



Montana Sheriffs and Peace Officers Association

2020 CONVENTION

August 25 - 26, 2020 ♦ Billings Hotel and Convention Center
Billings, Montana

♦ Convention Information and Registration Form ♦

The Montana Sheriffs and Peace Officers Association invites you to attend our 2020 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 2020 MSPOA Convention. If we forgot or overlooked something, please contact us. Below is a draft 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 call the MSPOA Office at 406-443-5669 if you have any questions or concerns about the 2020 MSPOA Convention!! Nanette and Kathy are ready to help.

DRAFT AGENDA

Tuesday, August 25, 2020

1 pm	–	5 pm	Exhibitor Set-Up	
6 pm	–	8 pm	Exhibitor Showcase with Appetizers	Bar Sponsor Needed

Wednesday, August 26, 2020

7 am			Breakfast on Your Own	
8 am	–	11:30 am	Training w/ Breaks	Snack Sponsor Needed
11:30 am	–	12 pm	Time with Exhibitors	
12 pm	–	1 pm	Lunch	Lunch Sponsor Needed
1 pm	–	5:30 pm	Training w/ Breaks	Snack Sponsor Needed
5:30 pm			Exhibitor Take-Down	
6:15 pm	–	8:00 pm	Operation LifeSaver BBQ	Drink Sponsor Needed
8:15 pm	–	10:00 pm	Social Hour & Auction	Bar Sponsor Needed

Thursday, August 27, 2020 (for those staying through Thursday)

7 am			Breakfast on Your Own	
8 am	–	11:00 am	Training	
11:30 am			Lunch	Lunch Sponsor Needed
12:30 pm	–	5 pm	Golf Tournament	Drink Sponsor Needed
12:30 pm	–	3 pm	Bowling	
6:30 pm	–	7 pm	Cocktail Hour	Bar Sponsor Needed
7:00 pm	–	9:00 pm	Annual Banquet and Awards Ceremony	Dinner Sponsor Needed

HOTEL INFORMATION

Billings Hotel and Convention Center – *Exhibit Hall and all training will take place at this hotel property.*
1223 Muldowney Lane
Billings, MT
406-248-7151

Call today to make your sleeping room reservations at the Billings Hotel and Convention Center (BHCC) at 406-248-7151. Let the hotel know you are with the MT Sheriffs and Peace Officers to receive the group rate. All rooms are released on a first-come, first-served basis. Block expires August 1, 2020 or when full, whichever occurs first. **MAKE YOUR SLEEPING ROOM RESERVATIONS TODAY!**

TERMS & CONDITIONS

All cancellation and refund requests can be made to MSPOA no later than Tuesday, August 11, 2020. MSPOA will retain a \$50 administrative charge on all refund requests received before August 11, 2020. Cancellations received AFTER August 11, 2020 will be assessed a \$150 administrative fee.

REGISTRATION AND PAYMENT

Mail: MSPOA, PO Box 794, Helena, MT 59624.
Email: kathy@smithandmcgowan.com AND nanette@smithandmcgowan.com
Online: Additional copies available at www.mspspa.org
Payment: Make all checks payable to MSPOA. MSPOA accepts all major credit cards. All credit card payments are processed through PayPal.

Exhibit Hall

Set Up: Tuesday, August 25, 2020 from 1:00 pm to 5:00 pm.
Take Down: Wednesday, August 26, 2020 at 5:30 pm. Displays must be down by 6:00 pm.
Booth Specs: Exhibit space includes a 6-foot table and two chairs. Booths are not pipped and draped.
Amenities: All booths include the following: access to electrical outlet, wifi access, carpet, garbage can.

Hosting and Donations

Hosting: Let us know which convention event you want to sponsor (hospitality rooms, golf tournament, bowling, lunch, annual banquet, a break). There are many options. Be creative and let us know how you want to support our conference.
Donations: You can donate an item to be drawn during one of many breaks in the exhibit hall. We give all registrants tickets or you can collect business cards from people.

Exhibit Displays

Send Exhibit Displays to the Billings Hotel and Convention Center at 1223 Muldowney Lane, Billings, MT 59101. Include the clear notation: **"HOLD FOR MSPOA CONVENTION – Will pick up Tuesday, August 25, 2020"**. Call the hotel to inquire about additional fees for receiving and storing large items.

Meals

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

MSPOA Information

Tax Identification #: 23-7010405
Phone: 406-443-5669
Email: kathy@smithandmcgowan.com and/or nanette@smithandmcgowan.com
Address: PO Box 794, Helena, MT 59624

If you have any questions, concerns or special needs, please call or email and we will be happy to try to accommodate you.

Thanks for your continued support of MSPOA and Law Enforcement Officers in Montana!

Registration Information (please write legibly)

Company _____

Product Description _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

Company Contact _____

Exhibit Representative _____

Registration Options (please choose ONE)

<input type="checkbox"/> \$825 -- GOLD Sponsor	<input type="checkbox"/> \$625 -- Silver Sponsor	<input type="checkbox"/> \$525 -- Bronze Sponsor
<ul style="list-style-type: none"> ◆ 1 exhibit table at the convention ◆ Convention meals for 2 people ◆ High traffic table location ◆ 1 year banner advertisement on the MSPOA web page (www.mspspa.org) ◆ Quarter page advertisement in the Convention program 	<ul style="list-style-type: none"> ◆ 1 exhibit table at the convention ◆ Convention meals for 1 person ◆ 1 year banner advertisement on the MSPOA web page (www.mspspa.org) 	<ul style="list-style-type: none"> ◆ 1 exhibit table at the convention ◆ Convention meals for 1 person
Name of Additional Representative _____		

Additional Registration Options (please choose ALL that apply)

<input type="checkbox"/> \$75 -- Additional Representatives Working the Exhibit Booth (per additional person; includes meals) Name _____ Name _____		
<input type="checkbox"/> Free -- Meals for Exhibitors who plan to stay for Thursday afternoon and evening Thursday Lunch # _____ Thursday Banquet # _____		
Advertise in the Convention Program <input type="checkbox"/> \$300 -- Full Page Ad <input type="checkbox"/> \$150 -- Half Page Ad <input type="checkbox"/> \$100 -- Quarter Page Ad <i>Ads must be submitted in Electronic Format (pdf only) NO LATER THAN: Monday, August 3, 2020.</i>		
Advertise on the MSPOA Web Page <input type="checkbox"/> \$250 -- Banner Ad for 1 year at www.mspspa.org <i>Ads must be web ready. Specs: 600 x 60 pixels. .gif or .jpg only. Visit web site for examples.</i>		
Golf <input type="checkbox"/> \$70 -- Per person for Green Fee and Cart # of golfers _____ Golf Total \$ _____		
Bowling <input type="checkbox"/> \$20 -- Per person for Lane and Shoes # of bowlers _____ Bowling Total \$ _____		

PAYMENT ON NEXT PAGE

Payment (Fee must be paid in full before convention)

\$_____ **TOTAL**

Payment Options (✓ one option)

☐ Check Enclosed ☐ Payment in Process ☐ Credit Card

Indicate which type of credit card (✓ one option)

☐ Discover ☐ Master Card ☐ Visa ☐ AMEX

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____/____ CVV Code _____

Signature _____ Billing Zip Code _____

☐ Please send a receipt.

**** All credit card payments are processed through PayPal.**