



Mrs. Susan Crooks
Leeton R-X
President

Dr. Toni Hill
Bloomfield R-XIV
Treasurer

Dr. Curtis Cain
Wentzville R-IV
President Elect

Dr. Mark Penny
Lincoln Co R-III (Troy)
Past-President

Dr. Brad Swofford
Branson R-IV
Secretary

Dr. Doug Hayter
Executive Director

January 2021

Dear MASA Spring Conference Exhibitor,

The Missouri Association of School Administrators (MASA) and Missouri School Public Relations Association (MOSPRA) Spring Conference will be held in-person on March 24-26, 2021 at The Lodge of Four Seasons, Lake Ozarks, MO. This conference brings together over 500 school superintendents and administrators each year.

Historically, exhibit set-up has been on Wednesday with exhibits open Wednesday afternoon and Thursday morning. **We have made some changes to our schedule for 2021 due to COVID-19 in an effort to afford everyone a safe conference.**

In order to have the safest possible conference, we are requesting masks be worn and social distancing practiced with **no more than two** company representatives per booth. Due to these safety precautions, we will not be holding the Welcome Reception nor the Thursday Continental Breakfast in the Exhibit Hall. We will have several blocks of time in our conference schedule for attendees to visit the exhibits and we will hold the Thursday afternoon cookie break in the exhibit hall as well.

For the 2021 Spring Conference, here are the details:

*Exhibit hall will be open for vendor set-up:
Wednesday afternoon from 3:00 pm to 5:00 pm
Thursday morning from 6:00 am to 8:00 am

***Exhibit hall will be open to attendees:
Thursday from 8:00 am to 4:00 pm**

*Exhibit tear-down and removal by 6:00 pm

*Exhibit space will be 6 feet deep and 10 feet wide
Included will be: Skirted 6 foot table Waste basket
Two chairs 7" x 44" identification sign
110v dual outlet

If you would like to exhibit at the 2021 Spring Conference, **please complete the enclosed Exhibitor Registration Form and return it to MASA as soon as possible.** Booths are very limited and accepted on a first come basis.

Meal tickets can be purchased. Please indicate which meals you would like to attend on the Exhibitor Reservation Form.

The company of Page & Brown is handling the exhibit set-up. Additional information will be sent to you upon receipt of your exhibit reservation. You may also contact Page & Brown at 573-348-5176 or visit their website www.pagebrown.com.

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.

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

Lead - Develop - Support

2021 MASA MOSPRA Spring Conference

EXHIBITOR INFORMATION

- Exhibit Times:** Thursday, March 25, 2021 – 8:00 am -4:00 pm
- Cost:** \$500 per booth for Business Associate Members
\$750 per booth for non-Business Associate Members
- Set-up/Tear Down:** The exhibit area will be open at 3:00 pm – 5:00 pm on Wednesday and 6:00 am to 8:00 am on Thursday for set-up.
All materials must be removed by 6:00 pm on Thursday.
- Booths Include:** 6' deep x 10' wide booth, piping & draping, 1- 6' table skirted, two chairs, I.D. sign, waste can and electricity.
Information regarding additional equipment/audio visual/telephone is attached.
- Sound Effects:** No sound effects allowed without permission of the convention coordinator.
- 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, 2021. 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 conference 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 \$124.00 for single or double occupancy. Price does not include applicable sales tax. Reservations received after February 21, 2021 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. See Exhibit Reservation Form..

EXHIBIT RESERVATION FORM

MASA / MOSPRA 2021 Spring Conference • March 24-26, 2021 • 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. _____ 2. _____

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		\$	_____

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.***