



*MARLS 2018 Conference  
February 21 - 23, 2018  
Radisson Colonial, 2301 Colonial Drive, Helena, MT 59601*

December 31, 2017

Greetings Prospective Exhibitor,

Happy New Year! On behalf of the Central Chapter of the Montana Association of Registered Land Surveyors, we would like to invite you to the 2018 MARLS Conference. The conference will be held February 21 – 23, 2018 at the Radisson Colonial, Helena, Montana. We will begin the conference on Wednesday, the 21<sup>st</sup> with a full day seminar and ending on Friday, the 23<sup>rd</sup>. We are also providing breaks during each seminar to allow attendees more time to converse with our exhibitors.

On Thursday, February 22<sup>nd</sup>, the evening conference activities will commence with an exhibitor's reception followed by our annual MARLS banquet and the MARLS Scholarship Foundation's annual scholarship auction including raffles and MSF silent auction. We hope this is a fun filled event that everyone enjoys while supporting its worthy cause.

While the conference itself is a very rewarding and educational experience for attending members, one of the most important aspects of the conference is the correspondence that takes place between member surveyors and the equipment and service providers that keep everyone updated with the newest technologies available to our profession.

Spaces are available for a fee of \$495 per 10x10 booth space (conference meals included for exhibitor - 1 per booth). We have scheduled many breaks and workshops with exhibitors throughout the conference. Each table provided would be appropriately skirted and electrical power access will be provided upon request. Overnight storage of equipment will be available in one room that will be locked nightly, for your convenience. Please fill out and return the attached application form with payment to reserve your space today.

**An important contribution that you as an exhibitor and attendee can make is the sponsorship of one or more events necessary to the conference. A hosted event will include a posted display advertising the host's name & company and acknowledged on our website. A listing of hosted events and the exhibitor conference registration are included on the attached registration form.**

Contact the hotel for arrangements to deliver your equipment ahead of time. If you need to ship your equipment, please contact the hotel for shipping arrangements. We prefer you are able to setup your booth on Tuesday evening, February 20<sup>th</sup> as the Pre-conference seminar begins at 8 am on February 21<sup>st</sup> and conference registration will begin Tuesday, February 20<sup>th</sup> at 4pm thus giving exhibitors more time to spend with the attendees. Booth take down can begin Friday afternoon.



**SLEEPING ROOM RESERVATIONS for the Radisson Colonial, 2301 Colonial Drive, Helena, MT 59601**

**Please make your sleeping room reservations by 1/31/18.**

Attendees may now make reservations directly through the hotel at #406-443-2100 and please have them mention the function they will be attending or by using this online link

<http://www.radisson.com/reservation/itineraryEntrance.do?hotelCode=USAHEMT&promotionalCode=MTLAND>

All you will need to do is click on the link, fill in the correct date of arrival such as February 19<sup>th</sup>, 2018, and then click go. This should bring them to a page with the MARLS rates listed for this room block.

**FOR PHONE SLEEP ROOM RESERVATIONS:**

Phone: 406-443-2100 (Code: Montana Association of Registered Land Surveyors Conference)

Radisson Colonial Hotel, 2301 Colonial Drive, Helena, Mt, 59601

[www.Radisson.com/helenamt](http://www.Radisson.com/helenamt) for more information on sleep rooms and MARLS Conference layout. We have the entire hotel for exhibitor space.

- All conference meals and banquet are included in your registration fee (1 per booth fee). If more than one exhibitor meals will be needed, please contact Kay to pay for those meals. We hold an exhibitor hour just before the banquet on Thursday evening with a no host bar. If you are interested in donating drink tickets for the exhibitor hour, please contact Kay with your donation.

We look forward to seeing you in February 2018. Thank you for your continued support of MARLS and the surveying profession.

