

Mississippi Municipal Clerks & Collectors Association Winter Conference



December 13-15, 2023

Conference Vendor Packet

Coordinated by

Mississippi State University Extension Center for Government and Community Development
Mississippi Institute of Municipal Clerks



Sheraton Flowood The Refuge Hotel & Conference Center
2200 Refuge Blvd, Flowood, MS 39232

TO: Potential Conference Vendors/Exhibitors/Sponsors for the 2023 Mississippi Municipal Clerks & Collectors Association Winter Conference

FROM: Jason Camp, Institute Director, Mississippi Institute of Municipal Clerks at Mississippi State University

We are pleased to announce the 2023 Mississippi Municipal Clerks & Collectors Association Winter Conference. The event will be held Wednesday, December 13, through Friday, December 15 at the Sheraton Flowood The Refuge Hotel & Conference Center in Flowood, MS. This event will mark the 50th anniversary of the Mississippi Municipal Clerk Certification program. The conference is an excellent opportunity for your organization to build relationships with municipal clerks from all municipalities who serve as the central contact for municipal operations.

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.

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

[Register Online](#)

Conference Vendors

Bronze Sponsor \$500

(Includes admission for 1 person to all meals and open functions, recognition in printed materials and Exhibit space included for use to display materials and information). **This does not include speaking at the general assembly.**

Silver Sponsor 1,000

(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). **This does not include speaking at the general assembly.**

Gold Sponsor \$1,500

(Includes admission for up to 2 people to all meals and open functions, Exhibit space included for use to display materials and information, recognition in printed materials) **Special Note: All Gold Sponsors will have the opportunity to address the General Assembly at MMCCA Annual Winter Workshop.**

50th Anniversary Sock Hop Dinner Sponsorships

Bronze Sponsor \$2,000

(Includes admission for 2 people to all meals and open functions, recognition in printed materials, and optional exhibit space included for use to display materials and information).

Silver Sponsor \$2,500

(Includes admission for 3 people to all meals and open functions, optional exhibit space included for use to display materials and information, recognition in printed materials).

Gold Sponsor \$3,000

(Includes admission for up to 4 people to all meals and open functions, optional exhibit space included for use to display materials and information, recognition in printed materials)

All 50th Anniversary Dinner Sponsorships will receive special recognition during the event.

Special Event

Sponsor Options: (Includes admission to all meals and open functions, optional exhibit space included for use to display materials and information, recognition in printed materials, addressing the general assembly, and hosting a special event (Welcome Reception Sponsor \$3,000, Thursday All Day Break Sponsor \$2,000)

For additional information please contact: Jason Camp Phone: 662-325-3141 E-Mail: Jason.Camp@msstate.edu

TENTATIVE AGENDA

2023 Mississippi Municipal Clerks & Collectors Association Winter Conference

The 2023 Conference will be held at the Sheraton Flowood The Refuge Hotel & Conference Center in Flowood, MS. The date and location for this event are as follows:

Date: December 13-15, 2023

Location: The Refuge Hotel & Conference Center Sheraton Flowood
2200 Refuge Blvd, Flowood, MS 39232

Hotel: Sheraton Flowood (*Hotel Reservation ends November 21*)
(601) 936-4550
Group Name: MMC Rate: \$169
[Online Book Link](#)

REGISTER NOW

Wednesday | December 13

9:00-4:00 Athenian Dialogue
11:00-5:00 Vendor Setup
12:00-2:00 MMCCA Executive Committee Meeting
2:30 - 5:00 Registration Opens
3:00-5:00 New Clerk Orientation
5:00 – 6:30 Welcome Reception (*Tentative*)

Thursday | December 14

7:00 - 8:00 Registration & Breakfast
8:00 – 8:15 Welcome & Announcements
11:30 – 1:00 Lunch
1:00 - 5:00 Education Sessions
6:00- 10:00 50th Anniversary Sock Hop Dinner

Friday | December 15

7:00-8:00 Breakfast
8:00 - 11:00 Education Sessions
11:00 - 12:00 MMCCA Business Meeting

The deadline for reservations of booth space is **November 21, 2023**. Booth and sponsorship reservations are not considered complete until application and check are received. **Return application with check made payable to:**

Mississippi Municipal Clerks & Collector's Association

Attn: Lauren Stewart

P.O. Box 647

Laurel, MS 39441

Exhibitor Representatives

Exhibitors must provide an attendant within his space during the hours of the day the convention is officially open. All exhibitor personnel are to register and must pick up their official name badges at the convention registration desk. Company representatives are limited to sponsorship levels. Additional tickets for company representatives can be purchased online.

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 individuals associated with a registered exhibitor are responsible for making their own hotel reservations. We have "blocked" hotel rooms at a special rate for conference attendees. Be sure to make your hotel reservations by November 21, 2023, to ensure you get the special rate.

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 registered exhibitors 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

Full payment of any sponsorship is due by **November 21, 2023**. 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 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.