



1888 Main Street, Ste C312, Madison, MS 39110 | Ph. 601-407-3226 | Fax 601-510-7833 email: msanp@msanp.org

## **Exhibitor Set-up Information**

### **Gulf Shores, AL**

### **10th Anniversary**

### **Annual Conference & Membership Meeting**

Exhibitors,

The following information is provided to assist you in making this a successful networking event.

#### **Set-up**

Exhibitors may set up from 4:00 - 6:00 pm on Sunday, July 14. The Exhibit Hall closes at 6:00 pm on Sunday, July 14. The Expo will reopen at 7:00 am on Monday through Wednesday and close at 5:00 pm Monday and Tuesday. Wednesday, July 17th the Hall will be open from 7:00 am-10:30 am.

#### **Shipping & Storage**

MS Association of Nurse Practitioners will not be responsible for accepting Exhibit shipments for storage. Exhibitors are responsible for arranging delivery and return of shipments with The Lodge at Gulf State Park. For additional information, please speak directly with Lodge personnel. Contact: Tina Jackson, Conference Service Manager, 251-923-9216. See attached [Shipping Information](#).

#### **Dismantling of Exhibits**

The Exhibit Hall will close after the 10:30 am break on Wednesday, July 17th. All Exhibits must be dismantled by 11:00 am on Wednesday.

#### **Exhibit Space**

Exhibitors will be provided with a 6 ft x 30 in. tabletop for displays and two chairs. Please note, that this venue does not have space to accommodate large booth-type displays. The total exhibit space is limited to approx. 8 ft X 4 ft. All of the meeting tables at The Lodge at Gulf State Park are custom, linen-less tables supporting the Park's global, eco-friendly sustainability initiatives. You may provide your personal table linens and skirting if you wish. Please make sure your exhibit fits within your space and does not encroach on the neighboring Exhibitor.

#### **Exhibit Assignments**

MS Association of Nurse Practitioners Executives will assign Exhibitor spaces based on conference sponsorship levels and dates of registration.

#### **Meals**

Our food & beverage services are strictly for registered attendees and registered Exhibitors/Sponsors. *Children and family members may not participate in the scheduled meals or breaks.* This will be strictly enforced. The hotel has restaurants and cafes on the property for your guests. Exhibitors must be registered with MANP and possess their MANP-issued name badges. Breakfast is scheduled from 7:00 am to 8:00 am and lunch from 11:30 am to 1:00 pm.

#### **Gifts/ Baskets**

Gift donations to attendees are acceptable and encouraged to increase attention to your space if allowed by your company. In addition, bags, lanyards, notepads, pens, flyers, gift baskets, etc., with an Exhibitor's/sponsor's logo and company

name, may be provided as part of the exhibit space. Donated Gift Baskets from

Exhibitors promoting their industry will be allowed, and time to present your donation will be incorporated into our program. Please contact our office at (601) 407-3226 for more information or questions. Companies may also donate products to the Silent Auction. Those companies will receive special recognition during the Silent Auction and winners will be announced to our general assembly on Tuesday afternoon.

### **Silent Auction**

Exhibitors may participate in the Silent Auction. Silent Auction closes Tuesday at 3:30 pm. You must pay for items at that time. MANP will not ship any items. Items not picked up by the recipient by Wednesday at 10:30 am will be MANP property.

### **Ticketed Drawings**

Exhibitors may NOT participate in the ticketed drawings that will be set up in The Burrow. These are strictly for the registered attendees.

### **Security**

The Exhibit area will have standard hotel security during off times. However, the exhibit area will not be locked. MS Association of Nurse Practitioners is not liable for nor carries any insurance on, Exhibitor property or fixtures. For this reason, Exhibitors are encouraged to have insurance on their Exhibits at their own expense. Do not leave your space unattended during the set-up period. Do not leave valuable Exhibit materials or personal items under tables or displays. Do not leave any valuable personal or company items in your space. Please report any missing items or suspicious person(s) to the hotel security and MS Association of Nurse Practitioners staff.

### **Children & FamilyMembers**

Children under the age of 16 are not allowed in the Exhibit Hall. Children are not allowed as the second company Exhibitor at any exhibitor spaces in the Conference Center.

### **Noise**

Exhibit representatives must keep their voices to a level that is not disruptive to the educational programming in sessions or neighboring Exhibitors. Electric devices must be lowered or silenced.

### **Email Lists**

MS Association of Nurse Practitioners does not distribute attendee personal information. Exhibitors may voluntarily collect emails or information from attendees visiting their exhibit spaces. Exhibitors may maintain sign-in sheets at their spaces where attendees may voluntarily provide their contact information for follow-up or collect attendee business cards.

### **Display Theme Contest- Celebrate with us “Cheers to Ten Years”**

We encourage our Exhibitors to participate in our Annual Theme Contest each year. Each Exhibitor space is decorated or includes our theme. Our organization was established in 2014. So, this year, we look forward to celebrating 10 years of Nurse Practitioner education, advocacy, and support with you. As the state's first and only organization devoted entirely to the needs of the NP. We award a first, second, and third place certificate to the best exhibit spaces selected by our attendees in celebration of our theme. This fun plan drives participants to the company's exhibit and provides an opportunity for the representative to engage one-on-one with the NP while celebrating our anniversary. The certificates are awarded on Tuesday of the conference. Recipient photos will be posted to our website and social media pages giving the company and representative(s) added advertising and recognition for their participation at the conference.

For questions or additional information, please contact me at 601-407-3226. This number will roll over to my cell phone for contact during the event.

Best regards,

Tina Highfill

**Tina D. Highfill, DNP, FNP-BC, CCM, CRHCP, LNC  
Executive Director**