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Dr. Doug Hayter  
MASA  
Executive Director

## 2020 MASA/MOSPRA Spring Conference Exhibits

**To: Education Related Organizations**

**From: Doug Hayter, MASA Executive Director**

**NOTE:** Booth space is **very limited** and goes quickly. Please send in your completed reservation form **ASAP** to secure your booth!

The Missouri Association of School Administrators (MASA) Spring Conference will be March 25-27, 2020 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 2020 conference will be from 3:30 pm to 6:30 pm on Wednesday, March 25th and from 7:30 am to 11:30 am on Thursday, March 26th.** There will be a set-up period on Wednesday from 12:00 noon to 3:00 pm. The cost to exhibit for Business Associate Members is \$500 and includes an **8 x 8 ft. booth**, piping and draping, one six-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.** Exhibitors are accepted and assigned 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.

**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.

The company of Page & Brown is handling the exhibit set-up. Additional information is enclosed regarding any special requests or needs you may have along with shipping instructions. You may also contact Page & Brown at 573-348-5176 or their website [www.pagebrown.com](http://www.pagebrown.com).

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 placed within your booth space so as not to obstruct others.

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 that begins at 5:30 p.m. on Thursday, March 26th.

**Cancellations** – notification and any request for refund must be made **in writing prior to March 1, 2020** 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.

A limited number of sleeping rooms are available at The Lodge of Four Seasons. Room rates are \$121 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.

If you have any questions about the MASA conference or exhibits, please call Ann Ainsworth at 573-638-4825 or by email at [ann@mcsa.org](mailto:ann@mcsa.org).

# EXHIBIT RESERVATION FORM

MASA / MOSPRA 2020 Spring Conference • March 25-27, 2020 • The Lodge of Four Seasons

Company/Business Name (for signage) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\*

Contact person \_\_\_\_\_ Will work booth  Yes  No

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](mailto:ann@mcsa.org)

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

# 2020 MASA MOSPRA Spring Conference

## EXHIBITOR INFORMATION

- Exhibit Times:** Wednesday, March 25, 2020 - 3:30 pm - 6:30 pm  
& Thursday, March 26, 2020 - 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 8' wide booth**, piping & draping, 1- 6' 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, 2020. 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 \$121.00 for single or double occupancy. Price does not include applicable sales tax. Reservations received after February 23, 2020 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..

# 2020 MASA/MOSPRA Spring Conference Schedule

## Wednesday, March 25

8:00 - Registration Opens

9:00 - 2:00 - \*Aspiring Superintendent Workshop - Sponsored by OPAA! Food Management  
(\*This session calls for a separate registration from the conference.)

10:00 - 1:00 - \*\*Pre-Conference "Safe and Responsive Schools: Strategies and Communication"  
(\*\*Participants must register for this session on the conference registration page.)

## Wednesday Afternoon Sessions

2:00 - 3:15 - Opening General Session

Keynote Speaker - Dr. Bruce Baker

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

4:30 -- MOSPRA New Member Reception -- Sponsored by MarketVolt

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

7:30 - MOSPRA Awards Banquet - Sponsored by Blackboard

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

9:00 - MASA Dessert Reception For Honorees - Sponsored by United Health Care

## Thursday Morning, March 26

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

Speaker: Sean Covell

## Thursday Afternoon

2:00 - 3:00 Breakout Sessions

3:00 - 3:30 Refreshment Break

3:30 - 4:30 Breakout Sessions

## Thursday Evening

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

Sponsors by: Stifel, American Fidelity Assurance Company, and

Missouri Propane Education Research Council (MOPERC)

8:30 -- MOSPRA Special Thursday Evening Event -- Sponsored by Thoughtexchange

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

Guin Mundorf, LLC

## Friday Morning, March 27

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

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

9:00 - Legislative and School Finance Issues