



MARLS 2022 Conference
February 23 - 25, 2022
Holiday Inn Downtown, Missoula, MT
Pre-Conference Seminar - February 23, 2022
Conference - February 24 - 25, 2022
Hosted by MARLS Western Chapter



MARLS CONFERENCE EXHIBITORS INVITATION

Happy New Year!

On behalf of the Western Chapter of the Montana Association of Registered Land Surveyors we invite you to join us at the 2022 MARLS conference being held February 23 - 25, 2022 at the Holiday Inn Downtown, Missoula, Montana. We will begin the conference on Wednesday, February 23rd with a full day pre-conference seminar and conference on Thursday and Friday, February 24 - 25, 2022.

We are also providing breaks during each seminar to allow attendees more time to converse with our exhibitors. On Thursday, February 24th, the evening conference activities will commence with an exhibitor's reception followed by our annual MARLS banquet and awards ceremony; then the MARLS Scholarship Foundation's annual scholarship auction including raffles, games and MSF live and silent auctions. We hope this is a fun filled event that everyone enjoys while supporting it's worthy cause. MSF Auction donation sheets are available with your registration packet by mail and attached to your email forms. We look forward to seeing you at this year's conference.

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 invited exhibitor or invited contributor, but not able to attend, is the sponsorship of one or more conference events. A hosted event will include a posted display advertising the host's name & company and acknowledged on our website. A listing of hosted events is included on the attached exhibitor 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 22nd as the Pre-conference seminar begins at 8 am on February 23rd and conference registration will begin Tuesday, February 22nd 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 22nd of February for our members to visit with you before the conference begins.

SLEEPING ROOM RESERVATIONS: PLEASE MAKE YOUR SLEEP ROOMS AS SOON AS POSSIBLE TO INSURE BLOCKED RATE. Cut-off date for blocked rate is FEBRUARY 5, 2022!

Hosting Hotel is the Holiday Inn Downtown, Missoula, MT.

Holiday Inn Missoula Downtown, 200 South Pattee, Missoula, MT 59802

Online Reservations Booking Link: (Please note that the below booking link is not mobile compatible)

Group Name:	Montana Association of Registered Land S	This is the name of your group block.
Booking Link:	Montana Association of Registered Land	Click on this link to book your reservation online.
Reservation Dates:	02/22/22-02/26/22	These dates are the dates the group rate is available.
Group Booking Code:	MAR	This is a reference code for your group rate.
Cut-Off Date:	02/05/2022	This is the last date that your exclusive group rate is available.

To make it easy for your attendees to book reservations at your negotiated group rate, I have created a customized booking link. **Please instruct the attendees to simply click on the booking link below and change the dates of arrival beginning on 02/22/22.**

Group Name:	Montana Association of Registered Land S
Group Booking Code:	MAR

Reservations via phone:

Guests may also contact our **front desk 24/7 at 406-721-8550** to make a reservation or ask questions they may have regarding their reservation. When contacting the front desk please have the following information available to provide the agent on the phone.

Sleeping Room Rates under block:

Standard rooms: Prevailing government per diem, \$96 plus applicable taxes and fees.
4th Floor Executive Level upgrades available, starting at \$119 plus applicable taxes and fees.

EXHIBITORS PLEASE REGISTER BY JANUARY 31 2022

MARLS accepts Visa, MasterCard, Discover and American Express (a 4% convenience fee will be added to your total amount for registration by credit card)

We look forward to seeing you in February. 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: 406-253-5527
 Email: kay@marls.com Website: www.marls.com

More information is available at www.marls.com.

A full conference schedule is posted on the MARLS website at www.marls.com

2022 MARLS Conference exhibitor registration include Wednesday’s Pre-Conference Seminar lunch and breaks. Thursday and Friday breakfast and lunch, Thursday banquet & MARLS Scholarship Foundation’s scholarship auction and Thursday/Friday breaks.

Also enclosed or attached to your email version you will find the MSF Scholarship Auction information and Auction donation sheet. Please fill out and email to kay@marls.com when you know what you are able to donate to our MARLS Scholarship Foundation 2022 Auction.

We look forward to seeing you at our 2022 Conference in February!

Register Today!
Book Sleep Room Today!

2022 MARLS Conference	
February 22, 2022 (Tuesday) - Registration opens 4 PM - 9 PM Hospitality room open each evening of conference Exhibitor setup begins Tuesday afternoon Spouse Program activities from Wednesday to Friday	Morning Concurrent Sessions Lunch & MARLS General Membership Meeting Afternoon Concurrent Sessions Exhibitor’s Reception, MARLS Banquet, MSF Scholarship Raffles, Live & Silent Auctions
February 23, 2022 (Wednesday) Registration opens 6:30 AM Pre-conference seminar 8 am to 5 pm (lunch included) MARLS Board of Directors’ dinner meeting 5:00 PM	February 25, 2022 (Friday) Breakfast 6:30 AM & Past Presidents Breakfast 6:30 AM Morning Concurrent Sessions Lunch Afternoon Concurrent Sessions MARLS Board of Directors Meeting (5:30 PM)
February 24, 2022 (Thursday) Registration opens at 6:30 AM Breakfast & Opening Ceremonies at 6:30 AM	

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Exhibit MARLS Conference Registration Form

Company Name:

Company Address:

Contact Person:

Phone:

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

Email address:

Exhibit Space Pricing

\$525 for one 10'X10' Booth Space

\$925 for two 10'X10' Booth Spaces

\$1325 for three 10'X10' Booth Spaces

(includes conference meals for 1 person per booth reserved)

of spaces _____

Amt. submitted for booth space:

\$ _____

***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)

We will post a sponsorship sign

Coffee Breaks \$ _____

Exhibitor Reception \$ _____

Other: \$ _____

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 front: _____

Authorized Signature: _____

Mail to: MARLS

Kay McDonald, PO Box 359, Columbia Falls, MT 59912 or Phone: 406-253-5527 or Email: kay@marls.com

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Exhibit Show Rules and Regulations

These rules and regulations governing the exhibits under the auspices of the Montana Association of Registered Land Surveyors 2022 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 Downtown, Missoula, MT, 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, 2022 will receive a full refund. Any requested cancellations on or after January 31, 2022 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