

Notice to Sponsors and Exhibitors

Mississippi Workers' Compensation Commission



23rd Annual Mississippi Workers' Compensation Educational Conference

April 14-16, 2010

Beau Rivage Resort • Biloxi, MS

Hosted by:

Mississippi Workers' Compensation Commission and the
Mississippi Workers' Compensation Educational Association (MWCEA)

The MWCC and MWCEA are proud to co-host this exciting gathering of Employers, Insurers, TPAs, Legal and Healthcare Professionals and Rehabilitation Providers. Over 700 professionals are expected to attend this 3-day event.

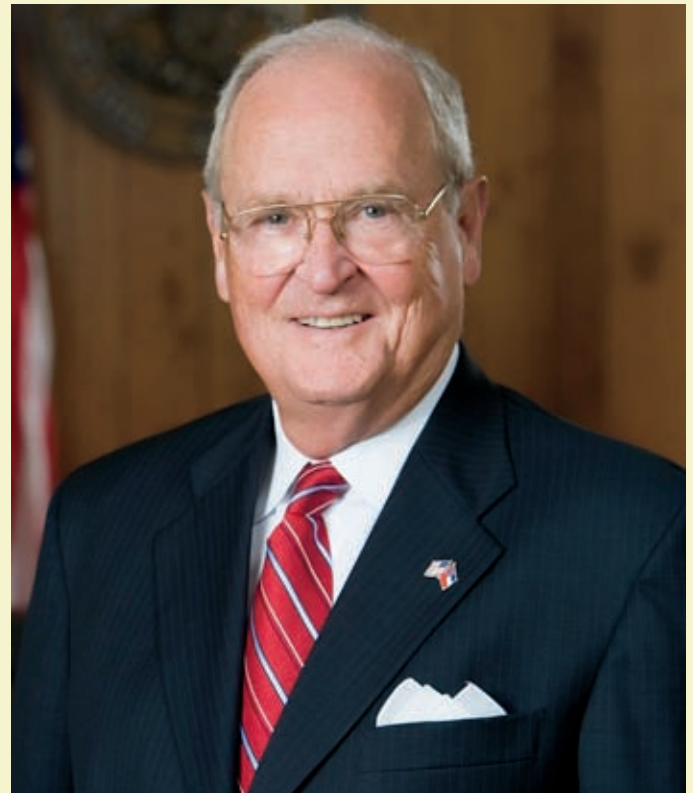
The MWCC and MWCEA understand the economic challenges facing businesses and individuals. However, we need your help to make this conference the successful event it has been for 22 years! We are committed to providing you with a venue to network, learn and grow your business and professional efforts.

So join the 23rd Annual Mississippi Workers' Compensation Educational Conference for an exciting year!

Prime Sponsorships:

Prime Sponsors of the 23rd Annual Mississippi Workers' Compensation Educational Conference will receive an enormous amount of exposure and promotion. The cost of Prime Sponsorship is \$2,500.00. Availability is limited to 20 companies, first-come, first-served. The order in which they are received will determine the order in applicable selections. Prime Sponsors will receive the following:

- Prime Sponsor Logo on registration packets mailed to 5000 potential attendees if received prior to January 30, 2010;
- 1/2 page ad in conference program booklet;
- Video and audio acknowledgement at Opening Session and in Exhibit Hall;
- Full-color, 5'x3' banner in the Convention Level Foyer;
- 2 Complimentary conference registrations;
- \$100 discount for exhibit booth;
- Priority in the selection of location for exhibit booth;
- Prime Sponsor logo on conference website;
- Prime Sponsor logo on Conference signage;
- Prime Sponsor ribbons for name tags;
- Attendee Mailing list.



Liles Williams, Chairman
Mississippi Workers' Compensation Commission

Key Sponsorships:

The cost of a Key Sponsorship is \$1,250.00. Key Sponsors will receive the following:

- Key Sponsor Logo on conference brochure mailed to 5000 potential attendees if received prior to January 30, 2010;
- Key Sponsor Logo on conference website;
- 1/4 page ad in conference program booklet;
- 1 Complimentary conference registration;
- Sponsor ribbons for name tags;
- Attendee Mailing list;
- Recognition of Key Sponsors on signage at the Conference.

