



MISSOURI ASSOCIATION OF SCHOOL ADMINISTRATORS
3550 Amazonas Drive Jefferson City, MO 65109 – 573-638-4825

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2019 MASA/MOSPRA Spring Conference Exhibits

To: Education Vendor

From: Doug Hayter, MASA Executive Director

The Missouri Association of School Administrators (MASA) Spring Conference will be March 27-29, 2019 at The Lodge of Four Seasons, Lake Ozarks, MO. This conference brings together over 500 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 2019 conference will be from 3:30 pm to 6:30 pm on Wednesday, March 27th and from 7:30 am to 11:30 am on Thursday, March 28th.** There will be a set-up period on Wednesday from 12:00 noon to 3:00 pm. The cost to exhibit for Non-Business Associate Members is \$750 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). MASA Business Associate Members receive a discounted booth price.

If you are interested in exhibiting, **we will need your completed registration form and payment to reserve your booth.** Exhibitors are accepted and assigned a booth location 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 \$118 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.

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, 2019 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, March 28th.

If you have any questions about the MASA conference or exhibits, contact Ann Ainsworth at 573-638-4825 or by email at ann@mcsa.org.

2019 MASA MOSPRA Spring Conference

EXHIBITOR INFORMATION

- Exhibit Times:** Wednesday, March 27, 2019 - 3:30 pm - 6:30 pm
& Thursday, March 28, 2019 - 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 12:00 noon 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, 2019. 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 \$118.00 for single or double occupancy. Price does not include applicable sales tax. Reservations received after February 24, 2019 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..



EXHIBIT RESERVATION FORM



MASA / MOSPRA 2019 Spring Conference • March 27-29, 2019 • The Lodge of Four Seasons

Company/Business Name (for signage) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Contact person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

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.***