



Missouri Public Utility Alliance 2011 ANNUAL CONFERENCE

September 28 - 30, 2011

Exhibitor Registration



Chateau on the Lake ~ Branson, Missouri

MPUA Conference Rate: \$119

Mention MPUA to get the Conference Room Rate

Deadline for Hotel Reservations: September 13, 2011

Call the Chateau on the Lake at 1-888-333-LAKE (5253)

September 28

Earl Switzer Golf Outing
Opening Reception
Vendor Expo

September 29

General & Breakout Sessions
Vendor Expo
Awards Luncheon
Dinner & Entertainment

September 30

Board of Directors Meetings



MPUA Annual Conference

Exhibitor Registration

Firm Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail: _____

Booth Preference: 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____
(If your choices are taken, you will be given the next closest booth.)

Please fill out Company description on the following page

Name Badges: Print your NAME, TITLE and FIRM as you want them to appear on your Conference name badge.

	NAME	TITLE	FIRM	Shirt Size (S-3XL)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

(Sizing charts can be found on MPUA website)

Additional Booth Attendees at a cost of \$200 per person **** Name Tags are required for all meals ****

	NAME	TITLE	FIRM	Shirt Size (S-3XL)
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

BOOTH REGISTRATION includes: TWO booth attendee registrations and their meals Wednesday Evening through Thursday Lunch. Golf, fly fishing, and the Thursday dinner and entertainment is extra.	NO.	PRICE	TOTAL
Exhibitor Registration — MPUA Associate Member		\$425	
Exhibitor Registration — Non MPUA member		\$700	\$
Additional Booth Attendants (Wednesday Evening Reception through Thursday Lunch)		\$200	\$
Thursday Evening Dinner (Not included with Exhibit Registration)		\$ 60	\$
Golf Registration for Conference Registrants		\$100	
Golf Registration for non-Conference Registrants		\$150	
Thursday Breakfast Buffet (for non-Conference Registrants only)		\$ 25	\$
Fly Fishing (tentative)		\$ 50	
SPONSORSHIPS (see sponsorship form for a variety of opportunities)			\$
DEADLINE for Conference Registration is September 19, 2011	Total		\$



Please check here if you have special needs and we will contact you for more information.

Return this form along with your check made payable to:

Missouri Public Utility Alliance, 1808 I-70 Drive SW, Columbia MO 65203

For more information contact Cathy Susa at 573-445-3279 or by email at csusa@mpua.org





MPUA Annual Conference

Exhibitor Information

September 13, 2010

September 19, 2010

September 21, 2010

Deadline for Hotel Reservations

Deadline for Exhibit Registrations

Deadline for Cancellations

Booth Registration: Registration is \$425 per booth for MPUA Associate Members and \$700 for Non-Members. Exhibit price includes **two** booth attendee registrations and their meals Wednesday evening through the Thursday Awards luncheon. Booth location is assigned on a first come, first served basis so the sooner you register, the better your chance of getting the booth you want. If your booth choices are all taken, you'll be given the closest available booth to your choices. **A non-refundable fee of \$200 will be assessed for cancellations after September 21.**

Additional Booth Attendee registrations are available for **\$200 per person**. Tickets for the Thursday Evening Dinner may be purchased separately at a cost of \$60 per person.

Full payment is due prior to the Conference.

Booth Includes

8' x 10' draped booth
8' draped table
2 chairs & wastebasket

Electricity or Phone Line

MUST be ordered through Chateau on the Lake.
See Vendor order form for more information.

Shipping of Displays & Other Services

See Shipping/Packaging/Handling procedures for more information.

WiFi: included in booth price

Booth Set Up Hours

Tuesday, September 27	5:00 pm to 7:00 pm
Wednesday, September 28	3:00 pm to 5:00 pm

Exhibit Hours

Wednesday, September 28	5:00 pm to 7:30 pm
Thursday, September 29	7:30 am to 1:30 pm

Booth Tear Down

Thursday, September 29	1:30 pm
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We request that you not tear down your booth until after the Awards luncheon on Thursday. Thank you!

Please provide below a brief description of products and/or services offered by your firm. This information will appear in the Conference materials. Use description on MPUA website. _____

By returning the Exhibitor Registration form you agree to the following: "Exhibitor or third party representative shall be fully responsible to pay for any and all damages to property owned by Chateau on the Lake, their owners or managers, which results from any act or omission of Exhibitor or third party representative. Exhibitor or third party representative agrees to defend, indemnify and hold harmless, Chateau on the Lake, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from their use of the property, including attorney fees and expense. Exhibitor's or third party representative's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident, property damage, bodily injury or other occurrences to any person or persons or property, including the Exhibitor or third party representative, its agents, employees, and business invitees which arise from or out of the Exhibitor's or third party representative's occupancy and use of the exhibition premises, Hotel or any part thereof. Exhibitor or third party representative agrees to provide a certificate of insurance to hotel which names the Chateau on the Lake, it's Owner and Manager, as additional insureds to their policy."