**MARLS Contact information: Attn: Kay McDonald**

PO Box 359, Columbia Falls, MT 59912 Ph: 406-892-4579 Cell: 406-253-5527 Email: [kay@marls.com](mailto:kay@marls.com) Website: [www.marls.com](http://www.marls.com)



*MARLS 2018 Conference*  
*February 21 - 23, 2018*  
*Radisson Colonial, 2301 Colonial Drive, Helena, MT 59601*

**Exhibit Application Form**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(PLEASE PRINT) ALL attending Exhibitor Name(s): \_\_\_\_\_

Email address: \_\_\_\_\_

<p><b><u>Exhibit Space</u></b></p> <p><b>\$495 PER 10X10 SPACE</b></p> <p><small>(includes conference meals for 1 person per booth reserved)</small></p>	<p># of spaces _____</p> <p>Amt. submitted: \$ _____</p>
<p><b>Electrical Service</b></p>	<p>_____ YES      _____ NO</p>

\*SPECIAL ACCOMMODATIONS: Any additional accommodations not addressed within this application form (i.e. exhibition space location/configuration) will be attended to on a first-come-first serve basis. Please itemize any special requests here:

**EVENT SPONSORSHIP** (Please indicate number and/or total amounts of desired sponsorship)

Event	Approx. Cost ea.	Number to Sponsor	Portion Sponsored	Total
Coffee Breaks			\$	\$
List preference:			\$	\$
<b>TOTAL</b>			\$	\$

**AUTHORIZATION**

*I accept the terms and conditions outlined within this application, including the attached Exhibitor Rules and Regulations.*

Authorized by \_\_\_\_\_ Title \_\_\_\_\_

**PAYMENT INFORMATION**

Total Amount Enclosed: \$ \_\_\_\_\_ Check # \_\_\_\_\_

*Make your checks payable to: Montana Association of Registered Land Surveyors*

**We accept Visa/MC/AE/Discover:**

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3 Digits on back: \_\_\_\_\_ Amex 4 digit on back: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Mail to:**

**MARLS**

**Kay McDonald**

**PO Box 359, Columbia Falls, MT 59912**

**or Phone: 406-892-4579 Cell: 406-253-5527**

**or Email: [kay@marls.com](mailto:kay@marls.com)**



*MARLS 2018 Conference*  
*February 21 - 23, 2018*  
*Radisson Colonial, 2301 Colonial Drive, Helena, MT 59601*

**Exhibit Show Rules and Regulations**  
**Sign and return**

These rules and regulations governing the exhibits under the auspices of the Montana Association of Registered Land Surveyors 2018 Conference are a part of the agreement for space.

Preference for booth location will be based upon the date and time the application was received by MARLS.

**Use of Space:** Exhibitor's shall arrange their exhibits so that they do not obstruct other exhibits. All aisles and the **fire doors** must be kept clear. Exhibits should be arranged so attendants are within the assigned space. All materials used for decorations, i.e., paper, cardboard, cloth, etc. shall be a flame-retardant type.

**Noise:** Public address, sound producing, or amplifying devices which project sound in an annoying manner beyond the exhibitor's booth are prohibited.

**Liability:** Neither the Montana Association of Registered Land Surveyors, Inc. or the Holiday Inn, Bozeman, Montana, nor any member of the above named will be responsible for any injury, loss, or damage that may occur from any cause whatsoever. The exhibitor, upon signing the booth contract, expressly releases the aforementioned from any and all claims for such loss, damage, or injury.

**Security:** The Exhibitor Area will be monitored by hotel security during times when exhibits are not being shown and all reasonable precautions will be taken to protect exhibitor's property. MARLS provides a lockup room to store exhibitor items upon request overnight throughout the conference. (Close to the exhibitor sites)

**Cancellations:** In the event an exhibitor finds it necessary to cancel his participation in the exhibit program, refunds will be made as follows: Cancellations prior to February 5, 2018 will receive a full refund. Any requested cancellations on or after February 5, 2018 will not receive a refund unless the space is resold.

**Regulations:** These regulations become a part of the contract between the MARLS conference exhibitor and the Montana Association of Registered Land Surveyors. They have been formulated in the best interest of the exhibitor. MARLS ask full cooperation of the exhibitors in their observance.

**Additional Services:** Any additional tables, chairs, decorations, or power requirements by the exhibitors will be arranged by the exhibitor and at the exhibitor's expense.

Signed: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE SIGN AND RETURN WITH YOUR REGISTRATION**