

Montana League of Cities & Towns
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Telling Your Story: Strengthening Trust for Successful Communities

League 91st Annual Conference
Red Lion Hotel | October 5-7, 2022

Exhibitor Information

CONFERENCE INFORMATION

This year's conference will be held in Kalispell at the Red Lion Hotel and Hilton Garden Inn. Thank you for helping the Montana League of Cities and Towns (League) fulfill its mission of "Working cooperatively since 1931 to build and maintain vibrant, healthy, and safe communities."

You can check out our draft agenda on the League's website at www.mtleague.org/conference.

This document specifically applies to exhibiting at the Red Lion Hotel.

EXHIBITOR INFORMATION

Exhibitors will be stationed at the Red Lion Hotel, which will function as conference headquarters. This is where participants will sign in, attend break-out sessions and most of Wednesday's auxiliary meetings, and where the Thursday night MACOP Awards Ceremony will be held. Participants will have plenty of time and incentives to visit exhibitors.

Exhibit space is limited, reserve yours 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 League Annual Conference mobile app. Additional registrations are required for each additional exhibitor host.

Partners are eligible for Exhibit Space Selection: Selection process will begin in August 2022; details to follow. Want to be able to choose your space? [Sign up as a League Partner today!](#) All non-partner exhibitors will receive remaining exhibit space on a first-come first-served basis.

Pricing Details

Bronze+ Partners	1 Complimentary Space
Partners Exhibit Space	\$300/space
Non-Partners Exhibit Space	\$900/space
Registration for additional exhibit hosts	\$199/person

To purchase exhibit space, please visit the League website at www.mtleague.org/conference/exhibitors

Exhibit Space: Each exhibitor will be provided with a 6' table with tablecloth and a 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 pick up your badges at the conference registration table in the lobby of the Red Lion. League staff will be nearby to answer any questions or concerns.

Conference IDs: Each registered exhibitor will receive a conference ID recognizing their contribution to the League.

Exhibit Setup and Removal: Exhibitors may begin setup no sooner than Tuesday, October 4 at 3:00 p.m. and must have the exhibit removed no later than Friday, October 7 at 2:00 p.m. All reserved spaces will be marked by partner name, all other spaces will be marked as "Available."

Display Hours:

Wednesday, October 5	8:00 a.m. to 5:00 p.m.
Thursday, October 6	8:00 a.m. to 5:00 p.m.
Friday, October 7	8:00 a.m. to 11:00 a.m.

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 September, granting them access to your business' profile. Please upload all company information by September 13th.

Exhibitor Recognition: Exhibitors will be recognized digitally and in conference signage. **Please send a high-quality color version of your logo to Janel Favero at jfavero@mmia.net by August 31, 2022, for use in the recognition process.**

Exhibitor Prize Drawings: Exhibitors may choose to hold individual prize drawings at their exhibit. Drawings will be held throughout the week for door prizes. We will have games for our participants through Whova, our conference app. Watch your email for more details.

We look forward to seeing you at the conference!