

Montana League of Cities & Towns
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Stronger Communities Through Strategic Engagement

MLCT 88th Annual Conference
Billings Hotel and Convention Center
October 2-4, 2019

Exhibitor Information

CONFERENCE INFORMATION:

The Montana League of Cities and Towns 88th Annual Conference of municipal officials is scheduled for October 2-4, 2019. The conference will be held in Billings, MT at the Billings Hotel and Convention Center. Thank you for helping the MLCT fulfill its mission of "Working cooperatively since 1931 to build and maintain vibrant, healthy, and safe communities." We look forward to seeing you at the conference.

EXHIBITOR INFORMATION:

Exhibit space is limited, so reserve your space today! Purchase of exhibit space includes one full conference registration providing access to all receptions, meals and conference sessions, and a customized exhibitor page in the MLCT Annual Conference mobile app. Additional registrations are required for each additional exhibitor host.

Pre-select your exhibit location during online registration! For an additional \$100, you can pre-select the location of your exhibit space by [viewing the Exhibitors Map](#), and choosing from the available spots. Exhibitors who decide not to pre-select their location will receive exhibit space on a first-come-first-served basis of the remaining non-selected spots.

Pricing Details:

Pre-selected exhibit space	\$450/space
First-come-first-served exhibit space	\$350/space
Registration for additional exhibit hosts	\$75-150/person

To purchase exhibit space, please visit the MLCT website at www.mtleague.org

Booth Space: Each vendor will be provided with one 6' table with tablecloth and one chair. The hotel will try to accommodate requests for power, but cannot guarantee ease of access. Please bring your own extension cords and similar equipment.

Exhibitor Check-in: Please check in at the conference registration table to receive your conference IDs.

Conference IDs: Each registered exhibitor will receive a conference ID. The IDs should be worn at all times and must be worn to gain entry into the meals during the conference. Your cooperation is appreciated.

Booth Setup: Exhibitors may begin setup Tuesday, October 1st beginning at 3:00 p.m. All pre-selected spaces will be marked according to the purchaser, all other spots will be marked as "Available."

Display Hours: Wednesday: Exhibitors are encouraged to staff their booth Wednesday October 2nd, but it is not required.

Thursday: Exhibits should be open from 8:00 a.m. to 5:00 p.m. on Thursday October 3rd

Friday: Exhibits should be open from 8:00 a.m. to 11:00 a.m. on Friday October 4th. Exhibits must be removed no later than 2:00 p.m. on Friday October 4th.

Conference App: Part of your exhibitor perks include representation in our mobile app. Please designate a person within your organization who will handle the information published on your page within the app. This person will be granted VIP permission to edit information about your company, such as the address, phone, email and web addresses, and any social media sites you would like to promote, etc. We will email your representative in August, granting them access to your business' profile. Please upload all company information by September 13th.

Exhibitor Recognition: Exhibitors will be recognized digitally, in the conference program, and conference signage. **Please send a high-quality color version of your logo to Janel Favero at jfavero@mmia.net by August 30, 2019, for use in the recognition process.**

Exhibitor Prize Drawings: Exhibitors may choose to hold individual prize drawings at their booth. There will be time at the luncheon on Friday, October 4th, to distribute the prizes to the winners and recognize your contribution.