



The Bi-Annual
**Governor's
Emergency Preparedness Summit**
April 21-24, 2008
Holiday Inn Grand Montana
Billings, Montana



About the Summit

The Bi-Annual Governor's Emergency Preparedness Summit is an opportunity for all those involved in incidents, emergencies or disasters to improve our ability to prepare for, respond to, recover from and mitigate the effects of such events. The event is an important opportunity for private, volunteer, federal, state, local and tribal entities to establish partnerships and achieve an understanding of each others roles and responsibilities clarifying interdependencies. "A disaster occurrence is not the time to start sharing business cards. The partnerships we establish today will make the difference in the results of our efforts during those events that will test our patience and ability."

The theme of this years' Summit is **"IT ONLY TAKES A MOMENT - IS MONTANA READY?"**. Join us in partnering together to achieve the necessary level of preparedness toward protecting Montana and its citizens.

Vendor Opportunities

Exhibitors Vendor spaces in the Montana Convention Center are available on a first-come, first-serve basis. All exhibit tables will be set up around the perimeter of the room with tables for meals set up in the center; table locations will be randomly assigned on a first-come basis. To receive the early registration fee, interested companies and organizations must complete and return the registration form and return it *no later than Friday, March 21, 2008*. Any vendor wishing to have their name listed on the website and in the conference materials should register as soon as possible.

Note that the vendor registration includes one complimentary basic participant registration, tickets for Tuesday and Wednesday lunches and inclusion in the vendor participant booklet. For additional exposure, vendors are encouraged to provide door prizes; drawings will be held periodically during the reception, lunches and breaks. The following vendor events are scheduled: Tuesday evening reception, Tuesday-Thursday morning breaks, Tuesday-Wednesday afternoon breaks, Tuesday-Wednesday lunches and Wednesday evening vendor visits.

Sponsorships In addition to the exhibition fee, vendors will have the opportunity to become a Summit sponsor at one of three levels. In addition to the extras noted below, sponsoring organizations will be recognized during the plenary session and have their organization name and logo featured on posters at the vendor events.

Platinum (\$600)

- 5-minute company presentation during the Wednesday luncheon
- One additional basic participant registration
- Two additional meal tickets for Tuesday and Wednesday lunches

Gold (\$450)

- 5-minute company presentation during the Tuesday evening reception
- One additional basic participant registration
- Two additional meal tickets for Tuesday and Wednesday lunches

Silver (\$300)

- One additional basic participant registration
- Two additional meal tickets for Tuesday and Wednesday lunches

Vendor Set-Up/Break-Down

Exhibitors may set up Monday, April 21, beginning at 10:00 AM ; the first scheduled vendor event is the Tuesday breakfast. Break-down of exhibits may begin after 10:45 AM on Thursday, April 24; the last scheduled vendor event is the Thursday morning break. More detailed information on times as well as where and when to ship your exhibition materials will follow in the confirmation materials.

Governor's Emergency Preparedness Summit

Vendor and Sponsor Registration Form

Registration Information

Please provide information for the *primary contact* who will receive all confirmation materials.

Name _____

Company _____
(This name will be used on Summit publications and on the website.)

Address _____

City/State/Zip _____

Phone _____

Fax _____

Email _____
(Confirmation materials will be sent via email.)

Please provide information for the individual to receive the *complimentary basic participant registration*.

Name _____

Address _____
(If different from above.)

City/State/Zip _____

Phone _____

Fax _____

Email _____

Please provide the name of the individual(s) who will be attending as *non-session attending vendors*.

Name _____

Name _____

Vendor Fees

The fee includes one space (approximately 8'x3') on the exhibition floor, back and side pipe and drape, two chairs and all equipment requested in the Equipment Needs section. Internet access can be obtained directly through the hotel at the vendor's own expense.

-Before March 21: \$600

-After March 21: \$650

Equipment Needs

Please check: Skirted Table

Power

Additional Chairs - #: _____

Registration Fees

Early Registration (before 3/21): \$600

Late Registration (after 3/21): \$650

Additional Sponsorship Fees

Silver Sponsorship: \$300

Gold Sponsorship: \$450

Platinum Sponsorship: \$600

Name of person to receive additional complimentary basic participant registration:

Total Fees Enclosed: \$ _____

Payment

Check or Money Order Enclosed (payable to MSU)

Mastercard/Visa/Discover

Card #: _____

Exp: _____

Name on Card _____

Participant Booklet Needs

All vendors will be included in a booklet to be distributed to all participants; each vendor will be given one 5 1/2' x 8 1/2' page. Any combination of text and/or artwork will be accepted. *The following must be received with this registration for inclusion in the booklet.*

-Text (not to exceed 250 words)

-Logo or Artwork (jpeg file no less than 300 dpi)

This information may also be sent via email to shanklin@montana.edu when you send in your registration; please include your company name and the date you mailed the registration form.

Send
Registration
Form and
Payment to:



MONTANA STATE UNIVERSITY | **EXTENDED** UNIVERSITY

Office of Continuing Education

204 Culbertson Hall

PO Box 172200

Montana State University

Bozeman, MT 59717-2200

Fax: (406) 994-6546

For Assistance

Montana State University, Extended University is assisting the Governor's Emergency Preparedness Summit with vendors and exhibitions. All registration forms and fees, as well as questions should be directed to their office. Please contact Debbie Albin at (406) 994-6685 or shanklin@montana.edu.