Include this form with your Exhibitor Registration. Make checks made payable to:
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For more information contact Cathy Susa at 573-445-3279 or by email at csusa@mpua.org

**2011 MPUA Annual Conference
Booth layout**

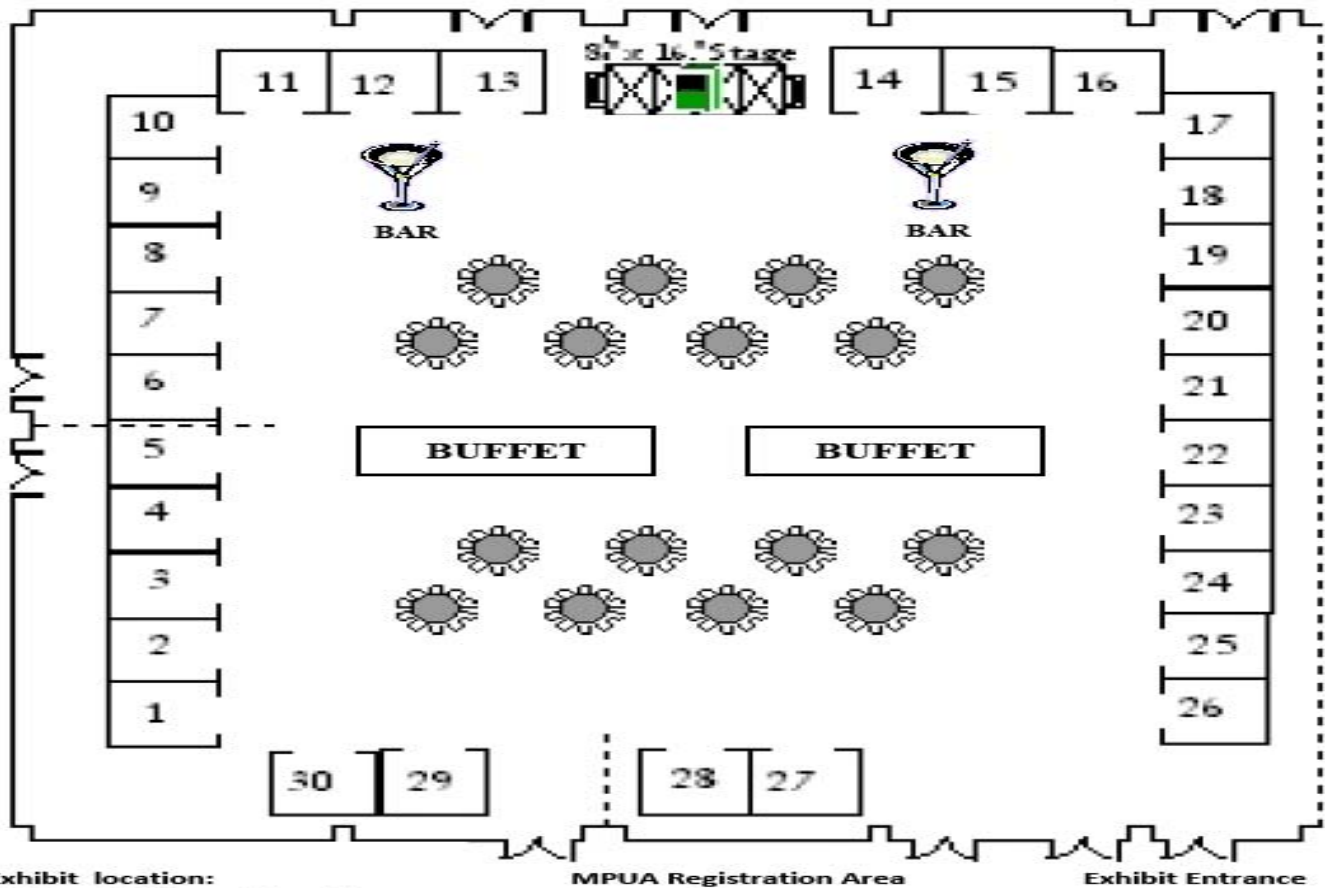


Exhibit location:
Edinburgh/Vienna/Versailles

MPUA Registration Area

Exhibit Entrance

Shipping / Receiving / Package Handling Procedures

1. All packages must be clearly addressed and labeled as follows:

**Chateau on the Lake MPUA Annual Conference
(Company/Booth Name AND On Site Vendor Name)
415 North State Highway 265
Branson, MO 65616**

2. Any packages arriving more than two days prior to the vendor setup day will be assessed a \$10 plus service charge and tax, per day, per box storage fee.
3. All packages larger than 75 pounds or arriving on a pallet must be cleared in advance with the Chateau on the Lake staff members. Delivery dates must be communicated with the Chateau on the Lake in order for storage arrangements to be made.
4. All pallets will be delivered to the designated exhibit booth, \$75 to apply per Vendor Order Guide.
5. All boxes will be delivered to the designated exhibit booth, \$35 to apply per Vendor Order Guide.
6. Please email all special requests, delivery notices or questions to: Mariya Baker, Catering Assistant, Mariya.Baker@jqh.com.



