

VENDOR INFORMATION PACKET

EXHIBIT OPPORTUNITY

The Montana Correctional Association (MCA) will be holding its annual training conference August 18 - 19, 2010 at Fairmont Hot Springs Resort, Fairmont, Montana. This year marks the 58th annual conference of MCA—an association of correctional professionals and others interested in corrections and law enforcement.

The theme of the conference is.

“BE THE CHANGE”

We will be providing a variety of training tracts covering a range of topics. A complete conference-training schedule will be posted on our website at

WWW.MCA-US.COM

Exhibiting and advertising at the conference will provide companies and organizations the opportunity to maximize exposure at a minimal cost, introduce new products, and meet face to face with key decision makers!

Expected Attendance:

Over 200 correctional, law enforcement, political and interested individuals from across the 14 Western States.

AUTHORIZATION

I hereby represent that I am authorized to submit this Promotional Contract on behalf my company/organization; that I have read, understand, and agree on behalf of my company/organization to be bound by the terms of the contract and accompanying information; that the information provided is true; and that I understand that this contract is complete only when accepted by the Montana Correctional Association.

Signature

Date

Title (Please Print)

Print name as you want it to appear on name card

Accepted on behalf of MCA:

Signature

Date

Title (Please Print)

COSTS

Exhibit Space		\$200.00
Literature Distribution Table:		\$150.00
“Bag Stuffer”:		\$100.00
Advertising in Program	Full Page	\$150.00
	Half Page	\$100.00
	Quarter Page	\$50.00
	Business Card Only	\$10.00
Hosting an Event		\$200.00 minimum
CORPERATE SPONSERSHIP		\$500.00
Total Amount Due:		\$

Make Checks Payable to then Mail to:

Montana Correctional Association
Atten: Rae Forseth, Vice President
1539 Eleventh Avenue
Helena, Montana 59620

EXHIBIT LOCATION

Exhibits will be located at the Fairmont Hot Springs Resort, Fairmont, Montana

All exhibits are approximately 5' deep x 6' wide. Each exhibit space includes one 6' draped display table; and two chairs.

SET-UP AND SECURITY

Exhibitors may set up displays between the hours of 8:00 a.m. and 9:30 a.m. on Wednesday, August 18, 2010. Viewing will begin at 10:00 a.m. on Wednesday, August 18, 2010, immediately following the opening ceremonies. The Montana Correctional Association will not assume responsibility for any lost or stolen items

HOTEL RESERVATIONS

Call Fairmont Hot Springs Resort, Fairmont, Montana at 1-800-332-3272 or online at www.fairmontmontana.com and tell them you are a vendor for the Montana Correctional Association Conference.

REGISTRATION

Each exhibiting organization / company is allotted one complimentary standard conference registration, which permits entrance to all conference workshops, provided meals, and general sessions.

SHIPPING

All materials should be shipped to and should not arrive at the hotel prior to August 9, 2010 or they may be turned away. Please labeled as:

TO: COMPANY NAME
Fairmont Hot Springs Resort
1500 Fairmont Road
Fairmont, MT 59711

FOR: MCA Conference

HOSTING AN EVENT

Vendors have an opportunity to showcase their products at an event. If interested you can select an event and the Registration fee for the conference will be reduced. You can select from a Break, Meal, and Hospitality Room, Golf tournament or more.

RAFFLES / PRIZE GIVE-AWAYS

Exhibitors are encouraged to participate in raffles and prize give-aways to generate excitement and exhibit showcase attendance. Various prizes will be awarded each day in the exhibit area.

ADVERTISING

The conference provides an excellent opportunity to highlight your organization, business, or university in the conference program. Additionally you will have continuous visibility throughout the west coast via local chapters and their membership. When submitting by mail, please paper clip your ORIGINAL photo to the Contract form. Or submit artwork electronically by email rforseth@mt.gov (photos and logos must be in TIFF, JPEG, or EPS Format) IF providing a custom designed ad please submit in Adobe InDesign or Adobe Acrobat PDF Format. Materials must be received at the address listed no later than Friday, August 6, 2010 in order to have a final print ready for participant distribution.

CONFERENCE "BAG STUFFER"

Companies and organizations unable to exhibit at the conference may elect to choose the "Bag Stuffer" option. One item from your company would be placed in each participant's registration packet. Materials must be received no later than Friday, August 6, 2010.

LITERATURE DISTRIBUTION

Companies may elect to purchase a literature table. A small table will be provided in the exhibit area for materials display. All materials must be received no later than August 6, 2010. Remaining materials will not be returned.

CORPORATE SPONSORSHIP

Companies can receive a full year of promotional awareness from MCA by selecting the Corporate Sponsorship. Your Company Logo will be placed on our website with a link for members to access, a vendor table at the yearly conference, one full page ad in the conference program as well as a business card ad for any event that MCA co-host through the year.

