



*MARLS 2019 Conference
February 20 - 22, 2019
DoubleTree by Hilton, Billings, MT*



December 19, 2018

Greetings Prospective Exhibitor,

On behalf of the Southeast Chapter of the Montana Association of Registered Land Surveyors, we would like to invite you to the 2019 MARLS Conference. The conference will be held February 20 – 22, 2019 at the DoubleTree by Hilton in Billings, Montana.

We will begin the conference on Wednesday, the 20th with a full day seminar and ending on Friday, the 22nd. We are also providing breaks during each seminar to allow attendees more time to converse with our exhibitors.

On Thursday, February 21st, 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 games, raffles and MSF silent auction. We hope this is a fun filled event that everyone enjoys while supporting our worthy cause. MSF Auctions forms attached.

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 \$525 per 10x10 booth space (all conference meals included for exhibitor - 1 per booth). There is a discount for reserving 2 or more booths. See registration sheet. 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 or contributor but not able to attend 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 to setup your booth on Tuesday evening, February 19th as the Pre-conference seminar begins at 8 am on February 20th and conference registration will begin Tuesday, February 19th at 4pm thus giving exhibitors more time to spend with the attendees. Booth take down can begin Friday afternoon. The exhibitor hall will be open at 4pm on the 20th of February for our members to visit with you all.

SLEEPING ROOM RESERVATIONS:

Hosting Hotel is the DoubleTree by [DoubleTree by Hilton Hotel Billings](#)

Available block rate check in date is 2-19-29 and check out date is 2-23-19. Single Rate: \$94.00, Executive floor – Single \$124.00

Please make your sleeping room reservations by 1/31/19. Cutoff date for MARLS blocked rate is 2-6-19.

- **Phone reservations: 1-800-445-8667 or 406-238-4304** and ask for a room under the block Montana Association of Registered Land Surveyors with **code (MAR)**

Or you may **book online** at www.hilton.com and use the **MARLS code: MAR** after selecting the DoubleTree in Billings, Montana with correct stay dates.

- **Hilton direct reservation link is:**

<http://doubletree.hilton.com/en/dt/groups/personalized/B/BILDTTD-MAR-20190219/index.jhtml>

Alternate hotel: Northern Hotel, 19 North Broadway, Billings, MT (1 block from Conference hosting hotel DoubleTree)

Call: 406-867-6767 (Code: MT Association of Registered Land Surveyors) Link to online booking will be posted to www.marls.com soon.

Northern Hotel: MARLS rate is for February 18 – 22, 2019 for \$94.00 king or queen, \$114.00 double queen, \$144 suite single or double occupancy, \$245 two-bedroom guest room.

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 separately. 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 2019. 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 Website: www.marls.com



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Exhibit Application Form

Company Name: _____

Company Address: _____ City/State/Zip Code: _____

Contact Person: _____ Phone: _____

(PLEASE PRINT) ALL attending Exhibitor Name(s): _____

Email address: _____

<p><u>Exhibit Space</u></p> <p>\$525 for one 10'X10' Booth Space</p> <p>\$1000 for two 10'X10' Booth Spaces</p> <p>\$1400 for three 10'X10' Booth Spaces</p> <p><small>(includes conference meals for 1 person per booth reserved)</small></p>	<p># of spaces _____</p> <p>Amt. submitted:</p> <p>\$ _____</p>
<p>Electrical service to booth</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			\$	\$
Exhibitor Reception			\$	\$
Other Sponsorship:			\$	\$

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. Please note a 4% convenience fee is added to your credit card by MARLS.

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



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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 2019 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 DoubleTree by Hilton, Billings, 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 afore mentioned 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 will provide 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 January 31, 2019 will receive a full refund. Any requested cancellations on or after January 31, 2019 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



MARLS SCHOLARSHIP FOUNDATION, INC.