Exhibitors:

The exhibit hall is a popular part of the conference each year. Numerous breaks, breakfasts, lunches, receptions and door prize drawings offer the exhibitors multiple opportunities for connecting with the attendees.

Availability is limited to 75 companies.

Booth Package:

\$750 if received prior to March 19, 2010; \$900 after March 19, 2010

- 10' wide x 8' deep
- 6' draped table, 2 chairs, wastebasket & identification sign
- Pre-conference and post conference attendee mailing information
- 2 complimentary conference registrations

Advertisers:

Advertisements are available in the 2010 conference program booklet, which is handed out to all conference attendees. Advertising in the program booklet will be available on a first-come, first-served basis. The publication size will be 8¹/₂" x 11". All ads will be in full color. The deadline for submitting advertisements is March 19, 2010. Your camera ready ad must be received by March 19 to meet printing deadline. For those companies wishing to advertise, the prices are as follows (sizes are shown in inches, width x length):

Quarter Page Ad (4 ¹ / ₄ x 5 ¹ / ₂)	\$200
Half Page Ad (8 ¹ / ₂ x 5 ¹ / ₂)	\$350
Full Page Ad (8 ¹ / ₂ x 11)	\$600

Advertising Specs:

Full bleeds are acceptable. The line screen is 150. The following are the only acceptable formats for your ad:

Application formats - High resolution PDF, JPEG, TIFF, or Illustrator EPS. InDesign, Pagemaker, Quark, Illustrator, or Adobe Acrobat files are also acceptable. Photoshop may be used but files won't necessarily color separate. PDF files must have embedded fonts, be 300 dpi, and use print resolution settings. Application formats other than those listed cannot be accepted. Either Mac or PC files are acceptable. (Fonts, logos, photos and graphics [tiff, dcs or eps] used in the ad must be included and a laser or PDF proof of the ad is required.)



Exhibit Hall Schedule of Events

Wednesday, April 14, 2010

10:00 a.m. - 3:00 p.m.	Exhibitors' Booth Setup
3:00 p.m. - 3:30 p.m.	Exhibitors' Meeting
6:00 p.m. - 7:30 p.m.	Welcome Reception

Thursday, April 15, 2010

7:45 a.m. - 8:45 a.m.	Exhibit Hall Open
7:45 a.m. - 8:40 a.m.	Continental Breakfast
8:45 a.m. - 9:15 a.m.	Exhibit Hall Closed
9:15 a.m. - 5:30 p.m.	Exhibit Hall Open
10:45 a.m. - 11:00 a.m.	Break
12:00 p.m. - 1:30 p.m.	Lunch
2:30 p.m. - 2:45 p.m.	Break
5:30 p.m. - 7:00 p.m.	Commissioners' Reception

Friday, April 16, 2010

8:00 a.m. - 10:00 a.m.	Exhibit Hall Open
8:00 a.m. - 8:45 a.m.	Continental Breakfast
11:30 a.m. - 12:00 noon	Door Prizes

(Attendees must be present to win.)



Sponsor Registration Form

Company Name

Contact Person

Telephone Number

Fax Number

Email Address

Address

City

State

Zip Code

Please select sponsorship type:

- PRIME SPONSOR - \$2,500

Prime Sponsorship includes 2 complimentary registrations. Please print the names of your registrants. Additional registrations may be purchased for \$225.

- KEY SPONSOR - \$1,250

Key Sponsorship includes 1 complimentary registration. Please print the name of your registrant. Additional registrations may be purchased for \$225.

- ADDITIONAL REGISTRATIONS - \$225 each

ADVERTISERS

- Quarter Page Ad - \$200

- Half Page Ad - \$350

- Full Page Ad - \$600

Please Select Payment Type:

- Check
 Visa, Mastercard, American Express or Discover
Visit www.mwcea.org to pay by credit card.

