

Missouri Association for Adult Continuing and Community Education 2022 Conference Exhibitor's Brochure

The Missouri Association for Adult Continuing and Community Education (MAACCE) is preparing for the June conference in Osage Beach, MO. We invite you and your company or organization to represent itself as an exhibitor.

Showcase your products and services to hundreds of professional educators looking for ways to enhance their programs. As educators deal with the realities of increasing responsibilities and decreasing budgets, they are searching for systems and products that will help them do their jobs more efficiently and effectively. Our theme for this year's conference is ***“MAACCE: A World of Opportunities.”***

The MAACCE conference promotes quality professional development to a wide audience, including: adult, community and afterschool educators. In an effort to encourage attendees to visit the exhibits, conference registration, breaks and other scheduled times have been designed so participants have plenty of time to visit your exhibit.

To be an exhibitor at the 2022 MAACCE, please complete the exhibitor application form located on the MAACCE website, www.maacce.org. If you wish to be included in the conference program, your ad and payment **must be submitted by May 23, 2022**. Please read all information provided in this brochure and complete the MAACCE Exhibitor registration form.

Please refer any questions to:

Shannon Hinson, Treasurer
Phone: (660) 346-6481
Email: shannonm@macc.edu
MAACCE 2022: Call for Exhibitors

Exhibitors must register as an exhibitor and pay exhibitor fees. Conference space is limited to approximately 20 exhibitors (or exhibit spaces). Exhibitors will be selected according to a first-come, first-served basis.

Why Exhibit at the Missouri Association for Adult, Community & Continuing Education?

- MAACCE is a state-wide professional development organization whose membership includes: adult education professionals, career and college readiness transition advocates, high school equivalency and/or English as a Second Language (ESL) instructors, K12 afterschool program leaders/teachers, and representatives from community education programs and post-secondary institutions.

- Your MAACCE sponsorship will allow you to connect personally with the many different professionals mentioned above.
- The Exhibitor Hall is limited to approximately 20 on-site tables, which allows more opportunity for conference participants to get to know your product personally.
- The Exhibitor Hall is centrally located in the reception/refreshments area and is directly outside of the primary meeting/breakout areas, which will give you the high product exposure you want.
- The 2022 MAACCE Conference will be held at the beautiful Margaritaville Resort, located in central Missouri on Lake of the Ozarks. Conference rates for the hotel are available for our exhibitors and we include you in many of our conference activities. Our goal is to feature you and your products throughout the conference.

REGISTRATION SUBMISSION INFORMATION

The Exhibitor Registration Form is located on the MAACCE website: www.maacce.org or can be accessed directly through the link sent via email.

If paying by check, please make payable to MAACCE and mail to **Shannon Hinson at 505 Jackson St., Macon, MO 63552**. Questions? We'll be happy to visit with you via telephone. Please contact Treasurer Shannon Hinson (660) 346-6481.

Exhibitor registrations and fees must be received by May 23, 2022.

Exhibitor Options

For-Profit (\$500)

- Allotted a 10 minute presentation at a designated time during the conference
- Option to present a breakout session—must complete Request for Proposal form listed on www.maacce.org
- “Thank You” recognition included in the Conference app
- Recognition included in “Check out the Exhibitors!” email distributed prior to conference
- Advertisement in the Conference app***
- Recognition in each Call to Conference reminder sent out leading up to the conference (beginning upon confirmation of exhibiting)
- Up to 2 promotional materials (e.g. flyers, pamphlets, cards) to be included in conference bags
- 1 exhibitor’s space: 6’ x 30” skirted table w/ 2 chairs

Non-Profit: Exhibitor Space Only (\$250)

This option allows a designated space in the Exhibitors' Hall to deliver promotional materials at the conference, with the opportunity to meet registrants in person, provide visual tutorials, and answer questions.

- Recognition in each Call to Conference reminder sent out leading up to the conference (beginning upon confirmation of exhibiting)
- "Thank You" recognition included in the Conference app
- 1 promotional material (e.g. flyers, pamphlets, cards) to be included in conference bags
- 1 exhibitor's space: 6' x 30" skirted table w/ 2 chairs

Small Business Owner (\$75)

Exhibitors that are selling a consumer product (ie. Mary Kay, Pampered Chef, Jordan Essentials, Lia Sophia, etc.).

- 1 exhibitor's space (side-by-side): 6' x 30" skirted table w/ 2 chairs
- "Thank You" recognition included in the Conference app

Additional Exhibitor Space (\$100)

Exhibitors who would like additional space to set up materials, computers, or any other promotional items, may secure up to one additional space for a reduced space rate of \$100.

- 1 exhibitor's space (side-by-side): 6' x 30" skirted table w/ 2 chairs
- Electricity - \$50 additional fee

***Camera ready artwork must be to [Shannon Hinson](#), shannonm@mac.edu no later than **May 23, 2022**, or we cannot guarantee inclusion in the program.

