

VENDOR CONTRACT

Mission



Meaning

Purpose



MHCA
Mississippi Health Care Association
Leading the way in long-term care.

MHCA Annual Convention & Trade Show

June 4-6, 2024

Beau Rivage Resort | Biloxi, Mississippi

VENDOR INFORMATION

Company Name _____

Address _____

City _____

State _____

Zip _____

Phone _____

Contact Person _____

Title _____

Email _____

Website _____

TYPE OF PRODUCT (PLEASE BE SPECIFIC ABOUT THE PRODUCT YOU WILL EXHIBIT DURING THE TRADE SHOW)**PRODUCT** _____**AGREEMENT**

We agree to mail full payment with this application. No cancellation of space contract will be accepted or refunds made after May 6, 2024. We agree to abide by all requirements, restrictions, and obligations explained in the promotional material. It is understood that all requests to exhibit are subject to the approval of MHCA. Exhibitors agree to release, defend and hold harmless Mississippi Health Care Association, the Beau Rivage Hotel & Casino in Biloxi, Mississippi and their agents and employees from and against any and all losses, cost, damages, liability, or expenses (including attorney's fees) arising out of or resulting from any accident, bodily injury, property loss or damage of the occurrences to any person or persons including the exhibitor's use and occupancy of the exhibit area at the Beau Rivage Hotel & Casino in Biloxi, Mississippi or any part thereof.

SIGNATURE OF COMPLIANCE/AGREEMENT _____

PAYMENT

	ASSOCIATE MEMBER	NON-ASSOCIATE MEMBERS	
PREMIUM			PREMIUM BOOTHS
HIGHLIGHTED ON FLOOR PLAN	SOLD	SOLD	
BOOTH SIZE 6 X 10			
STANDARD			STANDARD BOOTHS
BOOTH SIZE 6 X 10	<input type="checkbox"/> ASSOCIATE MEMBER \$1000 <input type="checkbox"/> ADDITIONAL BOOTH \$800	<input type="checkbox"/> NON-ASSOCIATE MEMBER \$1600 <input type="checkbox"/> ADDITIONAL BOOTH \$1300	BOOTH CHOICE: 1. _____ 2. _____ 3. _____

NAME BADGE NAME THAT COMES WITH BOOTH PURCHASE:

1. _____

2. _____

EXTRA NAME BADGE INFORMATION YES, I UNDERSTAND EXTRA BADGES ARE \$200 EACH, PLEASE ADD # _____ TO MY EXHIBIT BOOTH PURCHASE**IF YOU PURCHASE 1 BOOTH YOU CAN PURCHASE UP TO 2 EXTRA NAME BADGES – NO SHARING OF NAME BADGES**1ST EXTRA BADGE NAME: _____ 2ND EXTRA BADGE NAME: _____**IF YOU PURCHASE 2 BOOTHS YOU CAN PURCHASE UP TO 6 EXTRA NAME BADGES – NO SHARING OF NAME BADGES**1ST EXTRA BADGE _____ 4TH EXTRA BADGE _____2ND EXTRA BADGE _____ 5TH EXTRA BADGE _____3RD EXTRA BADGE _____ 6TH EXTRA BADGE _____**CALL DINA RUSSELL AT 601-898-8320 to pay with credit card or fill out below and scan to dina@mshca.com**

Credit Card type – Visa, MasterCard, American Express or Discover (circle one)

Name on Card: _____ Company Name: _____

Credit card billing address including city, state, and zip _____

Card number _____ Exp. Date _____ V-Code# _____

Amount Total: _____

2024 MHCA CONVENTION & TRADE SHOW SCHEDULE

PLEASE NOTE THIS SCHEDULE IS SUBJECT TO CHANGE

TUESDAY JUNE 4, 2024	WEDNESDAY JUNE 5, 2024	THURSDAY JUNE 6, 2024
Conventioneer Registration 8:30 am to 1:00 pm	Vendor Registration & Set-up 8:30 am to 12:00 pm	Delegate Check In 8:00 am to 8:30 am
Education 1:00 pm to 4:30 pm	Education 8:30 am to 12:00 pm	Education 8:30 am to 9:30 am
Vendor Registration Only NO SET-UP 1:00 p.m. to 4:30 p.m.	Trade Show with Lunch 12:00 pm to 4:00 pm	Business Meeting 9:30 am to 10:00 am
President's Reception 4:30 pm to 6:30 pm	Vendor Booth Breakdown 4:00 pm	Break 10:00 am to 10:30 am Education 10:30 am to 12:30 pm

Other important information:

How materials will be sent out:

After you register – all materials to be emailed to the **contact person** listed on the registration form.

