



Montana Sheriffs and Peace Officers Association

2024 CONVENTION

June 17 - 21, 2024

Billings Hotel & Convention Center ♦ Billings, Montana

♦ Convention Information and Registration Form ♦

The Montana Sheriffs and Peace Officers Association invites you to attend our 2024 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 2024 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, Scott, and Kathy are ready to help.

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

DRAFT AGENDA

Tuesday, June 18, 2024

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

Wednesday, June 19, 2024

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 20, 2024 (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

Billings Hotel and Convention Center

Address: 1223 Mullaney Lane

Telephone: 406-248-7151

LEO Rate: \$96 + tax (or the current prevailing government rate for summer 2024 in Billings)

Cut-off Date: Monday, June 3 or when sold out, whichever occurs first

Reservations: Call the hotel at 406-248-7151

Use Group Name: Montana Sheriffs & Peace Officers

TERMS & CONDITIONS

All cancellation and refund requests can be made to MSPOA no later than Friday, May 31, 2024. MSPOA will retain a \$50 administrative charge on all refund requests received before May 31, 2024. Cancellations received AFTER May 31, 2024 will be assessed a \$150 administrative fee.

REGISTRATION AND PAYMENT

Registration Form: Complete the online registration form and online payment via the link below

[Registration Link](#)

Payment via Credit Card: MSPOA accepts all major credit cards. All credit card payments are processed through PayPal.

Email Questions: scott@smithandmcgowan.com

Exhibit Hall Information

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, access to garbage can

Booth We do not assign table numbers in advance; however, when you show up and check in at the

Assignment: registration desk, we will show you to your table and provide you with your conference materials.

Exhibit Hall Set-up and Take-down

Set Up: Tuesday, June 18, 2024 from 1:00 pm to 5:00 pm.

Take Down: Wednesday, June 19, 2024 from 4:45 pm - 5:30 pm.

Displays must be down by 5:30 pm.

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 Scott at scott@smithandmcgowan.com to arrange sponsorship opportunities.

Exhibit Displays

Send Exhibit Displays to the following address:

Cheri Milne – Director of Sales

Billings Hotel and Convention Center

1223 Mullaney Lane

Billings, MT 59101

“HOLD FOR MSPOA CONVENTION – Will pick up Tuesday, June 18, 2024”

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.

Beverages

Beverages will be in the Exhibit Hall on Wednesday so people will have to come see you to get their coffee. We will also have ample breaks to make sure people come visit your booths.

Give Aways

If you have something to give away, there will be plenty of opportunities on Tuesday evening and throughout the day on Wednesday. We will give people tickets, but you can also collect business cards. We reminded people to bring business cards.

Dress Code

Business Casual or Montana Professional. You do not need to wear a suite, unless your company policy requires it.

Attendee List

The preliminary list of attendees will be provided a week in advance of the convention and a final list will be sent after the event.

MSPOA Information

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

Registration Options

\$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
\$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)
\$650 Bronze Sponsor	<ul style="list-style-type: none">◆ 1 exhibit table at the convention◆ Convention attendance & meals for 1 exhibit representatives