



The Missouri State Thespians State Conference is held each year to provide over two-thousand students and educators with the opportunity to learn from professionals and network with their peers. We are looking forward to seeing you this year and sharing in the opportunities the conference has to offer! **PLEASE** read the following information, as it is **EVERYTHING** that you will need to know for the 2019 MST Conference! There have been several changes to the process to simplify things for all of you and we are excited to share them with you!

As always if you have any questions, please email Amie Gossett & Andrea Martin at mothespiansinfo@gmail.com.

Exhibit Information The Exhibit fees for the conference are broken up into two tiers. Exhibit fee does not include: hotel accommodations, incidentals, meals, or parking.

\$300.00 Level*		\$500.00 Level*	
Colleges/Universities	Vendors	Colleges/Universities	Vendors
1 Exhibit Table Electricity for Booth (access to 1 outlet) Half Page B&W Program Ad if received by December 1st. Digital Guidebook Ad if received by December 1st. 2 Conference Attendees (with Complementary Background Checks)		2 Exhibit Tables Electricity for Booth (access to 1 outlet) Full Page B&W Program Ad if received by December 1st. Digital Guidebook Ad if received by December 1st. 4 Conference Attendees (with Complementary Background Checks) 1 Wifi Login	
1 Attendee for Scholarship Auditions with Wifi Login	Inclusion in Vendor Passport Program**	Callback Breakfast Table	Inclusion in Vendor Passport Program**
		2 Attendees for Scholarship Auditions with Wifi Login	Distributed Promotional Material in Sponsor Packets if received by December 1st.
\$10.00 ea		Additional Conference Attendees (Includes background check)	
\$25.00 ea		Additional Conference & Scholarship Audition Attendee (includes background check)	

***Workshop Credit** A \$50 credit per offered workshop (up to \$100) will be applied to Exhibit Registration fee if completed workshop registration is received by December 1st. (see workshop registration below)

****Vendor Passport Program** The Vendor Passport Program is designed to increase facetime with Troupe Sponsors. Each sponsor will be given a Vendor Passport that you will stamp/sign after visiting your booth. Once they have visited all the vendor booths, they will turn in their Vendor Passport and a drawing will be held for a basket of products which have been donated by the registered vendors. **We ask that all Vendors donate at least one item to the Vendor Passport basket.** Business cards or other promotional material may be included with your donation.

Important Exhibitor Information The following information pertains to specific conference details. Please email Amie Gossett & Andrea Martin at mothespiansinfo@gmail.com if you have questions.

Exhibit Set-Up & Check-In	Thursday, January 10	8:00-5:00pm
Exhibit Times	Thursday, January 10 Friday, January 11 Saturday, January 12	9:00am-7:00pm 8:00am-7:00pm 8:00am-2:00pm
Callback Breakfast (if applicable)	Saturday, January 12	8:00am-9:30am
Exhibit Removal	Saturday, January 12	By at 2:00pm

Sponsorships We are offering any vendor or college/university to receive additional promotional opportunities as a Conference Sponsor. Sponsorships are available starting at \$500. Please email Amie Gossett & Andrea Martin at mothespiansinfo@gmail.com for specific information pertaining to your participation in this program or if you have questions.

Silver Level	\$500	3-minute speech during the Troupe Sponsors Meeting at 1:45pm on the Thursday of conference, and signage stating the meeting refreshments were sponsored by your organization.
Gold Level	\$1000	Silver Level + Logo displayed on MST Website (linked to your website) for one calendar year
Platinum Level	\$1500	Silver + Gold Level + Event Naming Rights & Sponsor Signage for specific events at conference (Mainstage Performances, Individual Events, IE Showcase, Page to Stage, Tech Challenge, etc). For example “[Your Organization] presents the 2018 Individual Events” <i>This terminology would be used on Guidebook, the Program as well as in Announcements.</i>

Conference Registration Please complete the following Google Form in order to register for the 2019 MST State Conference.

Click [HERE](#) for Colleges/University Registration OR Click [HERE](#) for Vendor Registration

Workshop Registration If you are planning on presenting a workshop, you MUST register [HERE](#) by creating a login on the MST Website and inputting the workshop information. All workshops must be registered by December 1st. For any workshop related questions, please email lorvera@psdr3.org.

MANDATORY Adult Consent Forms Due to insurance regulations, it is mandatory that **ALL** adults attending the conference have an adult consent form on record as well as a background check. This includes **ALL students** who come to assist you at your table.

Click one of the links below to access the applicable 2019 Consent Form:
[Consent Form to Medical Treatment](#) OR [Consent Form NO to Medical Treatment](#)

We ask that you download this form, fill it out, and **return by December 1st** to:

Amie Gossett
14653 Clayton Road
Ballwin, MO 63011

MANDATORY Background Checks

Click **HERE** to complete the Mandatory Background Check.

NO ONE, including student volunteers, will be allowed to attend the conference without being registered and completing BOTH a Consent form and a Background Check.

Scholarship Information & Callback Breakfast

Scholarship Auditions/Interviews will be held on Friday January 11, 2019
(location will be listed in the conference program)

Performance Auditions-- 8:30am-12:30pm

Technical Interviews--1:45-4:00pm

Callback Breakfast will be held on Saturday January 12, 2019 from 8:30-10:00am
(set up from 8:00-8:30am) The location will be listed in the conference program.

Load-In & Load-Out Information

You will only be able to load in your materials between 8:00am and 5:00pm on THURSDAY January 8th. **Unfortunately we cannot load in on Wednesday.** The Colleges and Vendors display area will be located in the Convention Center on the 1st floor lobby, this area will yield a lot of traffic from students as it is where the majority of the workshops will be held.

Hotel Information

This year we are asking that all colleges and Vendors reserve rooms at the Phillips Hotel. This is not the conference hotel, but it is very close and they are extending a conference rate to exhibitors. Here is the link you should use to reserve your hotel rooms.
https://secure3.hilton.com/en_US/qq/reservation/book.htm?inputModule=HOTEL&ctyhocn=MKCCUQ&spec_plan=MSTA&arrival=20190109&departure=20190112&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT

Items to Be Shipped

If you are planning on having items shipped to the hotel/convention center, you will need to contact them directly.

Additional Information

All Payments are due to Missouri State Thespians by December 15th. You can mail a check or pay online for a 3.5% fee. If your payment is late, you will be subject to a 25% late fee due upon arrival at conference.