



92nd Annual
Mississippi Assessors & Collectors Association Conference

July 11-15, 2021

Host Organizations:

Mississippi Department of Revenue
Mississippi Assessors & Collectors Association

Conference Vendor Information

Coordinated by
The Center for Government and Community Development in the Mississippi State University Extension Service.

The Oxford Conference Center
Oxford, MS



May 13, 2021

TO: Potential Conference Vendors/Exhibitors/Sponsors for the 2021 Mississippi Assessors and Collectors Annual Conference
FROM: Terence Norwood, Extension Instructor, Center for Government and Community Development
Joel Yelverton, MACA Executive Director

In conjunction with the Mississippi Department of Revenue, we are pleased to announce the 2020 Mississippi Assessors and Collectors Association (MACA) Annual Conference. The 91st MACA Annual Conference will be held July 11, through Thursday, July 15, 2021 at the Oxford Conference Center.

The MACA Annual Conference is an excellent opportunity for your organization to contact elected county officials and individuals employed at the local and state levels in the areas of property assessment, appraisal, mapping, taxation, tax collection and other related areas.

Your business/organization is invited to participate as a sponsor or exhibitor. If you participated in any of last year's events, you know the value of presenting your product, service, or idea before these groups of individuals. Exhibits will be located near the conference meeting rooms, giving attendees free access to the exhibit area. The sponsorship categories are designed to highlight your organization to the conference participants, and you will be appropriately recognized as a conference sponsor.

Enclosed in this packet is information concerning the conference, exhibitor registration information, sponsorship opportunities, hotel registration, and the general guidelines for operation of the exhibit hall. Please make sure to review the Tentative Agenda and the Exhibitor Rules and Regulations found within this packet.

We strongly believe in the value of the partnerships formed between exhibitors and the participants and sponsoring state agencies during this conference. We encourage your participation in the conference and feel this will be your major opportunity this year to interact with the major policy makers and individuals working in positions related to your field of service.

All conference plans are subject to change. Sponsors will be notified of any modifications. COVID-19 has drastically changed how we plan events and meetings. We will notify registered exhibitors of the requirements to satisfy federal, state, local and Mississippi State University Extension policies for meetings and events.

For additional information please contact:

Terence Norwood
E-Mail: terence.norwood@msstate.edu

TENTATIVE AGENDA

92nd Annual Mississippi Assessors and Collectors Association Conference July 11-15, 2021 Oxford, MS

Sunday, July 11, 2021

TBD MACA Committee Meetings

Monday, July 12, 2021

7:00 a.m. Golf Tournament
10:00 a.m. Explore Oxford (Double Decker Bus Tours)
1:30-4:00 p.m. Exhibitor Check-In and Set Up
3:00-4:30 p.m. Pre-Conference Session
4:30-6:00 p.m. Registration
4:30-6:00 p.m. Exhibitor Showcase and Reception
6:30 p.m. Executive Committee Dinner/Participant Dinner on Your Own/Exhibitor Hospitality Events

Tuesday, July 13, 2021

7:30-9:00 a.m. Breakfast
8:00-9:00 a.m. Late Registration
8:00-9:00 a.m. Exhibit Hall Open
9:00 a.m. Morning Session
9:45 a.m. Session Continues
10:45 a.m. Break With Exhibitors
11:00 a.m. Session Continues
12:00 Noon MACA Luncheon
2:00 p.m. Afternoon Sessions
5:00 p.m. Dinner on Your Own/Exhibitor Hospitality Events

Wednesday, July 14, 2021

7:30-9:00 a.m. Breakfast
8:00-9:00 a.m. Exhibit Hall Opens
9:00 a.m. Opening Session
10:15 a.m. Break with Exhibitors
10:30 a.m. Session Continues
11:00 a.m. Exhibitor Breakdown
11:00 a.m. MACA Business Meeting
12:00 p.m. Lunch & Awards Ceremony
5:00 p.m. MACA Reception
6:00 p.m. MACA Gala

Thursday, July 15, 2021

9:00 a.m. MACA Prayer Breakfast and Business Meeting
10:00 a.m. Conference Adjourns

VENDOR/EXHIBITOR REGISTRATION/APPLICATION

2021 MACA Summer Conference July 11-15, 2021 Oxford, MS

COMPANY NAME: _____

PRIMARY CONTACT: _____ TITLE: _____

EMAIL: _____ PHONE: _____

MAILING ADDRESS: _____

SPONSORSHIP OPTION:

Bronze Sponsor

(Includes admission for 1 person to all meals and open functions, Recognition in printed materials and at General Assembly) **Special Note: Does NOT include exhibit space.**

Cost: \$500.00 _____

Silver Sponsor

(Includes admission for 2 people to all meals and open functions, **Exhibit space included** for use to display materials and Information, Recognition in printed materials and at General Assembly, 1 free spot in the Golf Tournament)

Cost: \$1,000.00 _____

Gold Sponsor

(Includes admission for up to 3 people to all meals and open functions, **Exhibit space included** for use to display materials and Information, Recognition in printed materials, and 2 free spots in the Golf Tournament)

Special Note: All Gold Sponsors will have the opportunity to address the General Assembly at MACA Annual Conference. Gold Sponsors will also receive 1 complimentary registration to the 2020 MACA Fall Conference.