And Fax/Mail To:

Mississippi Workers' Compensation Educational Association, Inc.
Attention: Amanda Hammond • P.O. Box 13508 • Jackson, MS 39236
Phone (601) 987-4251 • Fax (601) 321-1140
Email: ahammond@mwcc.state.ms.us • Federal Tax I.D.: 57-0907393 • www.mwcea.org

MWCEA Board of Directors

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MWCEA EXHIBITOR APPLICATION/CONTRACT

Mississippi Workers' Compensation Educational Conference
April 14, 15, 16, 2010
Beau Rivage Resort and Casino
Biloxi, Mississippi

Print or type all information.

Exhibitor Agent

The name and title of the individual who is to receive all future exhibitor correspondence from the Mississippi Workers' Compensation Educational Association, Inc. (MWCEA) and its agents:

Name _____ Title _____

Exhibitor Name(s) _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____

Email _____

Official Identification

Exhibitor hereby notifies MWCEA that the name of the exhibiting firm is to appear in print (signs/program) with Capitalization, abbreviation (if any), and punctuation as follows:

Conference Registrants (2 are included in exhibitor fee; please identify and pay for any other attendees below):

1. Name _____ Title _____ E-mail _____

2. Name _____ Title _____ E-mail _____

Booth fees **\$750.00 for registration PRIOR to March 19, 2010**
 \$900.00 for registration AFTER March 19, 2010

ELECTRICITY AND/OR INTERNET CONNECTIONS AT YOUR BOOTH ARE NOT INCLUDED IN THIS PRICE. IF DESIRED, MAKE THAT REQUEST THROUGH CONVENTION DISPLAY SERVICES (CDS). YOU WILL BE BILLED SEPARATELY BY CDS FOR THOSE SERVICES.

Additional Attendee Fees

Additional Attendees at **\$225.00 (prior to March 19, 2010); \$275.00 (after March 19, 2010) EACH = \$** _____

1. Name _____ Title _____ E-mail _____

2. Name _____ Title _____ E-mail _____

TOTAL PAYMENT ENCLOSED: \$ _____

Exhibitor agrees all terms included herein and all provisions included in the Exhibitors Rules and Regulations on reverse side and agrees to abide by same.

Exhibitor _____ Date: _____

By: _____ E-mail _____

Please **Return Signed and Dated form** to:

MWCEA Conference, ATTN: Amanda Hammond
P. O. Box 13508, Jackson, MS 39236-3508
Phone (601) 987 4251; Fax (601) 321 1140; E-mail: ahammond@mwcc.state.ms.us
MWCEA Federal ID number is 57-0907393.

The **total fee** (including booth and additional registrant fees) **must** accompany this application/contract by **March 19, 2010 to avoid increased costs**. Please make checks payable to **MWCEA**. Please attach a copy of this registration form to your payment. An approved copy will be returned to you for your files. Acceptance of this application by MWCEA constitutes a contract.

For MWCEA use only:

Date Accepted by MWCEA _____ Receipt of \$ _____ is hereby acknowledged.

Exhibitor _____

MWCEA Exhibitor Coordinator Signature _____ Date _____

See reverse side for Rules and Regulations

Rules and Regulations

CONTRACT FOR SPACE

Space is offered on a first come, first served basis. This application for space and the formal notice of acceptance constitute a contract for the right to use the space assigned, subject to the rules and regulations set forth below. The booth to be provided will be 10' x 8' per exhibit booth with 3' side drapes, draped 6' table, back drape, 2 chairs and signage provided by the Conference decorating company.

BOOTH PLACEMENT

The Exhibitor Coordinator will attempt to accommodate any placement requests but such cannot be guaranteed and placement remains within the sole discretion of the Exhibitor Coordinator for the MWCEA.

SET UP/TEAR DOWN

Set up is scheduled for Wednesday, April 14, 2010 (10:00am to 3:00pm). Booth set up must be completed by 3:00pm on Wednesday, April 14, 2010. Teardown is scheduled for Friday, April 16, 2010 (10:30am to 1:00pm). All exhibitors must setup and tear down their exhibits during these scheduled times unless otherwise authorized by MWCEA or its representatives. It is the duty and responsibility of the exhibitor to supervise the installation and removal of his/her exhibits. The exhibitor expressly agrees not to dismantle his/her exhibit or commence any packing before the final closing hour of the exhibit portion of the program. Handling and installation must conform to hotel regulations and instructions.