EXHIBITOR INFORMATION & GUIDELINES

The guidelines listed below are to be considered part of all contracts for this conference. The Chair of Exhibits reserves the right to interpret these guidelines, as well as make final decisions on all points that the guidelines do not cover. **It is the responsibility of the vendor to get ads, promotional materials, logos, presentation proposals, and payment by the designated deadline dates.**

1. Table-Top Exhibits All tables are 6' X 30" with two chairs. The rental agreement includes:

- The exhibit facility space:
- General maintenance of aisles, hotel lighting, heating, air conditioning and ventilation
- One 6' draped and skirted table, 2 chairs, pipe and drape, wastebasket and signage
- Permanent carpeting throughout the exhibit hall
- Exhibit Services Coordinator
- Electric hookups with an additional \$50 fee

The above rental agreement **does not** include:

- Transporting and placement of display equipment
- Decoration and related services
- Security services
- Labor, for example: carpenters, electricians, and drapers
- Storage of any exhibit-related materials
- Lighting and electrical power, unless requested and \$45 fee paid.
- Gas or water supply

2. EXHIBIT HOURS Exhibits will be open as follows:

Exhibit set-up

**Tuesday, June 21, 2022
8:00a.m. – 12:30 p.m.**

Exhibit Hours

**Tuesday, June 21, 2022
1:00 p.m. - 7:00 p.m.
Wednesday, June 22, 2022
8:00 a.m. – 3:15 p.m.**

Exhibit Tear-down

**Wednesday, June 22, 2022
3:15 p.m.**

3. INSTALLATION AND DISMANTLING OF EXHIBITS: Exhibits must be set up by 12:30 p.m. on Tuesday, June 21st. Exhibitors may begin preparation at 8:00 a.m. on that day.

The exhibit booths will be set up in the General Session area. The conference opening session will be held at 1:00 p.m. on June 21st. To avoid disrupting the speaker's presentation, we ask that all booths be set up by 12:30.

All exhibits must be dismantled by 3:15 p.m. on Tuesday, June 22nd to allow set up for the reception that evening. Any equipment or materials of the Exhibitor remaining past that time may be deemed abandoned and disposed of by the hotel as it deems advisable at the cost of the owner.

4. CHARACTER OF THE EXHIBIT: Products and/or services related to the educational and professional development of our members are suitable for exhibition. The Exhibit Chair reserves the right to decline or prohibit any exhibit that, in their judgment, is not suitable to, or in keeping with, the character of the Conference.

5. DISPLAY SPACE NOT CLAIMED: BOOTHS NOT OCCUPIED BY THE OPENING OF THE EXHIBITION MAY BE CANCELLED OR REASSIGNED WITHOUT REFUND. Exhibit Chair reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for this labor will be billed to the Exhibitor.

6. SUBLETTING SPACE: No Exhibitor may assign, sublet or apportion the whole or any part of the space allotted to him/her nor exhibit therein, nor permit any other person or firm to exhibit therein, any goods other than those manufactured or distributed by the Exhibitor in the regular course of its business, without written consent of the Exhibit Chair.

7. CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING

SAMPLES: Exhibitors are confined to their own booth(s). Printed advertising is not permitted beyond the confine of the purchased booth space.

8. HOLDING HARMLESS CLAUSE: Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save its agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Tan-Tar-A, its employees and agents.

The Margaritaville, its officials, agents or employees, shall not be liable for any loss, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be received until Exhibitor has made proper arrangements for receiving, handling and storage of such materials.

9. CANCELLATION: Cancellation must be made in writing and is subject to a \$75 service fee. Refunds will be mailed after the MAACCE conference. **No refunds will be applied after June 1, 2022.**

10. FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUIDS, AND

ELECTRICITY: All display materials must be fireproofed. No person shall erect an engine, motor or other machinery on the premises, or use any gas, electricity, inflammable liquid or charcoal therein, without prior written approval of the Tan-Tar-A. All electrical work and equipment required in addition to that provided must be ordered through Tan-Tar-A to insure that it will meet all state and local codes.

11. SECURITY AND SAFETY: Missouri Association for Adult, Community and Continuing Education and their agents cannot guarantee against lost or damage of any kind. Exhibitors will provide their own insurance.

12. PROGRAM MATERIALS: All participants and Exhibitors attending the Conference will receive a program listing of all firms who are exhibiting. To be listed in the program, **Exhibitors must register by May 23, 2022.**

13. LIGHT AND POWER: General house and lighting is provided for adequate illumination of exhibit area.

14. DELIVERY AND STORAGE: Neither Margaritaville nor the conference is able to accept delivery of or hold any of Exhibitors' display materials and/or equipment. Due to the layout of the hotel, storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash,

etc. must be removed from the premises no later than the last day of the exhibit show period.

15. **ADDITIONAL INFORMATION:** Exhibitor agrees to abide by the above terms and rules and by other reasonable rules of the conference and hotel. In the event of a dispute between the Exhibitor and the conference/hotel, provided that they do not materially alter the terms of this contract, it will be referred to the Conference Committee and their decision will be final.

16. **HEALTH AND SAFETY:** In response to the COVID-19 pandemic, Exhibitor and MAACCE agree that Exhibitor's employees, contractors, subcontractors and anyone directly or indirectly employed by Exhibitor that is assigned to the MAACCE Conference and the services to be performed will adhere to CDC and local health guidelines and restrictions as well as MAACCE and Margaritaville Resort policies regarding COVID-19, including, but not limited to, wearing a face covering, practicing physical distancing, washing hands frequently and staying home if feeling sick. Exhibitor acknowledges that COVID-19 is prevalent in the community and by working at the MAACCE Conference that Exhibitor's employees, contractors, subcontractors and anyone directly or indirectly employed by or performing work for Exhibitor may be exposed to the risks associated with COVID-19.