

Montana Sheriffs and Peace Officers Association

2018 Convention

June 19 and 20

Red Lion Hotel

Billings • Montana



The Montana Sheriffs and Peace Officers Association invites you to attend our 2018 Convention. The MSPOA Board and staff hope all of our vendors know how much we appreciate you and look forward to working with you. As in past years, we expect to have over 100 registrants. Vendors really do make our Annual Convention a success and we thank you for your participation and support.

This flyer includes all the details you will need to register for the 2018 MSPOA Convention. If we forgot or overlooked something, please contact us. Below is a Vendor Agenda. Once again, you will see that this is a two day exhibit event with the option of staying on Thursday for fun activities such as bowling, golfing and our annual banquet. **You will notice that vendors are included and invited to attend all meals and convention activities listed below.** You will also notice that there are ample opportunities for our law enforcement participants to spend time in the Exhibit Hall. The draft agenda may change slightly, but rest assured that the breaks and vendor opportunities will be plentiful.

Please consider bringing an item to donate for our give aways. We will go from booth to booth and give each exhibit representative an opportunity to tell about their company/product and do a drawing if you would like.

We look forward to seeing you in June and will do what we can to meet your Convention needs. Please call the MSPOA Office at 406-443-5669 if you have any questions or concerns about the 2018 MSPOA Convention!! Nanette is ready to help.

VENDOR AGENDA - Please note that this is a rough draft and subject to change.

Tuesday, June 19, 2018

1 pm - 5 pm	VENDOR SET-UP
6 pm - 8 pm	Vendor Showcase w/ Appetizers give aways, no-host bar

Wednesday, June 20, 2018

7 am	Breakfast On Your Own
8 am - 11:30 am	Training w/ Breaks
11:30 am - 12 pm	Time with Vendors
12 Noon - 1:00 pm	Lunch
1 pm - 5 pm	Training w/ Breaks
5:00 pm - 5:30 pm	Vendor Goodbye and final drawings
6:15 pm - 8:00 pm	Operation LifeSaver BBQ
8:15 pm - 10:15 pm	Hospitality Suite & Golf Calcutta

FOR THOSE STAYING THROUGH THURSDAY

Thursday, June 21, 2018

7 am	Breakfast On Your Own
8 am - 11 am	Training
11:30 am	Lunch
12:30 pm - 5:00 pm	Golf Tournament & Bowling
6 pm - 7 pm	Cocktail Hour
7 pm - 9 pm	Annual Banquet

Please feel free to stay and socialize with your friends and colleagues in Montana after the exhibit hall has closed. If you plan to stay over and attend the THURSDAY events, please indicate so on the registration page. There is **NO ADDITIONAL** charge for these meals; however, we need accurate number counts. You can register for golf or bowling on the registration page.

HOST AN EVENT, PLACE AN AD, OR DONATE A PRIZE

- Host a convention event of your picking...**a hospitality room**, the golf tournament, a lunch, or perhaps you have something else in mind. Be creative...let us know. FIRST COME, FIRST SERVED.
- Place a full page (\$300), a half page (\$150), or a quarter page (\$100) advertisement in the convention program and leave a lasting image.
- Donate an item to give away in a drawing. We will provide tickets or you can collect business cards from registrants.
- Advertise at www.mspoa.org. A Rotating Banner Ad for one year is only \$250! Ads must be web ready and fit the size specs..

MSPOA FEDERAL TAX ID

23-7010405

CANCELLATION POLICY

ALL cancellations and refund requests must be made **IN WRITING** to MSPOA no later than **Tuesday, June 5, 2018.**

MSPOA will retain a \$50.00 administrative charge on all refund requests made prior to **Tuesday, June 5, 2018.**

THERE WILL BE NO REFUNDS AFTER Tuesday, June 5, 2018!!

SET UP and TAKE DOWN

- SET UP** ~ Tuesday, June 19, 2018 from 1:00 pm to 5:00 pm
- TAKE DOWN** ~ Wednesday, June 20, 2018 at 5:30 pm. Displays **MUST** be taken down by 6:15 pm.

RESERVATIONS

Red Lion Hotel

1223 Mullowney Lane, Billings, MT 59101

Call 406-248-7151 to make Reservations.

Make your reservation and be sure to tell them that you are a Vendor and part of the MSPOA Convention to receive the Vendor Rate.

BLOCK RATE OF \$91.00 + TAX PER NIGHT

Rooms are released on a first come, first served basis.

GOLD SPONSOR

For \$700, you can become an MSPOA GOLD Sponsor.

