

Montana League of Cities and Towns (MLCT)
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90 Years Leading Montana: Celebrating the past, inspiring the future! Virtual Exhibitor Information

CONFERENCE INFORMATION:

The Montana League of Cities and Towns 90th Annual Conference of municipal officials is scheduled for October 5-8, 2021. The conference will be held virtually this year. 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:

Because we are now virtual exhibit space is unlimited, please reserve your space today! Purchase of exhibit space includes one full conference registration providing access to all participants, sessions, and a customized exhibitor booth in the MLCT Virtual Conference mobile app. Additional registrations are required for each additional exhibitor host.

As a perk to *any* company that signs up to be a sponsor for \$1,500 or more, you will be given an exhibitor space at no additional cost.

Pricing Details:

Virtual exhibit space	\$200
Registration for additional exhibit hosts	\$99

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

Conference App: To become a successful exhibitor for the 2021 Conference, we encourage you to set up your own virtual conference room in our Whova App. This will allow you to visit with your audience as they visit your booth. You will be able to share your screen, give presentations, and connect with our participants one-on-one. 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 September, granting them access to your business' profile. If you were an exhibitor in 2020, or at another conference with a Whova app, your profile will pre-populate with information from those events.

Please upload all company information by September 17th.

Booth Setup: Exhibitors may begin virtually hosting their space on Tuesday, October 6th, but participation on this day will be reserved for our usual auxiliary meetings. We encourage you to set up your booth space early so you can test out your platform.

Display Hours: Wednesday & Thursday: Exhibits should be open from 8:00 a.m. to 5:00 p.m. on October 6th and 7th.

Friday: Exhibits should be open from 8:00 a.m. to 11:00 a.m. on Friday, October 8th.

Exhibitor Recognition: Exhibitors will be recognized digitally in the conference signage. **Please send a high-quality color version of your logo to [Janel Favero at jfavero@mmia.net](mailto:jfavero@mmia.net) by September 17, 2021, for use in the recognition process.**

Exhibitor Prize Drawings: Exhibitors may choose to hold individual prize drawings at their booth throughout the virtual event. Mailing prizes will be the Exhibitor's responsibility.