



## Exhibitor Prospectus

**MPI Orange County Presents the 5<sup>th</sup> Annual Education Conference  
Friday, May 14, 2010  
The Island Hotel in Newport Beach  
690 Newport Center Drive | Newport Beach, California 92660 / (949) 759-0808**

### Schedule of Events

7:15-8:15AM	Registration/Breakfast/Networking
8:15-9:45AM	Keynote Speaker
10:00AM-12:30PM	Tradeshow
12:30-2:00PM	Lunch & Game Show
2:15-4:30PM	PM Breakout Sessions
4:30-6:00PM	Social Networking / Wine & Food Pairing

### Five Reasons to Participate at the MPI Orange County Education Conference:

1. MPI Orange County's educational and networking event of the year. Local corporate, association and independent meeting planners will be invited to attend from within MPI and other local organizations. We will also be working with Membership to invite local planners who are not members so that they can experience our chapter and give you more opportunities to network.
2. A great opportunity to showcase your products, services, city or venue to meeting planners and other industry decision makers.
3. Suppliers who choose not to participate in the tradeshow will not have access to the greatest opportunity to network one-on-one with a planner of their choice (more information below).
4. Less expensive than other tradeshow.
5. Noted additional resources to Exhibitors ONLY\* (See Below).

### EXHIBITOR FEES

Regular Fee	\$355.00 (member)	\$455.00 (non-member)
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Exhibitor Fee includes one (1) company representative registration for the entire day. *To register additional representative(s), please visit our website at [www.mpioc.com](http://www.mpioc.com) for attendee registration information.*

### EXHIBIT SPACE

Space is limited and based on a first come first serve basis. **Your exhibit table will be reserved upon receipt of a completed Exhibitor Prospectus and payment.** (See next page for form and more information). Each exhibitor will be provided one (1) 6' x 30" skirted table. MPIOC reserves the right to solely determine the location of exhibitor's exhibit space, and further reserves the right to rearrange the floor plan or relocate exhibitor's assigned space (exhibitor will be notified). **MAILING LABELS ARE NOT INCLUDED IN YOUR EXHIBITOR FEE.** Labels can be purchased for a fee from MPIOC.

### ADDITIONAL EXHIBITOR OPPORTUNITIES

Only Exhibitors will have the opportunity to sponsor or purchase the items listed below on the Prospectus Application:

### **NEW THIS YEAR! – SPONSOR A PLANNER**

To help increase the attendance of Planners at the Education Conference, Exhibitors are able to "Sponsor a Planner" and assist with the registration for a planner (member or non-member). The Planner will be seated with the Exhibitor during lunch giving both parties an opportunity to spend some quality time learning about each other and working as a team during the Game Show. **Completed Exhibitor Prospectus will be numbered upon arrival so that those Exhibitors that get there paperwork in early will have first choice of those Planners that are registered or the Exhibitor can sponsor planners in the community that would not normally attend the conference.**



# ORANGE COUNTY CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## Exhibitor Prospectus

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### SECTION 1: RESERVE YOUR EDUCATION CONFERENCE EXHIBIT SPACE TODAY

*Please circle payment that applies*

	<u>MPI Members</u>	<u>Non-Members</u>
Regular Fee	\$355.00	\$455.00

### SECTION 2: ADDITIONAL OPPORTUNITIES AND FEES

#### SPONSOR A PLANNER

\_\_\_\_\_ (Check box) Yes, I would like to sponsor a planner. Price will be determined by type and time of registration.

\_\_\_\_\_ I would like to be placed on the list to sponsor registered planners to the Education Conference

\_\_\_\_\_ Or I will be sponsoring my own planner (*Please fill in information below*)

Name of Planner \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**BREAKOUT SESSION SPONSORSHIP:** You have the opportunity to place 50 promotional items or marketing materials, and your logo will be placed on the breakout room signage for one (1) breakout session

\_\_\_\_\_ (Check box) Yes, I will like to participate in the **Breakout Session Room Sponsorship.**

***An additional fee of \$300.00 per room.***

**REMAINING SUPPLY SPONSORSHIP:** Supply sponsorship is on a first come, first served basis. Please check next to the item that you would like to sponsor.

\_\_\_\_\_ (Check box) Yes, I would like to be a sponsor for the **Social Networking Mixer/Wine & Food Pairing.** ***Sponsorship levels vary so please contact Julie Powers, CMP for a list of available sponsorships.***

**ELECTRICAL:** Not provided unless arrangements are made in advance - an additional fee of \$25.00.

\_\_\_\_\_ (Check box) Yes, I need **electrical access** at my exhibit booth. I will bring my own electrical extension cord 110V.



