



Montana High School Association

1 South Dakota Avenue ♦ Helena, MT 59601 ♦ (406) 442-6010 ♦ Fax: (406) 442-8250 ♦ www.mhsa.org

November 2019

TO: INTERESTED FIRMS

FROM: MARK BECKMAN, EXECUTIVE DIRECTOR

RE: 2020 ANNUAL MEETING EXHIBITORS

On January 20, 2020, the Montana High School Association will hold its Annual Meeting at the Billings Hotel & Convention Center in Billings. Approximately 325 people are expected to attend. They will include superintendents, principals, athletic directors, and school trustees of all 181 member schools. There will also be pre-function meetings on Sunday, January 19th. One of these meetings is the Montana Interscholastic Athletic Administrators Meeting (MIAAA).

We have arranged for exhibiting areas at the property where traffic should be the most effective for exhibitors, including a "Lunch on the Go" function in the exhibitors' area for the attendees. In addition to the space, you may opt to provide written materials or handouts to the MHSA by January 3rd that will be inserted into the packets distributed to each conference attendee.

If your firm would like a reserved area, please fill out the enclosed registration form and return it to this office accompanied by full payment by January 3, 2020. If you must cancel the reserved area, no refunds will be made after January 3, 2020.

All exhibits and demonstrations must be confined to your reserved area in the exhibitors' area. Projections or obstructions must not hinder other firms' areas. All materials and activities in your area must pertain to your firm. **NO SECURITY FOR UNATTENDED DISPLAYS (INCLUDING NIGHTTIME) WILL BE PROVIDED.**

The exhibit area will be approximately 8' x 10' including an 8' table with chairs

SET UP BEGINS:	Sunday, January 19, 2020	11:00 am
EXHIBIT HOURS:	Sunday, January 19, 2020	1:00 - 7:00 pm
	Monday, January 20, 2020	7:30 am - 1:00 pm
		11:30 am - "Lunch on the Go" in the Exhibitors' Area
TEAR DOWN:	Monday, January 20, 2020	After 1:00 pm

If you need to make reservations for a sleeping room at the Billings Hotel & Convention Center, the number is 406-248-7151.

The MHSA is looking forward to working with your firm's representatives, and we sincerely thank you for helping make this Annual Meeting a success.

/sdw
Enclosure



**MONTANA HIGH SCHOOL ASSOCIATION
2020 ANNUAL MEETING**

January 19-20, 2020
Billings Hotel & Convention Center
Billings, Montana

REGISTRATION FORM FOR EXHIBITORS

Name of Firm: _____

Address: _____

Name of Primary Contact: _____

Phone for Primary Contact: _____

Email for Primary Contact: _____

Website: _____

Others to include for name badge(s): _____

Type of services your firm provides: _____

Handouts: (check if applicable) Yes, we will supply handouts to MHSA by January 3, 2020, to be added to attendees' packets.

A/V needs: _____

Please indicate if you will need a power source etc. for your display. Note – items such as screens or projectors are subject to additional charge from the facility.

Number of Exhibit Areas: # @ \$150 each = \$

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Please make check payable to *MONTANA HIGH SCHOOL ASSOCIATION*.

Check and registration form should be mailed to:
MONTANA HIGH SCHOOL ASSOCIATION
1 SOUTH DAKOTA AVENUE
HELENA, MT 59601
(406) 442-6010 / (406) 442-8250 (fax)