Things to Remember:

Remember to bring your business cards to give out to conventioneers.

Also, vendors can bring door prizes to have at their booths. Remember to have a basket/box and sign-up forms for conventioneers to sign-up for your door prize – that will also provide you with additional contact information.

When picking up your name badge at the registration desk, remember to sign the Door Prize sheet so MHCA staff will know what booths are participating in the door prizes giveaways.

During the Trade Show – MHCA Staff will come to your booth with a microphone and call out the winning person's name for them to come to your booth to pick-up their prize.

Exhibitor Kit & Hotel Information

MHCA will email the exhibitor kit from Exagere Exposition Services, LLC and the hotel room block information to the contact person listed on the registration form once payment and registration are received.

Reminder – no sharing of name badges

STAGE

AIRWALL STORAGE

ELECTRICAL

9'H
FREIGHT
DOOR

ENTRANCE

89	88	87	86	85	84	83	82	81
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12'

72	73	74	75	76	77	78	79	80
71	70	69	68	67	66	65	64	63

12'

54	55	56	57	58	59	60	61	62
53	52	51	50	49	48	47	46'	45'

25'

12'3"

36	37	38	39	40	41	42	43	44
35	34	33	32	31	30	29	28	27

12'3"

12'

18	19'	20	21	22	23	24	25	26
17	16	15	14	13	12	11	10	9'

12'

1

2'	3
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4	5
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6	7
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8

MHCA 2024 TRADE SHOW FAQ

Biloxi, MS - June 4 - 6, 2024
Beau Rivage Hotel & Casino

CONTRACT FOR SPACE: Booth reservations will be confirmed only upon receipt of payment. Exhibitors agree to submit full payment with Trade Show Booth Contract. No cancellation or refunds made after **May 6, 2024**.

Exhibitors agree to abide by all requirements, restrictions and obligations explained in promotional material. It is understood that all requests to exhibit are subject to the approval of MHCA. Exhibitors agree to release, defend and hold harmless MHCA and their agents and employees from and against any and all losses, cost, damages, liability, or expenses (including any attorney's.)

REGISTRATION: Everyone must be registered and **have a badge to enter the Exhibit Hall**. For your own safety, there can be no exceptions. Advance registration for booth personnel is encouraged. See *Trade Show Booth Contract*. Booth registration permits you access into the Trade Show and Education events (spectator purposes only). Should someone require CE hours, a conventioneer registration will also be required.

INSTALLATION & DISMANTLING: Exhibitors may begin unloading & setting up between 8:30 a.m. to 12:00 p.m. Wednesday, June 5, 2024. **Dismantling** –Dismantling your booth should be after 4:00 p.m. Wednesday, June 5, 2024.

PRICE OF BOOTH: See *Trade Show Booth Contract*

BOOTHS: See Trade Show Floor Plan on Trade Show Booth Contract. All Booth sizes are **6' x 10'** in size. Each booth will be draped and equipped with a 6 ft skirted table, 2 chairs and 1 wastebasket. **ALL DISPLAY MATERIALS MUST FIT INSIDE BOOTH SPACE**. If your display requires more than the allotted booth space as stated above you must purchase an additional booth.

USE OF SPACE: All activities and exhibit materials must be confined to the limits of the exhibit booth. **No exhibitor shall assign, sublet, or share space without the written consent of MHCA**. Neither exhibitors nor their agents shall injure or deface the walls or floors of the building or booths. Should such damage occur, the exhibitor is liable to MHCA and the Beau Rivage Hotel & Casino for any and all repairs.

BADGES: Two name badges are included with each booth. The name of the person(s) registered on the attached contract will be put on the name badge. **Two (2)** additional badges may be purchased for \$200.00 each for one booth. If you purchase additional booth – you get the two badges and may purchase up to **Six (6)** additional name badges. **NAME BADGES MUST BE WORN DURING THE TRADE SHOW. Trading or sharing of badges with other representatives or attendees is strictly prohibited.** Replacement badges or badges purchased on site will require verification of company affiliation.

EXHIBITOR REGISTRATION: Each exhibitor will pick-up name badges of registered vendors at the Registration desk.