



91st Annual Mississippi Assessors & Collectors Association Conference

July 12-16, 2020

Host Organizations:

Mississippi Department of Revenue
Mississippi Assessors & Collectors Association

Conference Vendor Information

Coordinated by
The Center for Government and Community Development in the Mississippi State University Extension Service.

The Hollywood Hotel & Casino
Bay St. Louis, MS



February 22, 2020

TO: Potential Conference Vendors/Exhibitors/Sponsors for the 2020 Mississippi Assessors and Collectors Annual Conference

FROM: Terence Norwood, Extension Instructor, Center for Government and Community Development
Joel Yelverton, MACA Executive Director

In conjunction with the Mississippi Department of Revenue, we are pleased to announce the 2020 Mississippi Assessors and Collectors Association (MACA) Annual Conference. The 91st MACA Annual Conference will be held Sunday July 12, through Thursday, July 16, 2020 at the Hollywood Hotel & Casino in Bay St. Louis, MS.

The MACA Annual Conference is an excellent opportunity for your organization to contact elected county policymakers and individuals employed at the local and state levels in the areas of property assessment, appraisal, mapping, taxation, and other related areas.

Your business/organization is invited to participate as a sponsor or exhibitor. If you participated in any of last year's events, you know the value of presenting your product, service, or idea before these groups of individuals. Exhibits will be located near the conference meeting rooms, giving attendees free access to the exhibit area. The sponsorship categories are designed to highlight your organization to the conference participants, and you will be appropriately recognized as a conference sponsor.

Enclosed in this packet is information concerning the conference, exhibitor registration information, sponsorship opportunities, hotel registration, and the general guidelines for operation of the exhibit hall. Please make sure to review the Tentative Agenda and the Exhibitor Rules and Regulations found within this packet.

We strongly believe in the value of the partnerships formed between exhibitors and the participants and sponsoring state agencies during this conference. We encourage your participation in the conference and feel this will be your major opportunity this year to interact with the major policy makers and individuals working in positions related to your field of service.

For additional information please contact:

Terence Norwood
E-Mail: terence.norwood@msstate.edu

TENTATIVE AGENDA

91st Annual Mississippi Assessors and Collectors Association Conference

July 12-16, 2020

The Hollywood Hotel-Bay St. Louis, MS

Sunday, July 12, 2020

TBD	MACA Committee Meetings
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Monday, July 13, 2020

7:00 a.m.	Golf Tournament
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8:00 a.m. Explore MS Gulf Coast

1:00-3:30 p.m. Exhibitor Check-In and Set Up

3:00-4:30 p.m. Pre-Conference Session

4:30-6:00 p.m. Early Registration

4:30-6:00 p.m. Exhibitor Showcase and Reception

6:30 p.m. Executive Committee/Participant Dinner on Your Own

Tuesday, July 14, 2020

8:00-9:00 a.m.	Registration
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8:00-9:00 a.m.	Breakfast
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8:00-9:00 a.m. Exhibit Hall Opens

8:30 a.m.	Opening Session
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9:45 a.m. Break with Exhibitors

10:15 a.m. Session Continues

11:00 am	MACA Luncheon
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12:00 p.m. Depart for New Orleans

1:30-5:30 p.m. Visit New Orleans

6:30 p.m. Dinner on Your Own New Orleans

9:00 p.m. Return from New Orleans

Wednesday, July 15, 2020

7:30-8:30 a.m.	Breakfast
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7:30-8:30 a.m. Exhibit Hall Opens

8:30 a.m. Morning Session

9:00 a.m. Breakout Session 1

9:45 a.m. Break With Exhibitors

10:15 a.m. Breakout Session 2

11:00 a.m. MACA Business Meeting

(Closed Session)

12:00 Noon MACA Awards Luncheon/Officer Installation

1:15 p.m. Afternoon Session

2:00 p.m.	Break
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2:45 p.m. Afternoon Session Ends

3:00-5:00 p.m. Committee Meetings as Needed

6:00 p.m. MACA Reception and Gala

Exhibitor Door Prize Giveaway (Must be present to win)

Thursday, July 16, 2020

8:00 a.m. MACA Prayer Breakfast and Business Meeting

10:00 a.m.	Conference Adjourns
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VENDOR/EXHIBITOR REGISTRATION/APPLICATION

2020 MACA Summer Conference July 12-16, 2020 Bay St. Louis, MS

COMPANY NAME: _____

PRIMARY CONTACT: _____ TITLE: _____

EMAIL: _____ PHONE: _____

MAILING ADDRESS: _____

SPONSORSHIP OPTION:

☐ Bronze Sponsor

(Includes admission for 1 person to all meals and open functions, Recognition in printed materials and at General Assembly) **Special Note: Does NOT include exhibit space.**

Cost: \$500.00

☐ Silver Sponsor

(Includes admission for 2 people to all meals and open functions, **Exhibit space included** for use to display materials and Information, Recognition in printed materials and at General Assembly, 1 free spot in the Golf Tournament)

Cost: \$1,000.00

☐ Gold Sponsor

(Includes admission for up to 3 people to all meals and open functions, **Exhibit space included** for use to display materials and Information, Recognition in printed materials, and 2 free spots in the Golf Tournament)

Special Note: All Gold Sponsors will have the opportunity to address the General Assembly at MACA Annual Conference. Gold Sponsors will also receive 1 complimentary registration to the 2020 MACA Fall Conference.