Chateau on the Lake
Resort and Convention Center
415 North State Hwy 265
Branson, MO 65616
Phone (417) 334-1161
FAX (417) 332-1045



Vendor Order Form for MO Public Utility Alliance

All Charges include 21% taxable service charge and 8.975% tax

IMPORTANT CONDITIONS & REGULATIONS

1. Wall and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by exhibitor prior to close of functions.
5. Prices based upon current wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician".
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. Rates quoted for all connections over only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
11. Advance orders must be received a minimum of seven (7) days prior to exhibitor arrival for move in.
12. Guests bringing in own equipment will be charged a \$25.00 per item connection fee, per day. (This excludes Laptop computers.)

ELECTRICAL ITEMS

<u>Item</u>	<u>Advance Order</u>	<u>Amount</u>	<u>Floor Order</u>	<u>Amount</u>
120 V AC – 20 amp	<input type="checkbox"/>	\$ 95	<input type="checkbox"/>	\$150
208 Volt AC – 50 amp	<input type="checkbox"/>	\$300	<input type="checkbox"/>	\$350
(single phase) – 100 amp	<input type="checkbox"/>	\$500	<input type="checkbox"/>	\$550
(three phase) – 200 amp	<input type="checkbox"/>	\$600	<input type="checkbox"/>	\$650
Extension Cord	<input type="checkbox"/>	\$ 15	<input type="checkbox"/>	\$ 20
Power Strip	<input type="checkbox"/>	\$ 15	<input type="checkbox"/>	\$ 20
*Pricing per Cord				

EXHIBIT ITEMS

<u>Item</u>	<u>Advance Order</u>	<u>Amount</u>	<u>Floor Order</u>	<u>Amount</u>
Additional Skirted 8' Table	<input type="checkbox"/>	\$ 30	<input type="checkbox"/>	\$ 50
Additional Chair	<input type="checkbox"/>	\$ 10	<input type="checkbox"/>	\$ 15
Signage	<input type="checkbox"/>	\$ 15	<input type="checkbox"/>	N/A
T-1 Line (per line)	<input type="checkbox"/>	\$66	<input type="checkbox"/>	\$205
Hub – 2-10 Port	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$125
Credit Card Line	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$125

MISCELLANEOUS ITEMS

<u>Item</u>	<u>Amount</u>
Genie Lift w/ Waiver	
Half Day	<input type="checkbox"/> \$150
Full Day	<input type="checkbox"/> \$325
Banner Hanging	<input type="checkbox"/> \$ 40 (price depending on size)
Ceiling Tile Replacement	<input type="checkbox"/> \$ 35 per tile
Pallet Delivery to Booth	<input type="checkbox"/> \$ 75
Box Delivery to Booth	<input type="checkbox"/> \$ 35

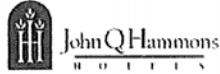
Note: All electrical services must be ordered within seven (7) working days of the event.

METHOD OF PAYMENT

(All AREAS MUST BE COMPLETED)

Name of Conference: MPUA			Date of Conference: Sep. 27-30, 2011		
Your Firm Name			Booth Number		
Address		City	State	Zip	
Method of Payment:	<input type="checkbox"/> Pre-payment (check)	Date paid: _____	Check #: _____	<input type="checkbox"/> Guest Room Charge: _____	(confirmation #)
<input type="checkbox"/> Credit Card	PLEASE COMPLETE ATTACHED CREDIT CARD AUTHORIZATION FORM				
Authorized to Sign:		Signature:		Today's Date	
Phone:		Fax:		Email:	

All above information to be completed for order to be sent. ***This form will also be your receipt***



Credit Card Payment Authorization Form

Please complete all areas below and submit the signed and dated form to the FAX number listed below.

Do not send the completed form by Email.

This form must be received at least five (5) days prior to Check-In, or by the data specified within the event contract, to ensure that the credit card is accepted and approved.

Please FAX the completed form to: **417-332-1041** Attention: **Teresa Cloud**

Date Submitted: _____

For Hotel Use Only:

Guest / Group Name:		
Check-In / Event Date:		
Name of Person / Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

Cardholder: Please complete the following section. Sign and date at the bottom of this form.

