

INVITATION TO EXHIBIT

The Mississippi Department of Education, Office of Special Education and
Mississippi Parent Training and Information Center
Present:



2017 Building Partnerships...Working Together Conference

OCTOBER 19-20, 2017
JACKSON CONVENTION COMPLEX
JACKSON, MISSISSIPPI

Exhibitor:

The Mississippi Department of Education, Office of Special Education and Mississippi Parent Training and Information Center are pleased to announce the *2017 Building Partnerships...Working Together Conference* will be held October 19-20, 2017, at the Jackson Convention Complex in Jackson, Mississippi. Exhibit space is available for Thursday, October 19, 2017, thru Friday, October 20, 2017, 7:00 a.m. – 3:30 p.m. Set-up time is scheduled for Wednesday, October 18, 2017, from 2:00 p.m. – 4:00 p.m. We are looking forward to hosting approximately 500 participants, which will include parents of students who receive special education services, elementary, middle, and high school special education teachers, vocational rehabilitation personnel, principals, and superintendents from Mississippi's 146 school districts.

We are inviting you and your company to join us at this conference. This is an excellent opportunity to share products and make personal contact with a large number of parents, special education teachers, vocational rehabilitation personnel, and administrators.

In an effort to maximize time, the deadline to submit the vendor/exhibit fee and contract is **Friday, September 29, 2017**, and all door prizes are to be submitted to Mississippi PTI by **Monday, October 2, 2017**. Door prizes will be drawn during lunch each day. Please list your exhibitor prize on the enclosed application.

We look forward to your participation as an exhibitor for this conference.

EXHIBITOR'S CONTRACT

The Mississippi Department of Education, Office of Special Education and Mississippi Parent Training and Information Center

2017 Building Partnerships...Working Together Conference

TERMS AND CONDITIONS:

- The Mississippi Department of Education, Office of Special Education, and all sponsors of the 2017 Building Partnerships...Working Together Conference, will bear the responsibility of setting up the exhibit space.
- The vendors/exhibitors will be responsible for setting up and dismantling their individual exhibits.
- Each exhibitor is asked to provide a prize to be given away for one of the days of the conference.
- Vendors/exhibitors will be responsible for their exhibit during the conference schedule.
- Booth visitation will be from 8:00 a.m. – 5:15 p.m. on Thursday and 7:30 a.m. – 3:30 p.m. on Friday.
- The cost of the exhibit space, which will help defray speaker and luncheon costs, is \$100.00 for public/private entities and \$25.00 for nonprofit organizations (please attach proof of 501(c)(3) status).

Make checks payable to: CCD/MSPTI - No refunds will be given.

- Exhibits may be set-up Wednesday, October 18, 2017, from 2:00 p.m. – 4:00 p.m.
- One (1) skirted 10' x 10' table, 2 chairs, and a wastebasket will be provided.

Hold-Harmless Statement

The vendor/exhibitor assumes the entire liability and responsibility for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises and shall indemnify the Mississippi Department of Education, Office of Special Education, the Building Partnerships ... Working Together Conference sponsors, and the Jackson Convention Complex, its employees, administrators, and agents from all losses, damages, and claims.

If it is necessary for you to ship materials to the Jackson Convention Center, each item must be properly packed and marked with 1) your organization's name and contact person, 2) name and date of function: the Mississippi Department of Education, Office of Special Education, and 3) the Jackson Convention Complex; 105 E. Pascagoula Street; Jackson, Mississippi 39207; Attn: Micah Allen.

****Boxes, packages, and display material will be accepted no earlier than two (2) days before the scheduled event.**** The Convention Complex reserves the right to refuse to accept packages that appear damaged, and assumes no liability for the condition of the content of such packages.

Please remit payment, door prize, and completed application to:

MSPTI, 2 Old River Place, Suite M, Jackson, MS 39202

Exhibitor registration and payment is also available online at

www.tinyurl.com/spedms2017 (click "Register Now!")

For questions or concerns, please call Mickey Alford 601-969-0601

EXHIBITOR'S APPLICATION

2017 Building Partnerships ... Working Together Conference

In accordance with the terms and conditions set forth above by the Mississippi Department of Education, Office of Special Education and Mississippi Parent Training and Information Center and the Jackson Convention Complex, so stated is scheduling vendor/exhibit space offered by the MDE/OSE and the sponsors of the *2017 Building Partnerships ... Working Together Conference* at the Jackson Convention Complex.

Payment Information:

- Exhibitor/Vendor fees are as follows: \$100.00 public/private entities and \$25.00 nonprofit organizations.
- Payment will be accepted in the form of a check or online payment (www.tinyurl.com/spedms2017)
- No cash or purchase order payments will be accepted.
- No refunds will be given.

Payments should be made payable to CCD/MSPTI

Mail to CCD/MSPTI, 2 Old River Place, Suite M, Jackson, MS 39202

PLEASE PRINT or TYPE (COMpletely)

Name/Organization /Company _____

Contact Person(s): (1) _____ (2) _____

Name Tags: (1) _____ (2) _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____@_____

Phone Number: _____

Exhibitor Prize: _____

I, the authorized representative of the above organization/company, agree to the conditions set forth above for the vendor/exhibitor space at the Jackson Convention Complex, the Mississippi Department of Education, Office of Special Education and Mississippi Parent Training and Information Center *2017 Building Partnerships...Working Together Conference* scheduled for October 19-20, 2017.

Name: (please print) _____

Signature: _____

Date: _____