Cost: \$1,500.00

☐ Platinum Sponsor

(Includes admission for up to 4 people to all meals and open functions. Platinum Sponsors sponsor Lunch, Dinner and Social Events on a first come first serve basis and will be allowed to give a scheduled presentation. **Exhibit space included** for use to display materials and Information, Recognition in printed materials, and 2 Complimentary Registrations for the 2020 MACA Fall Conference and 4 free spots in the Golf Tournament)

Cost: \$3,000.00

ELECTRICITY: ☐ (check to indicate electrical needs)

TOTAL DUE

Please list exhibitor representatives (Please type or print - for name tags): ***Additional exhibitor representatives require an additional \$150.00 registration fee.***

1. _____

2. _____

3. _____

4. _____

Deadline for reservations of booth space is **June 1, 2020**. Booth and sponsorship reservations are not considered complete until application and check are received. **Include a copy of this application with the paper check** made payable to:

Center for Government and Community Development

ATTN: MACA Annual Convention Sponsor

Box 9643

Mississippi State, MS 39762

[CLICK HERE](#) To register and Pay Online

Exhibitor Representatives

Exhibitors must provide an attendant during the hours of the day the convention is officially open. All exhibitor representatives are to register and must pick up their official name badges at the convention registration desk. Companies are only allowed the number of representatives permitted for each registration level. There is an additional fee of \$150 for each additional representative to attend any part of the conference.

Liability and Security

Each exhibitor is responsible for safeguarding his goods, materials, equipment, and displays at all times. Mississippi State University and the state agencies and associations sponsoring the conventions are not responsible for the loss of or damage to any exhibit material or are they liable for injury to any individuals associated with or representing the exhibitor.

Hotel Reservations

All guests may make their reservations by calling the Hollywood Hotel Reservations Department directly at **1-800-946-2442**. In order to obtain the special group rate, please identify as being with the **Mississippi State University (MAC 0712)**. A valid credit card is required to make reservations. Reservations must be made by June 1, 2020 in order to receive the special rate of \$109.00 for single or double rooms. All rates are subject to fees, state and local taxes. Tax exempt entities must provide the hotel with a photocopy of certification of exemption with payment.

Social Functions

Social functions sponsored by exhibitors must not be scheduled during the hours the convention is in session and must not conflict with the activities conducted as part of the convention. All paid exhibitor representatives are entitled to the meals provided throughout the conference.

Booth Assignments

Assignment of booths will be made on a first-come, first-served basis. The Center for Government and Community Development in the Mississippi State University Extension Service (a representative of which will serve as exhibit hall coordinator) reserves the right to allot space and to accept or reject all booth requests. A display location may be requested, but it will not be guaranteed.

Exhibit Fee

The rental fee for all booth spaces is spelled out on Page 4 of this information packet. An application is invalid without payment or a specific and satisfactory arrangement being made for payment. Full payment of any sponsorship is due by **June 1, 2020**. Failure to show up for conference without a 72-hour written notice to the Center for Government and Community Development will result in forfeiture of registration and booth and/or sponsorship fees.

Subleasing

Exhibitor shall not sublease his space, nor any part thereof, nor exhibit, offer for sale, give as a premium, or advertise articles not produced or sold in his own name, except where such articles are required for the proper demonstration or operation of the exhibitor's display, in which case such articles shall be limited to other exhibiting companies' articles and their identification shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them.

Failure to Hold Exposition

Should any contingency prevent holding the 2020 MACA Conference, the Center for Government and Community Development may retain such part of exhibitor's rental as shall be required to recompense it for all expenses incurred up to the time such contingency shall have occurred.

Fire and Safety

All materials and exhibits are subject to fire and safety regulations enforced by federal, state, or local authorities. Volatile or flammable fluids, substances, or materials of any nature prohibited by insurance carriers are prohibited in any booth.

Shipping Information

Due to limited storage space at Hollywood Casino, please ship boxes to arrive no more than three (3) days prior to your arrival. Packages arriving prior to three (3) days are subject to refusal. Please mail all packages to the following address:

Hollywood Casino

Attn: Your Name (or person within your organization responsible for receiving packages)

Conference Name/Arrival Date

711 Hollywood Boulevard

Bay St. Louis, MS 39520

Any packages to be shipped by an outside freight company will be the responsibility of the guest to package, label and contact carrier for pickup. Hollywood Casino does not assume responsibility for damage to or loss of any merchandise or article brought into the hotel facility.