



# 2018 Facilities/Operations Director Conference & Expo

*Exhibit show & sponsorship registration information*

**October 1, 2018  
Crystal Mountain Resort, Thompsonville**





Dear Associate Member:

The MSBO Facilities Conference and Exhibit Show at Crystal Mountain will take place Sept 30 – Oct 2, 2018 with the Exhibit Show on **Monday October 1, 2018 from 12:15 – 2:15 pm** (following a networking lunch from 11:30 am – 12:15 pm).

Exhibit registration will take place in three phases taking place over three weeks, beginning at 9:00 am EST on each respective date. Registration is only done online. **Booth spaces are limited to ONE per company.**

**IMPORTANT INFORMATION FOR REGISTRATION!**

**Registration is processed through MSBO and you will need to have an MSBO login and password.** If you have registered for MSBO events in the past (like the MSBO Annual Conference), you will be able to use that same login/password.

We **highly recommend** that you try to login in advance to make sure that you have the correct information — Go to the [registration page](#) — login to make sure your login ID and password are correct. You will see your name at the top if your login was successful. If that appears, logout and keep that information handy for registration day.

If you are not able to login successfully, or do not have a login/password for MSBO, please contact Lillie Rapelje at [lrapelje@msbo.org](mailto:lrapelje@msbo.org), (517) 327-9222 or Patty Lenneman at [plenneman@msbo.org](mailto:plenneman@msbo.org), (517) 327-2584 to verify/receive your login information. You will not have time to do this when registration opens.

The registration dates you'll want to mark down are:

- **July 11** — Gold and Silver sponsorships only — includes an indoor booth space
- **July 18** — Bronze Sponsorships only — includes an indoor booth space
- **July 25** — Standard booth registration — booth may be inside or in a tent (limited tabletops also available)

For detailed information on each registration, see the following page.

Look for reminders as we get closer to each registration date. **If you are not the correct contact person to receive the exhibit information, please send the contact information to Patty Lenneman, [plenneman@msbo.org](mailto:plenneman@msbo.org), for the person your company wishes to receive the information — once again, they will need to have an MSBO login to register.**

We want to make this Conference a great experience for all attendees . . . and make the Exhibit Show a great experience for you and your company!

Scott Little  
Associate Executive Director, MSBO

Patty Lenneman  
Exhibit Coordinator



## Begins July 11, 2018

### Gold and Silver Sponsorship Registration Only

#### \$2,500 Gold Sponsor Benefits (2 available)

Sponsorships provide scholarships for members unable to attend otherwise.

- 7' X 10' booth in a premium indoor location with sponsor banner
- Two full conference registrations (includes all meals)
- Full page advertisement in the conference program
- Other recognition in the program and on signage during the conference
- Gold Sponsor name badge ribbons
- Free conference attendee list in advance

#### \$1,500 Silver Sponsor Benefits (16 available)

Sponsorships contribute to specific events at the conference, such as opening reception, breaks, breakfasts, chairlift, and dinners.

- 7' X 10' booth in an indoor location with sponsor banner
- Silver Sponsor name badge ribbons
- Special recognition in the program and on signage during the conference
- Two Networking Lunch tickets and attendance at the respective event being sponsored
- Free conference attendee list in advance



## Begins July 18, 2018

### Bronze Sponsorship Registration

*(Includes any remaining Gold or Silver sponsor spots)*

#### \$1,000 Bronze Sponsor Benefits (15 available)

- 7' X 10' booth in an indoor location with sponsor banner
- Bronze Sponsor name badge ribbons
- Listed in the program as Bronze sponsor and on signage during the conference
- Two Networking Lunch tickets
- Free conference attendee list in advance



## Begins July 25, 2018

### Standard Exhibit Registration *(Includes any remaining sponsorship spots)*

#### \$500 Standard inside booth (14 available)

- 7' x 10' indoor booth space
- Two Networking Lunch tickets

#### \$475 Tent booth (20 available)

- 7' X 10' booth in tent adjacent to exhibit hall
- Two Networking Lunch tickets

#### \$450 Tabletop (10 available)

- Skirted 6' table in exhibit hall
- Two Networking Lunch tickets