# ORANGE COUNTY CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

**ADDITIONAL BOOTH STAFF** (\$55 Registration Fee for MPI Members, \$65 for Non-Members before April 16)

NAME _____	MPI MEMBER _____	NON-MEMBER _____
NAME _____	MPI MEMBER _____	NON-MEMBER _____
NAME _____	MPI MEMBER _____	NON-MEMBER _____
NAME _____	MPI MEMBER _____	NON-MEMBER _____
NAME _____	MPI MEMBER _____	NON-MEMBER _____
NAME _____	MPI MEMBER _____	NON-MEMBER _____

**ADVERTISING**

**TWO-MINUTE VIDEO COMMERCIAL:** Vendor will supply their own two-minute commercial to be shown during the Lunch/Game Show time period. Video content will need to be approved by the MPIOC Board two week prior to the Education Conference.

\_\_\_\_\_ (Check box) Yes, I would like to supply a **Two Minute Video Commercial**.

***An additional fee of \$300.00***

**ATTENDEE CONFERENCE GUIDE ADVERTISING**

**Full Page Ad – 7”hX5”w**

\_\_\_\_\_ (Check box) Yes, I would like to supply a **Full Page Ad**.

***An additional fee of \$250.00***

**½ Page Ad – 3.5”hX5”w**

\_\_\_\_\_ (Check box) Yes, I would like to supply a **Half Full Page Ad**.

***An additional fee of \$150.00***

**Requirements:**

- Cutoff date for final submission is April 16, 2010
- Artwork must be supplied in .jpeg format in the above specifications. If MPIOC is required to provide layout art, finished art or typesetting, client will be subject to additional charges.

TOTAL AMOUNT DUE \$ \_\_\_\_\_ (Exhibit fee + any additional fees).

**SECTION 3: RAFFLE PRIZE**

**Raffle prizes can be gift certificates, gift baskets, or complimentary services. Please describe gift and dollar value below. Raffle prizes will be given out at the Networking and Entertainment section of the day. See schedule of events on page 1.** Show management reserves the right to create packages for all donations under \$500.00. All prize donors will be listed in our Exhibitor Directory which will be provided to all attendees. **Please send all prizes no later than April 16, 2010 to the address below.**

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Dollar value \$ \_\_\_\_\_



# ORANGE COUNTY CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## SECTION 4: PAYMENT INFORMATION

\_\_\_ Check enclosed (Please make check payable to MPI Orange County Chapter)

\_\_\_ Invoice (will be sent to contact person listed above)

Credit Card:  MasterCard  Visa  American Express **Please indicate:**  Personal  Corporate

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ SEC code: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5: EXHIBITOR MAIN CONTACT INFORMATION

Company Name \_\_\_\_\_  
COMPANY NAME AS IT SHOULD APPEAR ON THE EXHIBITOR DIRECTORY

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

## SECTION 6: DESCRIPTION OF COMPANY PRODUCT OR SERVICE FOR EXHIBITOR DIRECTORY

(limit 50 words or less)

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# ORANGE COUNTY CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## SECTION 8: RULES AND REGULATIONS

The following rules and regulations (which we ask you to sign, date, and return with payment) are to ensure each exhibitor has a clear understanding of the trade show management requirements. These regulations protect your investment and ensure the success of the event. Space is not guaranteed until this contract and full payment are tendered and received by MPIOC.

1. Registration is on a first-come, first serve basis.
2. All exhibits must be contained within the contracted exhibit space/room. No items (furniture, signs, etc.) may be placed in the aisle.
3. All exhibit personnel must be identified prior to the conference.
4. All displays must be free-standing and self-supporting.
5. No hazardous materials can be stored or placed on display.
6. All electrical wiring must be UL approved and meet local fire department regulations.
7. Overstatement in lighting is to be avoided and attention-getting devices such as flashing strobe or rotating lights is prohibited.
8. No music, live or recorded will be allowed at tables.
9. Set up of all displays must be completed by 8:30am. We will inform all Exhibitors if displays can be set up Thursday evening or the earliest time Friday morning. We recommend that you attend all sessions.
10. MPIOC shall not be liable for damages or loss of exhibit display. The exhibitor waives claims for loss, damage, or injury.
11. Exhibitors must carry insurance to protect from personal injury and property damage.
12. No alcohol will be permitted.
13. Cancellations made in writing and postmarked on or before March 15, 2010 will be subject to a \$150 administrative processing fee. No refunds for cancellations postmarked after March 15, 2010 will be accepted.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please retain a copy of this agreement and mail, email, or fax the completed form to:**

Julie Powers, CMP  
 HelmsBriscoe  
 22061 Robin St.  
 Lake Forest, CA 92630  
**Phone: (949) 235-5069 | Fax: (949) 266-8626**  
 E-Mail: [jpowers@helmsbriscoe.com](mailto:jpowers@helmsbriscoe.com)

***We look forward to the opportunity to partner with you and your organization.  
 Please contact Julie Powers, CMP at [jpowers@helmsbriscoe.com](mailto:jpowers@helmsbriscoe.com)  
 or (949) 235-5069 if you have any questions.***