



2024

Facilities/Operations Director Conference & Expo

Exhibit show & sponsorship registration information

**September 29 - October 1, 2024
Crystal Mountain Resort, Thompsonville**





Dear Associate Member:

The 2024 MSBO Facilities/Operations Director Conference and Exhibit Show at Crystal Mountain is being planned and will take place September 29 - October 1, 2024. The Exhibit Show will take place on **Monday September 30, 2024 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 online 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, (517) 327-9222 or Patty Lenneman at 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 10** — Gold and Silver sponsorships only — includes an indoor booth space (specific silver sponsorship events will be determined after registration closes*).
- **July 17** — Bronze sponsorships only — includes an indoor booth space.
- **July 24** — 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.

**To streamline the registration process, Silver Sponsors will NOT select a specific event at registration. MSBO staff will contact Silver Sponsors after registration closes to determine specific sponsorship events.*

REMINDER: If you are not the correct contact person to receive the exhibit information, please send the contact information to Patty Lenneman, 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!

Patty Lenneman

Patty Lenneman
Exhibit Coordinator



Begins July 10, 2024

Gold and Silver Sponsorship Registration Only

\$3,000 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

\$2,000 Silver Sponsor Benefits (16 available)

*To streamline the registration process, Silver Sponsors will NOT select a specific event at registration. MSBO staff will contact Silver Sponsors after registration closes to determine specific sponsorship events.

- 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
- Free conference attendee list in advance



Begins July 17, 2024

Bronze Sponsorship Registration (Includes any remaining Gold or Silver sponsor spots)

\$1,500 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 24, 2024

Standard Exhibit Registration (Includes any remaining sponsorship spots)

\$550 Standard inside booth

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

\$525 Tent booth

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

\$500 Tabletop

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