



Montana Sheriffs and Peace Officers Association

2023 CONVENTION

June 13 - 15, 2023
Hilton Garden Inn ❖ Missoula, Montana

❖ Convention Information and Registration Form ❖

The Montana Sheriffs and Peace Officers Association invites you to attend our 2023 Convention. The MSPOA Board and staff hope all of our vendors know how much we appreciate you and look forward to working with you. 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 2023 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 13, 2023

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

Wednesday, June 14, 2023

7 am			Breakfast on Your Own	
8:00 am	–	12:00 pm	Training w/ Breaks	Snack Sponsor Needed
11:30 am	–	12 pm	Time with Exhibitors	
12 pm	–	1 pm	Exhibitor 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 15, 2023 (for those staying through Thursday)

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

HOTEL INFORMATION

Hilton Garden Inn

Training, Exhibit Hall, and Events will take place at this location.

Address: 3720 N. Reserve Street

Telephone: 406-532-5300

LEO Rate: \$250 + tax (this is the prevailing government rate for summer season in Missoula)

Cut-off Date: Friday, May 12 or when sold out, whichever occurs first

Reservations: Call the hotel or [use the online reservation system](#)

Use Group Name: Montana Sheriffs and Peace Officers

Towneplace Suites

Address: 3055 Stockyard Rd

Telephone: 406-721-6000

LEO Rate: \$167 + tax

Cut-off Date: Friday, May 12 or when sold out, whichever occurs first

Reservations: Call the hotel

Use Group Name: Montana Sheriffs and Peace Officers

Staybridge Inn and Suites

Address: 120 Expressway

Telephone: 406-830-3900

LEO Rate: \$189 + tax

Cut-off Date: Friday, May 12 or when sold out, whichever occurs first

Reservations: Call the hotel

Use Group Name: Montana Sheriffs and Peace Officers

Holiday Inn Express

Address: 150 Expressway

Telephone: 406-830-3100

LEO Rate: \$167 + tax

Cut-off Date: Friday, May 12 or when sold out, whichever occurs first

Reservations: Call the hotel

Use Group Name: Montana Sheriffs and Peace Officers

TERMS & CONDITIONS

All cancellation and refund requests can be made to MSPOA no later than Friday, June 2, 2023. MSPOA will retain a \$50 administrative charge on all refund requests received before June 2, 2023. Cancellations received AFTER June 2, 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 13, 2023 from 1:00 pm to 5:00 pm.

Take Down: Wednesday, June 14, 2023 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 pipped and draped.

Amenities: All booths include the following: access to electrical outlet, wifi access, carpet, garbage can.

Sponsorship and Donations

Sponsorship: 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.

Contact: Contact Nanette directly to arrange sponsorship opportunities.

Exhibit Displays

Send Exhibit Displays to the following address:

Becky Bowdidge – 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 13, 2023**”. 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 complete electronically or write legibly)

Company

Product Description

Address

City

State

Zip

Phone

Email

Company Contact

Registration Options (please choose ONE)

<input type="checkbox"/> \$1000 GOLD Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 2 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: _____
<input type="checkbox"/> \$850 Silver Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 1 exhibit representatives◆ 1 year banner advertisement on the MSPOA web page (www.mspspa.org)	Name of Exhibit Representatives 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

\$200 -- 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

\$10 -- Per person for 1 Round # of shooters _____ Skeet Total \$ _____

Golf -- Thursday

\$95 -- Per person for Green Fee and Cart # of golfers _____ Golf Total \$ _____

Bowling -- Thursday

\$25 -- 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.**