P.O. Box 359
Columbia Falls, MT 59912
Phone (406) 892-4579
kay@marls.com

MARLS Scholarship Foundation's Annual Scholarship Auction and Fundraiser February 21, 2019, Doubletree by Hilton Hotel, Billings, Montana

The Montana Association of Registered Land Surveyors, (MARLS), is a statewide non-profit association whose membership includes Professional Land Surveyors from across Montana, the surrounding states, and Canada. The MARLS Scholarship Foundation, (MSF), was created to raise money for student scholarships and awards. MSF has been approved by the Internal Revenue Service as a 501 (C) (3) entity. Each year MARLS holds a fundraiser in conjunction with the annual MARLS Conference to provide funds for MSF. This is the main fundraising event for the MARLS Scholarship Foundation.

The MARLS 2019 Conference will be held at the Doubletree Hotel, Billings, Montana on February 20 - 22, 2019. The MSF fundraiser consists of games, raffles, a silent auction, and a live auction throughout the Thursday night banquet evening. Among the many attendees, bidders at the auction include licensed surveyors, exhibitors, seminar presenters, spouses, students, guests, and surveyors in training. This fundraiser is always one of the highlights of the conference.

The Scholarship Foundation distributes various types of scholarships and awards to eligible students.

- 1st Year Scholarships are available to students entering a curriculum recognized by the Montana Board of Professional Engineers and Land Surveyors as meeting the requirements for a person to eventually become a Licensed Professional Surveyor.
- 2nd Year Scholarships are available to students entering the 2nd year of a 2-year surveying curriculum or the 3rd year of a 4-year surveying focused curriculum.
- Trig-Star Scholarships and Awards are available to Montana High School students who participate in the Trig-Star Program. The Trig-Star Program is a national mathematics competition held annually to test students' practical application of Trigonometry. There is no requirement on the Trig-Star Scholarship recipients to enter a surveying-focused curriculum.

In the past many years, MSF has awarded over \$180,000 in scholarships and awards to students across Montana. This has been made possible by generous donations to the scholarship auction and fundraiser. The MARLS Scholarship Foundation continues fundraising efforts to maintain support of students continuing their education.

In 2011, MSF created the MSF Surveyor Assistance Fund. This fund is dedicated to helping our surveyors and their families in times of crisis.

We would like to ask you to donate an item(s) to these worthwhile causes. The donated item does not need to be surveying related.

Thank you for your participation in the MSF annual scholarship auction and fundraiser, your support is appreciated.

William Weikel

A handwritten signature in blue ink, appearing to read "William Weikel", is written over a light blue horizontal line.

MSF President

MARLS SCHOLARSHIP FOUNDATION, INC.
A 501 (C) (3) NON-PROFIT ORGANIZATION
MSF FUNDRAISER DONATION ITEM TRACKING SHEET

MARLS Scholarship Foundation or MARLS Surveyor Assistance Fund

The MSF auction and fundraiser will be held at the MARLS 2019 conference at the Billings Doubletree Hotel on the evening of February 21, 2019.

Email, mail or fax this form to:

Please Retain a copy

MARLS c/o Kay McDonald

P.O. Box 359

Columbia Falls, MT 59912

kay@marls.com

Phone: 406-253-5527

Please check which MSF fund you prefer your donation to benefit:

If you do not specify, the item will be disbursed to the MSF Scholarship Fund.

Scholarship Fund

Surveyor Assistance Fund

PLEASE EMAIL THIS FORM TO kay@marls.com by February 5th to help list items for the fundraiser. Thank you, as this enables MSF to complete the auction items list in a timely manner.

Donor's Name	
Business Name	
Address, City, State, Zip	
Phone	
Email	
Name of Donated Item	
Description of Item	
Estimated Retail Value	\$
Anticipated Date of Donation or Delivery	
Special Instructions or Considerations	

[Attach a copy of this form to your item if you are bringing your item to conference for auction night.](#)

Thank you for your donation!