



Montana Sheriffs and Peace Officers Association

2022 CONVENTION

June 21 - 24, 2022

Hilton Garden Inn ❖ Missoula, Montana

❖ Convention Information and Registration Form ❖

The Montana Sheriffs and Peace Officers Association invites you to attend our 2022 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 2022 MSPOA Convention. If we forgot or overlooked something, please contact us. 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.

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

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

DRAFT AGENDA

Tuesday, June 21, 2022

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

Wednesday, June 22, 2022

7 am			Breakfast on Your Own	
8:00 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	–	4:45 pm	Training w/ Breaks	Snack Sponsor Needed
4:45 pm			Exhibitor Take-Down	
6:00 pm	–	7:30 pm	BBQ & Skeet Shoot	Sponsor Needed
7:30 pm	–	10:00 pm	Social Hour & Auction	Bar Sponsor Needed

Thursday, June 23, 2022 (for those staying through Thursday)

7 am			Breakfast on Your Own	
8 am	–	11:30 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	–	9 pm	Cocktail Hour & Annual Banquet	Sponsor Needed

HOTEL INFORMATION

Hilton Garden Inn – All training will take place at this hotel property

3720 North Reserve Street

406-532-5300

Call 406-532-5300 to make sleeping room reservations at the Hilton Garden Inn. The rate is the prevailing government rate (should be about \$144 + tax per night). You must make your sleeping room reservations by May 20, 2022 to receive the group rate. **Let the hotel know you are with the Montana Sheriffs and Peace Officers Association (MSPOA) to receive the block rate.** There are a limited number of sleeping rooms at the group rate that will be released on a first-come, first-served basis. **Make your sleeping room reservations today!**

TERMS & CONDITIONS

All cancellation and refund requests can be made to MSPOA no later than Friday, June 3, 2022. MSPOA will retain a \$50 administrative charge on all refund requests received before June 3, 2022. Cancellations received AFTER June 3, 2023 will be assessed a \$150 administrative fee.

REGISTRATION AND PAYMENT

Mail: MSPOA, PO Box 794, Helena, MT 59624.

Email: kathy@smithandmcgowan.com

Online: Additional copies available at www.mspsoa.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, June 21, 2022 from 1:00 pm to 5:00 pm.

Take Down: Wednesday, June 22, 2022 from 4:45 pm - 5:30 pm. Displays must be down by 5:30 pm.

Booth Specs: Exhibit space includes a 6-foot table and two chairs. Booths are not piped 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 following address:

Sara Volkel – Director of Sales

Hilton Garden Inn

3720 North Reserve Street

Missoula, MT 59808

Include the clear notation: **“HOLD FOR MSPOA CONVENTION – Will pick up Tuesday, June 21, 2022”**.

Vendors are responsible for all arrangements and expenses of shipping merchandise, materials or any other meeting items to and from the Hotel. Hotel must be notified in advance of shipping arrangements in order to ensure proper acceptance of these items upon arrival at Hotel. Please note there will be a \$5.00 per day storage fee on all items shipped to Hotel.

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

Registration Information (please write legibly)

Company _____

Product Description _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

Company Contact _____

Registration Options (please choose ONE)

<input type="checkbox"/> \$950 GOLD Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 3 exhibit representatives◆ Prime table location◆ 1 year banner advertisement on the MSPOA web page (www.mspspa.org)◆ Quarter page advertisement in the Convention program	Name of Exhibit Representatives Name: _____ Email: _____ Name: _____ Email: _____ Name: _____ Email: _____
<input type="checkbox"/> \$750 Silver Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 2 exhibit representatives◆ 1 year banner advertisement on the MSPOA web page (www.mspspa.org)	Name of Exhibit Representatives Name: _____ Email: _____ Name: _____ Email: _____
<input type="checkbox"/> \$650 Bronze Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 1 exhibit representatives	Name of Exhibit Representatives Name: _____ Email: _____

Additional Registration Options (please choose ALL that apply)**Additional Exhibit Reps**

☐ \$150 -- Per additional Exhibit Representative # of extra Reps _____ Total \$ _____

Additional fee includes convention attendance and meals

Name: _____ Email: _____

Name: _____ Email: _____

Thursday Meals

☐ Free -- Meals for Exhibitors who plan to stay for Thursday afternoon and evening

Thursday Lunch # _____ Thursday Banquet # _____

Advertise in the Convention Program

☐ \$300 -- Full Page Ad

☐ \$150 -- Half Page Ad

☐ \$100 -- Quarter Page Ad

Ads must be submitted in Electronic Format (pdf only) NO LATER THAN: Monday, May 23, 2022.

Advertise on the MSPOA Web Page

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

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

Skeet Shoot -- Wednesday Evening in conjunction with the BBQ

☐ \$7 -- Per person for 1 Round # of shooters _____ Skeet Total \$ _____

Golf -- Thursday

☐ \$85 -- Per person for Green Fee and Cart # of golfers _____ Golf Total \$ _____

Bowling -- Thursday

☐ \$20 -- Per person for Lane and Shoes # of bowlers _____ Bowling Total \$ _____

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.**