Cost: \$1,500.00 _____

Platinum Sponsor

(Includes admission for up to 4 people to all meals and open functions. Platinum Sponsors sponsor Lunch, Dinner and Social Events on a first come first serve basis and will be allowed to give a scheduled presentation. **Exhibit space included** for use to display materials and Information, Recognition in printed materials, and 2 Complimentary Registrations for the 2020 MACA Fall Conference and 4 free spots in the Golf Tournament)

Cost: \$3,000.00 _____

ELECTRICITY: (check to indicate electrical needs)

TOTAL DUE

Please list exhibitor representatives (Please type or print - for name tags): **Additional exhibitor representatives require an additional \$150.00 registration fee.**

1. _____ 2. _____
3. _____ 4. _____

Deadline for reservations of booth space is **June 10, 2021**. Booth and sponsorship reservations are not considered complete until application and check are received. **Include a copy of this application with the paper check made payable to:**

Center for Government and Community Development
ATTN: MACA Annual Convention Sponsor
Box 9643
Mississippi State, MS 39762

[CLICK HERE](#) To register and Pay Online

Exhibitor Representatives

Exhibitors must provide an attendant during the hours of the day the convention is officially open. All exhibitor representatives are to register and must pick up their official name badges at the convention registration desk. Companies are only allowed the number of representatives permitted for each registration level. There is an additional fee of \$150 for each additional representative to attend any part of the conference.

Liability and Security

Each exhibitor is responsible for safeguarding his goods, materials, equipment, and displays at all times. Mississippi State University and the state agencies and associations sponsoring the conventions are not responsible for the loss of or damage to any exhibit material or are they liable for injury to any individuals associated with or representing the exhibitor.

Hotel Reservations

All guests may make their reservations by calling the Hampton Inn Oxford Conference Center (662-234-5565) or TownePlace Suites Marriott (662-238-3522). In order to obtain the special group rate, please ask to be placed in the Mississippi Assessor and Collector Association block. A valid credit card is required to make reservations. Reservations must be made by June 10, 2021 in order to receive the special rate of \$99.00 for single or double rooms. All rates are subject to fees, state and local taxes. Tax exempt entities must provide the hotel with a photocopy of certification of exemption with payment. The TownePlace Suites does have a pool on the property for those bringing family members.

Social Functions

Social functions sponsored by exhibitors must not be scheduled during the hours the convention is in session and must not conflict with the activities conducted as part of the convention. All paid exhibitor representatives are entitled to the meals provided throughout the conference.

Booth Assignments

Assignment of booths will be made on a first-come, first-served basis. The Center for Government and Community Development in the Mississippi State University Extension Service (a representative of which will serve as exhibit hall coordinator) reserves the right to allot space and to accept or reject all booth requests. A display location may be requested, but it will not be guaranteed.

Exhibit Fee

The rental fee for all booth spaces is spelled out on Page 4 of this information packet. An application is invalid without payment or a specific and satisfactory arrangement being made for payment. Full payment of any sponsorship is due by **June 10, 2021**. Failure to show up for conference without a 72-hour written notice to the Center for Government and Community Development will result in forfeiture of registration and booth and/or sponsorship fees.

Subleasing

Exhibitor shall not sublease his space, nor any part thereof, nor exhibit, offer for sale, give as a premium, or advertise articles not produced or sold in his own name, except where such articles are required for the proper demonstration or operation of the exhibitor's display, in which case such articles shall be limited to other exhibiting companies' articles and their identification shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them.

Failure to Hold Exposition

Should any contingency prevent holding the 2021 MACA Conference, the Center for Government and Community Development may retain such part of exhibitor's rental as shall be required to recompense it for all expenses incurred up to the time such contingency shall have occurred.

Fire and Safety

All materials and exhibits are subject to fire and safety regulations enforced by federal, state, or local authorities. Volatile or flammable fluids, substances, or materials of any nature prohibited by insurance carriers are prohibited in any booth.

Shipping Information

Please ship boxes to arrive no more than one week prior to your arrival. Please mail all packages to the following address:

Oxford Conference Center

Attn: Your Name (or person within your organization responsible for receiving packages)

MACA Conference

102 Ed Perry Blvd.

Oxford, MS 38655

Any packages to be shipped by an outside freight company will be the responsibility of the guest to package, label and contact carrier for pickup.