lunch* _____ X \$35.00 = \$ _____

Thursday President's Reception _____ X \$45.00 = \$ _____

Friday Breakfast Buffet _____ X \$25.00 = \$ _____

TOTAL DUE \$ _____

*Names for reserved seating at Thursday Lunch:

1. _____ 2. _____

Liability: Neither MASA nor the hotel management shall be accountable or liable for any damage, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other cause.

Care of Building and Equipment:

Exhibitors or their agents are liable to the owner of the property for any damage to the walls, floors, or booths.

Security: The exhibit hall will be locked when not in use. No responsibility for loss will be assumed by MASA.

☐ Check enclosed made payable to MASA

☐ Purchase Order No. _____

☐ I wish to pay with my ☐ VISA Card ☐ MasterCard

Amount to be charged to credit card: \$ _____

Card No. _____

Expiration Date _____ CVV _____

Signature _____

Return this form to: MASA
3550 Amazonas Drive
Jefferson City, MO 65109

Fax: 573-556-6270 Phone: 573-638-4825 Email: ann@mcsa.org

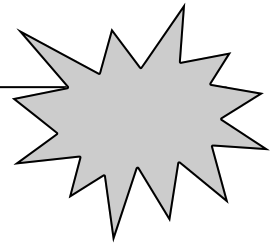
*We hope to have you as an exhibitor - please return reservation form as soon as possible. **Booth space is limited.***

For Office Use:

Date Received _____ Booth(s) Assigned _____ Confirmation Sent _____

2016 MASA MOSPRA Spring Conference

EXHIBITOR INFORMATION



- Exhibit Times:** Wednesday, March 30, 2016 - 3:30 pm - 6:30 pm
& Thursday, March 31, 2016 - 7:30 am -11:30 am
- Cost:** \$500 per booth
- Booths Include:** 8' deep x 10' wide booth, piping & draping, 1- 8' table skirted, two chairs, I.D. sign, waste can and electricity.
Information regarding additional equipment/audio visual/telephone will be sent upon receipt of your exhibitor reservation form.
- Sound Effects:** No sound effects allowed without permission of the convention coordinator.
- Set-up/Tear Down:** The exhibit area will be open at 9:00 am. on Wednesday, March 30 for set-up. All materials must be removed by 3:00 p.m. on Thursday, March 31.
- Shipping Services:** Ship freight to: Page and Brown, 5744 Chapel Drive, Osage Beach, MO 65065. Phone: 573-348-5176 Fax: 573-348-5177. Additional shipping information will be sent upon receipt of the exhibitor registration.
- Refunds:** Requests for refunds must be made in writing prior to March 1, 2016. A \$25 service fee will be charged on all refunds. Cancellations made after March 1 will be subject to the full booth rental price.
- Prize Donations:** If you wish to donate a prize for convention drawings, please indicate the prize you wish to donate on the reservation form so your company name and prize can be publicized. Prizes will be drawn during the President's Reception on Thursday evening.

Anyone who wishes to be an exhibitor should do the following:

- Booth Reservations:** Booths are on a first-come, first-serve basis. **Please fill out the form on the next page and submit the information to MASA.**
- Sleeping Rooms:** CALL 1-888-265-5500 FOR ROOM RESERVATIONS. Room rates are \$105.00 for single or double occupancy. Price does not include applicable sales tax. Reservations received after February 28, 2016 are on a space available basis.
- Meal Tickets:** Meal tickets for the entire conference can be purchased. The complete package includes the Wednesday Awards Banquet, Thursday Luncheon, Thursday President's Reception, and Friday Breakfast. A special lunch with the conference attendees is being offered to exhibitors with reserved seating for exhibitors at the Thursday Luncheon. See Exhibit Reservation Form..