



MASBA 2017 Exhibitor Information

Thank you for your sponsorship to MASBA!

Below is an outline of details for TABLE-TOP exhibiting:

Thursday, February 23, 2017 (3 p.m. – 7 p.m.)

Set-up is at the La Quinta Riverwalk San Antonio main ball room. You may pick up your badges at the registration table at this time. All exhibit table tops are located in the main ballroom where all the general sessions will be held. All table tops are on a first come first served basis (*unless there is a reserved table tent present*). **IF YOU NEED ELECTRICAL, PLEASE LET US KNOW VIA E-MAIL AT: MASBA.PR@gmail.com.** Set-up must be completed by 6:45 a.m., Friday, February 19, 2016.

You may bring a pop-up booth or a table top (table tops for this conference are fine) and you should include literature and your contact information. You may give away promotional items, such as pens, and/or any other novelty items you may have. *You may also give away a prize of your own during the Sponsor Lotteria Reception on Friday. Please let us know if you will be giving away a prize so we can promote your generosity accordingly.* In the past, sponsors have given away products, trips, i-pads/i-pods, notebooks, etc.

6 p.m. to 8 p.m.

Welcome Reception Mixer (Diamond Sponsor Reception) all sponsors are welcome to attend.

Friday, February 24, 2017

Please be at your exhibit table by 7:15 a.m., on Friday, February 24, 2017.

Breakfast is available for those lodging at the La Quinta. Breakfast is served at the La Quinta Dining Room.

Each attendee receives a Lotteria "Bingo" Card in their conference attendee bag. Attendees will visit each sponsor's table to get their Lotteria cards stamped. You will receive a bingo dabber with your name badges to stamp these cards. Although there are no set exhibit times, attendees will stop by your table throughout the day on Friday, visiting with you and getting their Lotteria card stamped. Be sure to capture their contact information at this time.

*(If you would like an "insert" included in the attendee bags, i.e. giveaways or literature, please mail to: MASBA, 8452 Fredericksburg Road #111, San Antonio, TX 78229. **Deadline to receive "bag stuffers" is February 10, 2017.***

You will have "free time" when the attendees go to Individual Break Out Sessions. During this time, exhibitors have traditionally checked e-mails, make business calls, etc.

The first Individual Break Out Sessions are on **Friday, 11 a.m. to Noon**. At Noon, attendees return to the Main Ballroom for the Luncheon General Session (**please be back to your table top exhibit by 11:45 a.m.**). All lunches will be in the main ballroom and are included with your sponsorship. You may

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sit at any table during lunch, unless a table is reserved close to the stage for speakers/presenters. **Individual Break Out sessions resume from 1:30 p.m. to 3:45 p.m. ... be back at your table top by 3:30 p.m.**

Friday from 4 p.m. to 6 p.m. The Sponsor Lotteria Reception:

Attendees return to the main ballroom to get their cards stamped completely and to turn in their Lotteria Cards in which they receive prizes during the Sponsor Lotteria Reception. We have beverages and chips, etc. during this event; and by the end of the Sponsor Lotteria Reception, you will have met all the attendees.

If you would like to conduct your own drawing for a give away, the Sponsor Lotteria Reception is the time to do so. Please let us know what you will be giving away so we can announce your company name and giveaway – an insert of this information will be included in the conference attendee bag if turned in by deadline (deadline for your company name and prize to be included in the announcement is February 2, 2017). You will be given the microphone to conduct your own drawing or we can announce the drawing for you.

Friday, February 24 (... after 6 p.m.)

You may tear down your table-top Friday after the Lotteria Reception or leave it up until Saturday after lunch (1 p.m.); but you must tear down and remove your table top after lunch on Saturday.

Saturday, February 25, 2017

Again, Exhibitors may leave after the Sponsor Lotteria Reception Friday night or Saturday morning, as you will have met all the attendees by the end of the Sponsor Lotteria Reception Friday afternoon. If you are staying the entire weekend, you may leave your table top up until Saturday after lunch and you are welcome to attend the luncheon on Saturday (included with Sponsorship). You may also attend the Closing Dance Reception Saturday night (8:30 p.m. to Midnight, location TBA, but it will be at the La Quinta Riverwalk). Traditionally, sponsors invite board members to dinner after the closing session on Saturday and before the Closing Dance Reception. These sponsor dinners are not mandatory and are at the discretion of each sponsor/exhibiting company. These informative dinners are a good time to review information you are presenting or updating to interested districts.

Please note, you must adhere to your badge allotment, if your spouse would like to attend the Closing Dance Reception or if you need additional company badges (available for purchase), please e-mail us at MASBA.PR@gmail.com.

Thank you.

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Electrical:

Please e-mail me if you will need electricity: MASBA.PR@gmail.com

Shipping:

La Quinta Riverwalk
C/O MASBA Annual Conference & Expo 2017
303 BLUM STREET
SAN ANTONIO, TEXAS, 78205
Ph: 210-222-9181

Lodging:

Please call the La Quinta Direct and let them know you need the MASBA Annual Conference & Expo 2017 rate. **RESERVATION DEADLINE IS JANUARY 19, 2017**

**2017 LASSO/MASBA/JCI Golf Tournament
Thursday, February 23, 2017 – 1:30 p.m. Shotgun Start
Brackenridge Golf Course, San Antonio, Texas**



The Latino Academic Scholarship & Scholastic Organization (LASSO) has designated MASBA as its sole scholarship recipient. All sponsors are invited to participate in the golf tournament. Cost of golf tournament participation is separate from the MASBA Annual Conference & Expo. For more information on participation costs and LASSO Sponsorship opportunities, please visit www.LAS-SO.org or call us at 210.478.7901.

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