

# 36<sup>th</sup> Annual Montana Aviation Conference

## February 27 - 29, 2020

### Heritage Inn, Great Falls, MT

The annual Montana Aviation Conference will be held at the Heritage Inn located at 1700 Fox Farm Road, Great Falls, Montana. The nearest commercial service airport is the Great Falls International Airport (GTF).

#### NEW THIS YEAR !!

**Online Registration** - All conference registrations will be processed through an online conference registration software. Please visit <https://www.mdt.mt.gov/aviation/conference.shtml> to register for the conference.

*Be sure to review the "Online Registration Tips" section at the end of this publication for helpful hints regarding the online registration process.*

**Refreshment Sponsorships** - We are offering the opportunity for companies to sponsor refreshment breaks this year. When participating in this opportunity, the company's name will be posted at the table with the refreshments along with the company's name listed as a sponsor in the program and on the Sponsor sign at the conference.

#### Lodging Information

For your convenience, rooms have been blocked at conference rates at the Heritage Inn. Reservations must be made **prior to February 12, 2020** to be eligible for the conference rate. Please call (406) 761-1900 to make your reservation and reference rooming block **Montana Aviation Conference** to receive the conference rate.

**\*\*\*\*\* To ensure that your company name is displayed at the conference and in the program brochure, registration must be completed by February 1, 2020. Be sure to register early as exhibit space is limited!!! \*\*\*\*\***

#### Sponsorship Information

The annual Montana Aviation Conference would not be possible without the generosity of the many sponsors. All company sponsorships will have their company name displayed at the conference and in the program brochure and receive complementary conference registration and meals depending on sponsorship level. Sponsorship Levels: Silver - \$500; Gold - \$1,000; and Platinum - \$1,500.

## Exhibitor Information

You can be a part of this conference and provide attendees with valuable solutions by introducing them to your company. This is an excellent opportunity to showcase your products and services. Contact K&J Convention Services at (406) 442-3238 to order additional booth furnishings, tables, electrical upgrades, and for shipping information.

**Single booths** - \$575 early bird registration, \$675 after 2/1/20 - consists of an 8'w X 6'd pipe and drape footprint with sign, 5' skirted table, two chairs and one 500-watt, 110-volt outlet.

**Double booths** - \$800 early bird registration, \$900 after 2/1/20 - consists of a 16'w X 6'd pipe and drape footprint with sign, two 5' skirted tables, four chairs and two 500-watt, 110-volt outlets.

### Exhibitor Set Up:

2/27/20: 7:00 a.m. – 11:30 a.m.

### Exhibitor Meeting:

2/27/20: 10:00 a.m.

### Exhibit Hours:

2/27/20: 1:30 p.m. – 6:30 p.m.

2/28/20: 9:00 a.m. – 11:00 a.m.

2:00 p.m. – 5:00 p.m.

2/29/20: 9:00 a.m. – 2:30 p.m.

### Exhibitor Tear Down:

2/29/20: Beginning at 2:30 p.m.

## Online Registration Tips

Visit <https://www.mdt.mt.gov/aviation/conference.shtml> to register!

### The first email/person registered counts as an attendee.


If the person completing the registration is the Conference Contact and is NOT attending the conference, that person should use the email address and information for the person that IS attending the conference. The software will prompt you for the Conference Contact's information.

### Don't know who is attending the conference yet, but want to reserve a booth space?

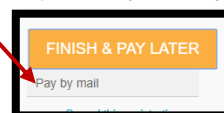
Complete the registration for one person. You can come back at a later date and add additional complementary registrations.

**Registering multiple people?** When you complete each person's registration, PRINT OR SAVE THE INVOICE after you complete each registration *before* proceeding to the next person. This is the only chance you have to print/view the invoice for each person. The software will not add additional attendees onto the main company's invoice. If you did not print/save the invoices, let us know and we can retrieve them for you.

**Exhibit Booths** - Use the interactive map in the conference registration software to select your booth space. After you select the box for a single booth (or choose two for a double booth),

click the  button that appears to select your booth. Hover over a grey booth to see the company's name that has already purchased that booth space.

**Finished with registration?** Be sure to click the "Pay by mail" link to officially finish the registration process otherwise your registration is considered incomplete by the system.



**Have questions?** Don't struggle! Just call us at (406) 444-2506 and we will help you through the registration process.