

## Frequently Asked Questions | SPONSORS / VENDORS

### 1. How can I become a sponsor/vendor at the Missouri Employment Conference?

To view a complete list of sponsorship levels go the conference website [MissouriEmploymentConference.com](http://MissouriEmploymentConference.com). Choose the tab marked Sponsors and click the icon labeled “Be a Sponsor”. All the information you need should be there. If you have questions, please contact [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

### 2. We have decided that we want to be a sponsor / vendor at the Missouri Employment Conference. Now what?

You will need to go the conference website [www.MissouriEmploymentConference.com](http://www.MissouriEmploymentConference.com). Choose the tab marked Sponsors and click the icon labeled “Become A Sponsor”, and click Sponsor Application . You will be redirected to the Sponsorship Application. Fill it out the form and submit to [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

### 3. Can we be a sponsor even if we don't have people to man a booth?

Absolutely! You could become a “Marketing Partner”. A marketing partner helps promote continuing education by promoting the conference to their clients and/or members through email blasts, newsletters, or any media source to help get the word out.

You could also advertise in the program by [clicking here](#) and scroll down to advertising.

### 4. I would like the opportunity to speak at the Missouri Employment Conference, how do I go about that?

Go the to the conference website. Choose the tab marked Speakers then click the icon labeled “Speaker Registration Form”. Fill out the speaker registration form and submit to [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

Speaker registration forms will be reviewed and successful vendors will be notified.

### 5. What is the physical address of the venue for the conference?

Capital Plaza Hotel and Convention Center  
415 West McCarty, Jefferson City, MO 65101

**6. Do I need to register when I get the conference?**

Please check in at the registration table. Name badges will be available on-site for the individuals who are registered. Any exhibitor representative without a name badge will not be permitted to participate in conference activities. Badges must be worn at all times.

**7. How big is the booth / exhibitor space?**

All exhibit spaces include an 6' draped table and two chairs. The Titanium booth space will allow additional space and flexibility.

**8. Will I have electricity at my booth?**

Electricity is available at your booth for an additional \$30.00.

**9. Is there Wi-Fi available for me to use while I'm at the conference?**

Complimentary Wi-Fi will be provided. Please search for CPH-Meeting, (no password).

**10. Will lunch be provided to me as an exhibitor?**

Lunch will be available only to those individuals who are registered. Please note that we can accommodate only medically necessary and vegetarian special diets. If you have special food requirements, please contact Nan Boland at [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

**11. I would like to ship my display to the venue ahead of time. Is that available?**

It is the responsibility of the Exhibitor/Company to make arrangements for exhibit materials to be shipped in or out of the Holiday Inn Executive Center upon completion of the conference. Due to limited storage space, please send your packages to arrive no more than 2 days before the conference. Packages should be addressed as follows:

Capital Plaza Hotel  
Attn: Missouri Employment Conference  
415 West McCarty, Jefferson City, MO 65101

**12. I would like to ship my display back to my company after the conference. How do I do that?**

Please have return shipping label prepaid and on the package. Packages should be left at the registration table. An additional form, provided by Capital Plaza, will need to be completed at the registration table.

**13. Are my belongings secure at the conference?**

Missouri Employment Conference will not provide 24-hour security for exhibitors. Exhibitors are responsible for the security of their own property and equipment at all times. Capital Plaza Hotel and Convention Center is not responsible for any loss, theft or damage to any property left at the venue at any time.

**14. I would like to provide a giveaway or raffle prize at the conference. What do I do?**

All exhibitor giveaways, raffles and drawings are the responsibility of each exhibitor and not the responsibility of Missouri Employment Conference. Exhibitors are responsible for conducting raffles and distributing prizes only from their table. Missouri Employment Conference will not provide materials for the raffles and will not announce winners' names. If you are interested in donating a raffle prize to the conference, please contact Nan Boland at [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com) or call 515-331-9020.

**15. If I am sponsor do you need my company logo?**

If your company is sponsoring at silver sponsorship level or above we will need your logo. When you are submitting your company's logo, the preferred format is Adobe Illustrator vector with outlined fonts. Also, acceptable are high-quality JPEGs (300 dpi). Logos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

**16. I need to stay overnight. What are my options?**

MEC has negotiated discounted prices on hotel rooms at Capital Plaza Hotel. For room reservations, the preferred method is online. If you wish, you may call the Capital Plaza Hotel reservations desk (800) 338-8088 and specify that you are a part of the Missouri Employment Conference. Limited rooms available! Discount Code: 190430MIS

You can also go to the conference website and click the tab labeled "Travel". Click on the blue icon labeled Capital Plaza Hotel and Convention Center.

**17. When will I know where my booth will be?**

We will assign booth spaces about 2 week prior to the event. You will receive an email with the map layout. When you show up at the event the registration booth staff will also show you.

**18. What if I need technical assistance on the day of the conference?**

Volunteers and staff from Capital Plaza will be on hand to assist throughout the day. If you need help prior to your session, contact Nan Boland or Sue Kmet.



**Any additional questions please contact:**

**Nan Boland 515-331-9020 Office | 515-238-3335 Cell | Sue Kmet 515-240-7545 Cell**