



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



Exhibitor and Sponsorship Registration Confirmation

*Thank you for your registration to be an exhibitor/supporter at the
Bi-Annual Governor's Emergency Preparedness Summit.*

Payment Information If you have not paid your registration fee, please send it at your earliest convenience. If you have payment questions, please call Nicole at (406) 994-6683.

Participant Booklet Needs If you have not already sent your materials for the participant booklet, please do so at your earliest convenience. In order to be in the booklet, all materials must be received by Friday, April 11. Each vendor will be given one 5 1/2" x 8 1/2" page. Any combination of text and/or artwork will be accepted.

- Text (not to exceed 250 words)
- Logo or Artwork (jpeg file no less than 300 dpi)

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

Equipment and Outside Space All exhibition booths are 10' wide by 8' deep (NOT the previously published 8' by 3') and include back/side pipe and drape and two chairs. A skirted table, power and additional chairs are available upon request. Please double check your registration form and confirm that you ordered these additional items, if needed. If you did not order them, they will NOT be in your space. Internet access must be obtained directly from the hotel at your own expense. If you require space outside in the parking lot, you must request this space; space outside will only be reserved and roped off upon request.

Freight Your exhibition materials may be sent ahead of time and will be accepted by *Rental Aide Center, Inc.* Please use the attached "Billings Rental Aide Shipping Form". All questions regarding using this service must be directed to the contact person named on the attached form. The Governor's Emergency Preparedness Summit is working with *Rental Aide Center, Inc.* ONLY; the Holiday Inn Grand Montana will not accept your freight and any other arrangements must be made solely by you.

Complimentary Registration Your exhibitor registration fee includes one complimentary registration. So that we may track our workshop attendance, we invite you to please go online and register for the workshops you would like to attend: <http://eu.montana.edu/preparedness>. When you get to the payment option, please select check and in comments add "complimentary vendor participant". Please contact Nicole at (406) 994-6683 with any questions regarding your complimentary registration.

Door Prizes Door prizes from your organization are welcome and will be raffled off during various vendor events. If you would like to donate door prizes, please contact Debbie at (406) 994-6685 or shanklin@montana.edu. Door prizes will be collected at exhibitor check-in or they may be sent ahead of time to: Debbie Albin

MSU Office of Continuing Education
204 Culbertson Hall
Bozeman, MT 59717-2200

Exhibitor Check-In and Set-Up A representative will be on hand in the Montana Convention Center beginning at 10 AM on Monday, April 21 to check in and assist all exhibitors. Check-in and set-up must be complete by 10 AM Tuesday, April 22. Please see the attached Schedule of Vendor Events for more information.

Hotel Reservations All exhibitors are responsible for making their own hotel reservations. Blocks of rooms have been reserved at the following area hotels; please tell them you are with the "Emergency Summit" in order to receive the published rate. Note: Many of the prices below are state rate and may require presentation of an official ID.

Holiday Inn Grand Montana
5500 Midland Road / Billings, MT 59101
(877) 410-6681
\$70.00 for single and double occupancy
Make reservations by: March 31

Billings Hotel
1223 Mallowney Lane / Billings, MT 59101
(800) 537-7286
\$70.00 + tax for single and double occupancy
Make reservations by: March 31st

Ramada Inn
1345 Mallowney Lane / Billings, MT 59101
(800) 272-6232 or (406) 252-2584
\$72.99 + tax for double occupancy
Make reservations by: April 11th

Kelly Inn & Suites
5425 Midland Road / Billings, MT 59101
(800) 635-3559 or (406) 256-9400
\$90.00 double occupancy
Make reservations by: March 21st

ClubHouse Inn & Suites
5610 S Frontage / Billings, MT 59101
(406) 248-9800
\$80.00 for double occupancy, \$70.00 for single occupancy
Make reservations by: April 7th



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Schedule of Vendor Events

Monday, April 21

10:00 AM-7:00 PM Exhibitor Set-Up Montana Convention Center

Tuesday, April 22

6:00 AM-10:00 AM Exhibitor Set-Up Montana Convention Center

10:00 AM-10:30 AM Break Montana Convention Center

11:30 AM-1:00 PM Lunch with Governor
Brian Schweitzer* Montana Convention Center

3:15 PM-3:45 PM Break Montana Convention Center

4:45 PM-8:00 PM Exhibitor Evening Social Montana Convention Center

Wednesday, April 23

10:15 AM-10:45 AM Break Montana Convention Center

11:45 AM-1:00 PM Lunch Montana Convention Center

3:15 PM-3:45 PM Break Montana Convention Center

5:00 PM-6:30 PM Exhibitor Visits Montana Convention Center

Thursday, April 24

10:00 AM-10:45 AM Break Montana Convention Center

10:45 AM Exhibitor Break-Down

**Each exhibitor will receive a complimentary participant registration, which includes one ticket for this lunch. If additional members of your exhibition team would like to attend this lunch, tickets may be purchased for \$15 each. Please call Nicole at (406) 994-6685 for more information.*

Go to
<http://eu.montana.edu/preparedness>
to view the complete Summit agenda.

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