



THE MISSISSIPPI BAR

2018 Annual Meeting Exhibit Information

LOCATION	Sandestin Beach Hilton • Emerald Foyer • Destin, Florida	
SETUP TIME	Tuesday, July 10, 2018 • 3:00 PM – 5:00 PM Hotel Staff and Veal Exhibitor Service will be able to assist you during this time. You are welcome to set up any time after 5 PM on Tuesday and before 11 AM on Wednesday but no one will be there to assist you.	Your both must be completely set up by 11AM Wednesday, July 11, 2018
EXHIBIT HOURS	Wednesday, July 11, 2018 Thursday, July 12, 2018 Friday, July 13, 2018	12:00 PM – 7:00 PM 8:00 AM – 12:30 PM 8:00 AM – 11:30 AM
DISMANTLING	Friday, July 13, 2018	Absolutely no sooner than 11:30 AM
EXHIBIT FEE	\$725 for an 8' x 8' space or \$1,450 for an 8' x 16'. The full cost of the exhibit fee is due with a signed exhibitor contract. Credit card payment is accepted. Checks should be made payable to The Mississippi Bar and mailed to: Attn: Krissa Easley • P O Box 2168 • Jackson MS 39225-2168	
EXHIBITOR PRIZE DRAWINGS	To encourage lawyers to visit the exhibits in the Lawyers' Marketplace , each exhibitor must provide one prize (\$50 value or more) for the Exhibitor Prize Drawings, for registered attendees only, who visit 10 exhibit spaces. Only 1 total prize per exhibitor is required. The prizes will be awarded over the 3 days. The prize must be identified in advance with your contract. You will keep this prize at your booth and we will send the winner to your booth to redeem. Exhibitors may also have additional drawings and giveaways at their booth, separate from the Exhibitor Prize Drawings as long as participants do not have to be present to win.	
REGISTRATION FEE INCLUDES	<ul style="list-style-type: none"> • Exhibit Space with 1 skirted 6' Table and 2 chairs • 1 Electrical connection. Additional electrical needs must be requested using the Hilton's form provided at the expense of the exhibitor. Power strips are not provided. • 2 complimentary tickets to Welcome Reception (additional tickets available for purchase) • 1 complimentary Convention Bar Favor (additional favors available for purchase) • Listing in Annual Meeting Program and Advanced Registration List 	
EXHIBIT SECURITY	The Bar will provide overnight security service for Tuesday, Wednesday and Thursday nights. Exhibitors are responsible for their exhibit equipment and displays at all times. Exhibitors are encouraged to secure their exhibit at the end of each day with the sheets provided.	
BOOTH ASSIGNMENTS	The MS Bar has sole and unlimited discretion over the assignment of booth location and space that it deems are in the overall best interest of the Exhibit Area.	
USE OF EXHIBIT SPACE	All demonstrations, discussions or other activities, such as distribution of literature, must be confined to the exhibitor's assigned space. No signs or placards may be placed outside the exhibit area. Easels are not provided. Exhibitors may make separate arrangements to have easels in their display area.	
EXHIBIT MATERIALS	All materials used in the exhibit area must conform to the applicable fire regulations. Electrical wiring and equipment installation must conform to the appropriate codes applicable to the Sandestin Beach Hilton. Materials not conforming to such regulations must be removed immediately at the exhibitor's expense. All exhibit materials must be confined to the limits of the immediate area of the exhibit table. Nothing may be stapled, glued, nailed or taped to the walls or woodwork or hung from the ceiling.	
ATTENDANCE AT MEETINGS	Exhibitors may attend any of the business meetings during the Annual Meeting as long as their exhibit is staffed during exhibit hours. Exhibitors may also attend ticketed events by purchasing extra tickets. To assure availability, exhibitors are encouraged to purchase tickets in advance. Subject to availability, tickets may be purchased on-site at the Bar's Registration Desk.	
CANCELLATION	The Mississippi Bar will only accept written requests for refund of registration fee. Reservations canceled on or before June 15, 2018 will receive a 50% refund. Cancellations received after June 15, 2018 will not be refunded.	
LOSS OR DAMAGE	The Mississippi Bar, neither the Sandestin Beach Hilton, Veal Convention Services, Inc. nor any of their representatives shall be liable or accountable for any damage, loss, harm or injury to the exhibitor, exhibitor's representatives or exhibitor's equipment from theft, fire, water, accident or any other cause.	
HOTEL ACCOMMODATIONS	Information regarding hotel accommodations at the Annual Meeting facilities will be emailed to all exhibitors as soon as it is available. The Bar's 2018 Annual Meeting host hotel is the Hilton Sandestin Golf Resort and Spa. For more hotel information and rates see our Annual Meeting information on our website www.msbar.org	
CONTACT	Krissa Easley at (601) 355-7548 or keasley@msbar.org .	