Gold Sponsorship includes:

- 1 Exhibit Table at 2018 Convention
- Meals for 2 Exhibit Representatives at 2018 Conv.
- 1/4 page Ad in the Convention Program
- Prime Table Location
- One year Advertisement on the MSPOA web page
- Ads are randomly displayed on every page of the MSPOA web site and rotate regularly
- **The Gold Sponsorship Package is worth \$1000!**

The Best Deal We Have

Questions, Comments, Concerns

If you have ANY questions, comments, or concerns, please do not hesitate to call (406) 443-5669.

Nanette will be happy to talk with you and try to make this convention as fun and accommodating as possible.

GOLF and BOWLING

Join us for a round of **Golf** (18 holes) or a fun afternoon of bowling on **Thursday, June 21 at 12:30 pm.** The cost is \$65 per person for golf and \$15 per person for bowling.

MEALS INCLUDED

With your Vendor Registration fee the following meals are included: Tuesday Appetizers at the Vendor Showcase. Wednesday Lunch and BBQ. Thursday Banquet if you choose to stay.

Send Vendor Displays to the Red Lion Hotel (1223 Mullowney Lane, Billings, MT 59101) with the CLEAR notation: **HOLD FOR MSPOA CONVENTION - Will pick up Tuesday, June 19, 2018.**

MSPOA 2018 CONVENTION VENDOR REGISTRATION FORM

June 19 and 20, 2018 • Red Lion Hotel • Billings, Montana • MSPOA TAX ID NUMBER – 23-7010405

Submit registration form to MSPOA by email (nanette@smithandmcgowan.com) or mail (34 W. 6th Ave., Ste. 2E, Helena, MT 59601)

COMPANY _____
(as it should appear in ALL listings)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

PHONE _____ EMAIL _____

Exhibit Representative in Charge _____
(name as it should appear on name badge)

Please provide a brief description of the
product(s) to be displayed:

REGISTRATION OPTIONS

Choose ONE



\$700 - Gold sponsorship includes:

- One (1) exhibit tables at the convention
- Convention meals for two (2) people
- Prime table location
- 1 year banner advertisement on the MSPOA web site (www.mspoa.org)
- Quarter page advertisement in the Convention Program

Name of Additional Representative

(name as it should appear on name badge)



\$500 - Silver sponsorship includes:

- One (1) exhibit table at the convention
- Convention meals for one (1) person
- 1 year banner advertisement on the MSPOA web site (www.mspoa.org)



\$400 - Bronze sponsorship includes:

- One (1) exhibit table at the convention
- Convention meals for one (1) person

ADDITIONAL REGISTRATION OPTIONS

Choose ALL that apply

Additional Representatives Working the Exhibit Booth

- ☐ \$75 Per Additional person, which includes all meals.

Name _____ Name _____

Meals for Exhibitors who stay for Thursday afternoon and evening

- ☐ Thursday Lunch # _____ ☐ Thursday Banquet # _____

There is NO ADDITIONAL CHARGE for these meals, but we need accurate numbers

Advertise in the Convention Program

- ☐ \$300 Full Page Ad in the Convention Program
☐ \$150 Half Page Ad in the Convention Program
☐ \$100 Quarter Page Ad in the Convention Program

Ads must be submitted in Electronic Format (pdf) NO LATER THAN: Monday, May 21, 2018

Advertise on the MSPOA Web Page

- ☐ \$250 Banner Ad for 1 year at www.mspoa.org

Ads must be web ready. Specs: 600 x 60 pixels; .gif or .jpg. Visit web site for examples.

Host a Convention Event

- ☐ Call Nanette at (406) 443-5669 to make arrangements to host a convention event.

Special Needs - THIS SECTION MUST BE COMPLETED

- ☐ Outlet ☐ Telephone ☐ Wired Internet ☐ Special Placement

Special Instructions: _____

Golf - Thursday, June 21, 2018 at 12:30 pm

- ☐ \$65 Green Fee & Cart (# of people _____ x \$65/person)

Bowling - Thursday, June 21, 2018 at 12:30 pm

- ☐ \$15 Lane and Shoes (# of people _____ x \$15/person)

\$ _____ **TOTAL - Fee MUST be paid in FULL before Convention**

☐ Check Included ☐ Please Invoice Me Credit Card: ☐ Visa ☐ Master Card ☐ Discover ☐ AmEx
Credit Card # _____ - _____ - _____ Expiration Date _____ / _____ 3 Digit Code _____

SIGNATURE _____ DATE _____