CANCELLATION/REFUND POLICY

In the event of fire, strikes or other uncontrollable circumstances, this contract will not be binding. In the event, for any reason, the Conference is not held as proposed, the exhibitor shall receive a refund of any amount paid for exhibit space, less reasonable deductions for overhead expenses incurred. The MWCEA reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less a proportional amount the space was occupied by such exhibitor, in the sole discretion of the MWCEA. If exhibitor seeks to cancel his/her reservation for the conference, exhibitor may do so by giving a written notice to MWCEA. Notice of cancellation received 60 days or more prior to the conference start date will receive a refund of monies paid, less a \$50 handling fee. Cancellation notice received 30 days or more prior to the conference start date will receive a refund of 50% of monies paid less a \$50 handling fee. Cancellation notice received within 30 days of the conference start date will receive no refund.

USE OF SPACE

All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the advance approval of the Exhibitor Coordinator. Aisles must be kept clear. No noise making devices or public address systems shall be allowed without prior approval by the Exhibitor Coordinator. Exhibitors are responsible for any or all damages to the hotel caused by his/her representatives, exhibit, or materials.

CARE OF SPACE

Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken. If the space occupied should be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE

Exhibitor shall furnish, at its own expense, all necessary insurance coverages including, but not limited to, liability, property, workers' compensation, and other required insurance coverages.

SECURITY

Exhibitor is encouraged to insure its booth contents inasmuch as the MWCEA, the Mississippi Workers' Compensation Commission, the Hotel, or their respective officers, directors, employees or agents, shall NOT be responsible for the safety or protection of the property of the Exhibitor, its employees and agents for any cause. Any Exhibitor wishing to insure its goods, materials, display items, give away items, computers, or other property owned by it must do so at its own expense.

LIABILITY

Neither the Mississippi Workers' Compensation Commission (MWCC) nor the Mississippi Workers' Compensation Educational Association, Inc. (MWCEA) nor its respective officers, directors, employees or agents will be liable for any loss, injury or damage to the person or property of the Exhibitor, or to its employees, guests, or any others, due to accident, fire, robbery, or any other cause whatsoever that may arise from use and occupancy of the exhibit space or any common areas or private rooms within the building or attendance at the Conference. The Exhibitor agrees to indemnify and hold harmless the MWCC and the MWCEA and their respective officers, directors, employees or agents, or others in privity of interest therewith, against any and all claims, losses, damages or sums due for any reason made by any person whomsoever arising out of acts or omissions of the MWCC, MWCEA, their respective agents, officers, directors, employees, other exhibitors, their employees and/or guest(s).

RESTRICTIONS

The MWCEA reserves the rights to restrict exhibitors, which because of noise, method of operation, or for any other reason become objectionable, in the sole discretion of the Exhibitor Coordinator. This reservation includes persons, things, conduct, printed materials or anything of a character which may be objectionable as a whole to the Exhibitor Coordinator, in his/her sole discretion. In the event of such restrictions or eviction, the MWCEA shall not be liable for any refunds or rentals or other exhibitors expenses.

FOOD AND BEVERAGE

No food or beverage items are allowed in exhibit booths except as might be permitted by the Exhibitor Coordinator.

BUILDING RULES AND CITY/STATE ORDINANCES

The exhibitor agrees to obey all rules of the Beau Rivage Resort and Casino which may be in existence or which hereafter may be made and to abide by the rules and regulations of the City of Biloxi, Mississippi, the Mississippi Fire Marshall, or other any applicable Department of Fire and Health and such other Departments whose duties embrace regulations of exhibits contemplated by this agreement.

MISCELLANEOUS

Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material and not placed in the Conference seats or tables. The decision of the MWCEA must be accepted as final in any dispute between Exhibitors or any situation not covered by these rules and regulations.