Cardholder Name Exactly as it Appears on the Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip Code:		
Daytime / Business Phone:		Evening Phone:		
Credit Card Type: (Circle One)				
Visa	MasterCard	American Express	Discover	JCB Diners Club
Credit Card Number:		Expiration Date:		
Credit Card Issuing Bank Name:		Bank Phone Number:		
I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)				
All Charges	Room & Tax	Food & Beverage	Retail	Spa Recreation
I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of \$ _____.				
Direct Bill Account Payments Only:				
Name on Invoice / Statement: _____		Date on Invoice / Statement: _____		
Invoice / Statement Number: _____		Authorized Amount: \$ _____		

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to the Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: _____ Date: _____



Earl Switzer Memorial Golf Tournament

As the most popular golf course in Branson MO, Thousand Hills has its own distinctive personality. Modern in concept and rich in detail, Thousand Hills delivers a compelling golf experience. Immaculately manicured Zoysia fairways, large U.S.G.A. Crenshaw bent grass greens and fescue roughs make this Branson, Missouri golf course a joy to play. Sculptured fairways with unique sand traps and natural Ozark hazards make play exciting. GPS equipped carts will assist in this golf journey which includes creeks, ponds, rock outcroppings, hardwood forests and dramatic elevation changes.

This is the location for the 2011 Earl Switzer Memorial Golf Tournament. Game time begins Wednesday, September 28 with a shotgun start at 9:00 am. Registration begins at 8:15 am. Preregistration is required by September 26.

The non-conference registration fee of \$150 covers green fees, cart rental, box lunch, and the Wednesday night reception and golf awards presentation. **It does NOT include the breakfast buffet Thursday morning which is an additional \$25.**

Name: _____ **Handicap:** _____

Utility/Firm: _____ **Phone:** _____

Address: _____

We will assign teams. Teams will consist of 2 municipal members and 2 associate members.

_____ **\$100 for conference registrants**

_____ **\$150 for non-conference registrants**

_____ **Yes**, I want to partake in the Thursday morning breakfast buffet for an additional \$25. (non-conference registrants only)

DIRECTIONS: From the Chateau, take MO-265 to Skyline Rd. Take a right on Skyline Rd, then a left on Animal Safari Rd. Take a left on to MO-165, then a right on Green Mountain Dr and another right on S Wildwood Dr to Thousand Hills. Total distance is approximately 4 miles.

Return this form along with your check made payable to:

Missouri Public Utility Alliance, 1808 I-70 Drive SW, Columbia, MO 65203

For more information contact Cathy Susa at 573-445-3279 or by email at csusa@mpua.org





MPUA Annual Conference

Sponsorship Opportunities

This year's MPUA Annual Conference is September 28-30, 2011 at Chateau on the Lake in Branson, Missouri. We encourage you to join us. Our program will feature a variety of educational opportunities with continuing education credits available for most of the breakout sessions. This is a great opportunity for our Associate Members to exhibit their goods and services.

In these tough economic times, we could all use some help. Listed below are several ways you can help contribute to the success of our Annual Conference.

Overall Conference Sponsor

We have two levels of sponsorship for those contributors who wish to be overall conference sponsors at a higher level. Special recognition will be given to this extraordinary group of donors in printed materials and during the Conference.

GOLD Sponsor ~ \$2,500

These Sponsors will receive 4 conference & 4 golf registrations and an exhibit booth if they wish to be an exhibitor

Silver Sponsor ~ \$2,000

These Sponsors will receive 2 conference & 2 golf registrations and an exhibit booth if they wish to be an exhibitor

Event Sponsorships

Most activities during the Conference are available for sponsorship. Sponsorships in any amount are welcome. Below you'll find a variety of suggested amounts to fit any budget.

Sponsorships and/or prize contributions received by **September 19** will receive printed recognition in the conference program, so please make your arrangements early. We want to thank everyone in the printed conference materials.

Event

Contribution

† Thursday Morning Breakfast Buffet	\$ 500
† Thursday AM Break	\$ 250
† Thursday MPUA Awards Luncheon	\$ 750
† Thursday PM Break	\$ 250
† Thursday Evening Dinner	\$1,000
† Thursday Evening Entertainment	\$1,000
† Thursday Evening Bar	at cost
† Friday Morning Breakfast Buffet	\$ 500
† Golf Tournament - HOLE SPONSOR	\$ 250
† Golf / Fly Fishing Cash Donations	\$50, \$100, \$150

Name: _____

Organization's Name: _____

Phone: _____

Fax: _____

Prize: _____

Mail completed form with sponsorship to MPUA, 1808 I-70 Drive SW, Columbia MO 65203

If you have any questions or would like more information, please call the Alliance Office at 573-445-3279.

