



Montana Sheriffs and Peace Officers Association 2019 CONVENTION

June 18 - 19, 2019 ♦ Hilton Garden Inn ♦ Missoula, Montana

♦ Convention Information and Registration Form ♦

The Montana Sheriffs and Peace Officers Association invites you to attend our 2019 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 2019 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.

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 2019 MSPOA Convention!! Nanette and Kathy are ready to help.

DRAFT AGENDA

Tuesday, June 18, 2019

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

Wednesday, June 19, 2019

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 pm	Training w/ Breaks	Snack Sponsor Needed
5 pm			Exhibitor Take-Down	
6:15 pm	–	8:00 pm	Operation LifeSaver BBQ	Drink Sponsor Needed
8:15 pm	–	10:00 pm	Social Hour & Golf Calcutta	Bar Sponsor Needed

Thursday, June 20, 2019 (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

Hilton Garden Inn – *Exhibit Hall and all training will take place at this hotel property.*
3720 North Reserve Street, Missoula, MT 59808

Call today to make your sleeping room reservations at the Hilton Garden Inn at 406-532-5300. Let the hotel know you are with the MT Sheriffs and Peace Officers and tell them you are a Vendor so you receive the group rate. All rooms are released on a first-come, first-served basis. Block expires May 17, 2019 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, June 4, 2019. MSPOA will retain a \$50 administrative charge on all refund requests received before June 4, 2019. Cancellations received AFTER June 4, 2019 will be assessed a \$150 administrative fee.

REGISTRATION AND PAYMENT

Mail: MSPOA, 34 West 6th Ave., Ste. 2E, Helena, MT 59601.
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 18, 2019 from 1:00 pm to 5:00 pm
Take Down: Wednesday, June 19, 2019 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 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 Hilton Garden Inn at 3720 North Reserve Street, Missoula, MT 59808. Include the clear notation: **HOLD FOR MSPOA CONVENTION** – Will pick up Tuesday, June 18, 2019.

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.

MSPOA Information

Tax Identification #: 23-7010405
Phone: 406-443-5669
Email: kathy@smithandmcgowan.com or nanette@smithandmcgowan.com
Address: 34 West 6th Ave., Ste. 2E, Helena, MT 59601

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"/> \$800 -- GOLD Sponsor	<input type="checkbox"/> \$600 -- Silver Sponsor	<input type="checkbox"/> \$500 -- 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, May 20, 2019.</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 (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.**