

## **2017-2018 MAS/FPS Exhibitor's Information**

Thank you for considering joining us for the 2017 MAS/FPS Fall Directors' Institute at the Grand Traverse Resort and the 2018 Winter Institute at the Crowne Plaza Hotel in Lansing, Michigan.

### **How to Register for MAS/FPS Events:**

Visit our website at [www.masfps.org](http://www.masfps.org) and click on the **EVENTS** tab. You will find the registration information for participants including exhibitors. Click on the link and follow the prompts. You can select the number of tables desired, if you would like to sponsor a break, and/or if you would like to purchase an ad for the event program.

### **What comes with the Exhibitor Registration?**

Exhibitor tables are arranged by MAS/FPS onsite and are organized by company based on the number of tables purchased. Company names will be placed on the tables upon your arrival. Each table will have access to wireless internet, trash disposals, chair(s), and electricity. For each table purchased, exhibitors will be entitled to one set of meal tickets for the entire conference.

### **When are the Exhibit Times?**

Exhibits will be open for the full day of each event.

Exhibitors can set up on the evening prior to the first full day of the event once MAS/FPS has organized the tables.

Exhibitors begin exhibiting at 7:30 a.m. and close at the conclusion of each day.

Exhibitor breaks for the conference participants are built into the schedule to include a morning, lunch, and afternoon break.

### **How Can Exhibitors Get an Opportunity to Talk to all Participants About Their Company and Products?**

Upon your registration, you will be asked if you would like to donate a door prize from your company to give away throughout the event. Door Prizes will be given at the end of lunch on one of the event days. Exhibitors will have a 2-3 minutes to do a quick infomercial about the company/products at the time of the raffle.

Exhibitors will draw the winner from the MAS/FPS ticket box during the door prize raffles.

### **How Can Exhibitors Purchase Extra Meal Tickets for Companion Exhibitors?**

Exhibitors are entitled to a set of meal tickets for each table purchased. Meal tickets may also be purchased for additional companion exhibitors at your tables. Prior to the event, exhibitors may contact Karen Lezan (clerical support) at [karenlezan.masfps@gmail.com](mailto:karenlezan.masfps@gmail.com) ahead of the conference to have your additional tickets ready upon registration.

### **How Many Participants Typically Attend MAS/FPS Events?**

For the Fall Directors' and Winter Institute, approximately 350-400 participants are in attendance.

### **How Can Exhibitors get a List of All Participants with Email Addresses?**

Any exhibitor who wants to become a member of MAS/FPS, can do so by subscribing to the organization right on the webpage at [www.masfps.org](http://www.masfps.org). All members receive an electronic directory at the Fall Directors' Institute.

### **Who Should Exhibitors Call for Questions About Events or Memberships?**

If you have questions prior to the institute, please feel free to contact Sara Shriver at [masfps@gmail.com](mailto:masfps@gmail.com).