**Location:** The Lodge of 4 Seasons, Lake Ozark, Missouri. (Individuals are responsible for making room reservations.) Conference Room Rate is $121.00 single or double. Reservations: (888) 265-5500. **Deadline for reservations is Sept. 30, 2019 at the above rate.** The exhibitor assumes entire responsibility of claims, losses, and damages to persons or property. The Exhibitor booth locations will be assigned the week before.

**Designated Times to Setup and Meet Conference Participants:** The conference schedule provides various opportunities to visit exhibits and meet with vendors:

*Exhibit Setup:* Wednesday, October 23, 2019 10:00 a.m. - 4:00 p.m.

*Exhibit Hours:* Wednesday, October 23, 2019 4:00 p.m. – 7:00 p.m. & Thursday, October 24, 2019 7:00 - 9:00 a.m.

*Opening Reception* with Exhibitors opens at 4:00 p.m. on Wednesday.

*Breakfast with Exhibitors:* Thursday, October 24, 2019 7:00 a.m. – 9:00 a.m.

*Tear Down:* Thursday Morning – 9:30 a.m. – 12:00 Noon.

**Exhibitor Recognition:** As an exhibitor, your company/organization will be listed in our program booklet and in other manners if sponsorship opportunities are identified.

**Exhibit Booth Specs:**  Each booth will be provided with a clothed table, two chairs, waste basket and electricity upon request. (Electricity option is included in registration.)

**Prize Donation:** Exhibitors may donate a prize for a drawing that may be announced during the Breakfast with Exhibitors on Thursday morning.

[ ] Would like to announce winners.

[ ] Major Door Prize to district - 4 at $500 each

**Special Needs:**

[ ] power outlet

[ ] internet connection

[ ] wall banner display not permitted

[ ] Other (Please List)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Display Needs:**

[ ] Table mounted display

[ ] Floor display (table not needed)

[ ] Needing additional booth space

[ ] Display will be shipped to hotel prior to beginning of the conference. **(Vendor will need to contact the hotel for delivery information.)**

[ ] Vendors responsible for packaged display to be picked up following the conference, if to be shipped.

**Brochure Distribution:** As an exhibitor, you may want to have a flier placed in each attendee’s materials. All materials must be received by the MARE Office – Wednesday, October 2, 2019.

**Sponsorship Opportunities: (Refer to identified sponsorship levels on first page. Sponsorships listed below are counted toward different levels.)**

[ ] Entertainment Sponsor - $2,000

[ ] Keynote Speaker -- $3,000

[ ] Program Booklet Printing – Co-Sponsors $250 each – four sponsors needed.

 [ ] Refreshment Breaks – Co-Sponsors $500 each - four sponsors needed.

[ ] Exhibitor Reception – Co-Sponsors $1,500 each - three sponsors needed.

[ ] MARE/MO K-8 Reception – Co-Sponsors $1,500 each – three sponsors needed.

[ ] Exhibitors Breakfast – Co-Sponsors - $750 each -- four sponsors needed.

[ ] Photography Sponsor

[ ] **Program Booklet Ads** –layout provided by exhibitor - (JPeg preferred) – Receipt deadline in MARE Office – Wednesday, September 18, 2019.

[ ] Full page Ad -- $200

[ ] ½ page Ad -- $150

[ ] ¼ page Ad & Business Card - $100

**Hotel Information:**

**The Lodge of Four Seasons**

**315 Four Seasons Drive**

**Lake Ozark, MO 65049 Ph: (800) 711-8983**