



MISSOURI ASSOCIATION OF SCHOOL ADMINISTRATORS

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Dr. Doug Hayter
MASA
Executive Director

2018 MASA/MOSPRA Spring Conference Exhibits

To: Education Related Organizations

From: Doug Hayter, MASA Executive Director

The Missouri Association of School Administrators (MASA) Spring Conference will be April 4-6, 2018 at The Lodge of Four Seasons, Lake Ozarks, MO. This conference brings together over 425 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 2018 conference will be from 3:30 pm to 6:30 pm on Wednesday, April 4th and from 7:30 am to 11:30 am on Thursday, April 5th.** There will be a set-up period on Wednesday from 9:00 am to 3:30 pm. The cost to exhibit for Business Associate Members is \$500 and includes an 8 x 10 ft. booth, piping and draping, one eight-foot skirted table, two chairs, an identification sign, waste can and electricity (if needed). (The cost of a booth for non-Business Associate Members is \$750.)

If you are interested in exhibiting at this conference **you must complete the enclosed Exhibitor Registration Form and return it to MASA as soon as possible.** 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.

The company of Page & Brown is handling the exhibit set-up. Additional information regarding any special requests or needs you may have along with shipping instructions will be sent to you upon receipt of your exhibitor reservation form. You may also contact Page & Brown at 573-348-5176 or their website www.pagebrown.com.

A limited number of sleeping rooms are available at The Lodge of Four Seasons. Room rates are \$115 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. Lunch with the conference attendees is being offered to exhibitors with reserved seating for 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 and be placed within your booth space so as not to obstruct others. Requests for refunds must be made in writing prior to March 1, 2018 and a \$50 service fee will be charged on all refunds. Cancellations made after March 1st 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's name and prize can be publicized. Any drawings conducted by MASA will be held during the President's Reception at 5:30 pm. on Thursday, April 5th.

If you have any questions about the MASA conference or exhibits, contact Ann Ainsworth at 573-638-4825.



EXHIBIT RESERVATION FORM

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: _____

Business Member Booth Reservation	_____ X \$500.00 =	\$ _____
Non-Member Booth Reservation	_____ X \$750.00 =	\$ _____
Meal Tickets:		
Wednesday Awards Banquet	_____ X \$45.00 =	\$ _____
Thursday Lunch*	_____ X \$40.00 =	\$ _____
Thursday President's Reception	_____ X \$45.00 =	\$ _____
Friday Breakfast Buffet	_____ X \$30.00 =	\$ _____
	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

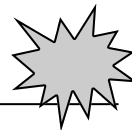
Fax: 573-556-6270 Phone: 573-638-4825 Email: ann@mcsa.org

*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 _____

2018 MASA MOSPRA Spring Conference

EXHIBITOR INFORMATION



- Exhibit Times:** Wednesday, April 4, 2018 - 3:30 pm - 6:30 pm
& Thursday, April 5, 2018 - 7:30 am -11:30 am
- Cost:** \$500 per booth for **Business Associate Members**
\$750 per booth for **non-Business Associate Members**
- 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 for set-up. All materials must be removed by 3:00 pm on Thursday.**
- 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.
- Cancellation/Refunds:** Requests for exhibit cancellation and/or refunds must be made in writing prior to March 1, 2018. A \$50 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 \$115.00 for single or double occupancy. Price does not include applicable sales tax. Reservations received after March 4, 2018 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..

Conference Schedule

Wednesday, April 4

8:00 - Registration Opens

9:00 - 2:00 - Aspiring Superintendent Pre-Conference Workshop - Sponsored by OPAA! Food Management
10:00 - 1:00 - "Owning the Media: Developing Messages, Killing the Interview & Creating Your Own Media Outlet"

Wednesday Afternoon Sessions

2:00 - 3:15 - Opening General Session

Keynote Speaker - Dr. Jon Landis

3:30 - 4:30 - Breakout Sessions

3:30 - 6:30 - Exhibits open

Welcome Reception - Exhibit Hall - Sponsored by American Fidelity Assurance Company

5:30 - 6:30 - Dialogue With The Commissioner

Wednesday Evening

6:30 - MASA Awards Banquet - Sponsored by Tueth Keeney Cooper Mohan & Jackstadt, PC and Horace Mann

6:30 - MOSPRA Banquet Reception - Sponsored by WEST/SchoolMessenger Solutions

7:30 - MOSPRA Awards Banquet - Sponsored by Blackboard and Patron Insight, Inc

9:00 - MOSPRA Award Recipients Celebration - Sponsored by Peachjar and Blackboard

9:00 - MASA Dessert Reception For Honorees - Sponsored by Stifel

Thursday Morning, April 5

8:00 - 11:30 - Registration Opens

7:30 - 11:30 - Exhibits Open

7:30 - Continental Breakfast - Sponsored by ACI/Boland Architects

8:30 - 9:30 - Breakout Sessions

9:30 - 10:30 - Time To Visit Exhibit Hall

10:30 - 11:30 - Breakout Sessions

Thursday Luncheon

11:30 - General Session Luncheon - Sponsored by L. J. Hart & Co. and

EdCounsel LLC School Attorneys

MOSPRA Administrator of the Year

Keynote Speaker - Steve Gilliland

Thursday Afternoon

2:00 - 3:00 Breakout Sessions

3:00 - 3:30 Refreshment Break - Imagine Learning

3:30 - 4:30 Breakout Sessions

Thursday Evening

5:30 - President's Gala Reception - Exhibit Door Prizes Announced

Sponsored by George K. Baum and Co.

Sponsored by American Fidelity Assurance Company

MOSPRA Special Thursday Evening Event - Sponsored by MarketVolt & thoughtexchange

7:00 - Fun Activity - Sponsored by American Fidelity Assurance Company and

Guin Mundorf, LLC

Friday Morning, April 6

8:00 - MOSPRA Breakfast and Special Friday Session - Sponsored by Unicom●ARC & Gabbart Communications

8:00 - MASA Breakfast and Business Meeting - MASA Breakfast Sponsored by Mickes O'Toole, LLC

9:00 - Legislative and School Finance Issues