MISSOURI SMALLFLOWS ORGANIZATION

2027 MISSOURI SMALLFLOWS ORGANIZATION CONFERENCE & TRADE SHOW

JANUARY 18-20, 2027

PRE-CONFERENCE ON JANUARY 18, 2027

MARGARITAVILLE RESORT

OSAGE BEACH, MISSOURI





Exhibiting at the only State-Wide Onsite Wastewater Show!

Opportunities to network with onsite wastewater contractors throughout Missouri!

Learn about new industry technologies!

Exhibit your products at the Trade Show!

Sponsorship opportunities!

Breakfast, Lunch, Break, and Social Event sponsorships available!

Advertise in the printed Conference Program every attendee receives!

MISSOURI SMALLFLOWS ORGANIZATION

2027 MSO Conference & Trade Show
January 18-20, 2027
Margaritaville Resort – Osage Beach, Missouri

Dear Exhibitor,

The Missouri Smallfllows Organization (MSO) presents the 2027 MSO Conference & Trade Show on January 18-20, 2027. The Trade Show is a very important part of our convention. Contractors come from across the state to earn CEUs and visit YOU about your products. We have built in time to build networking opportunities with Missouri onsite wastewater professionals. This is the only state-wide onsite wastewater show in Missouri. Don't miss out on this great opportunity.

At the 2027 Conference & Trade Show, MSO will have multiple booths available for purchase. The show will be held at the Margaritaville Resort in Osage Beach. The Exhibit Hall is in a carpeted ballroom right next door to the General Session and across the hallway from the breakout sessions. The conference is a great chance to showcase your company and products.

While we are still planning our speaker line-up, we anticipate a great turn out. Every year, we attract over 350 professionals and continue to grow.

The MSO Board of Directors is asking all exhibitors to help build our Door Prize Pool. Every year, our attendees state how much they enjoy the door prizes at the Roe-D-Hoe®. We are asking every exhibitor to either donate a $75 item or $75 for MSO to purchase an item that will have your company name announced as sponsoring the prize. Thank you for helping us continue this event for our members!

Why join us for the 2027 MSO Conference & Trade Show?

As an exhibitor, you get the chance to meet in-person with contractors to answer questions and showcase your products. MSO's mission is to promote professionalism in the onsite wastewater industry. Hosting this event annually brings together professionals to learn about new options in treatment and come up with solutions for Missouri.

This event is not possible without you. As an exhibitor, you promote our industry and professionalism. Our members attend and appreciate the Conference & Trade Show every year. It's a grand time during winter months to earn some CEUs, have some great food, and network with other professionals.

We look forward to having you at Osage Beach on January 18-20, 2027.

Best regards,

Tammy Trantham

Tammy Trantham
Executive Director
Missouri Smallflows Organization

MISSOURI SMALLFLOWS ORGANIZATION

2027 MSO Conference & Trade Show
January 18-20, 2027
Margaritaville Resort – Osage Beach, Missouri

Conference At-A-Glance

Exhibit Hall Set-up from 11:30 AM – 4:45 PM
Monday, January 18, 2027
Kickoff Opening Welcome Reception in Exhibit Hall with Roe-D-Hoe from 5:00 PM – 7:00 PM
***Don't miss this introductory time with customers!**

Tuesday, January 19, 2027	**Wednesday, January 20, 2027**
• 7:30 AM – 9:00 AM: Breakfast and Trade Show Open • 9:00 AM – 10:30 AM: General Session • 10:30 AM – 10:45 AM: Break in Exhibit Hall • 10:45 AM – 11:45 AM: General Membership Meeting with Lunch • 1:00 PM – 1:30 PM: Break in Exhibit Hall • 1:30 PM – 2:30 PM: Breakout Session 1 • 2:30 PM – 3:00 PM: Break in Exhibit Hall • 3:00 PM – 4:00 PM: Breakout Session 2 • 4:00 PM – 4:15 PM: Break in Exhibit Hall • 4:15 PM – 5:15 PM: Breakout Session 3 • 5:15 PM – 7:30 PM: Membership Appreciation and Roe-D-Hoe Finals at Trade Show • 8:00 PM – 10:00 PM: Evening Social at Fin City Bowling & Billiards	• 7:15 AM – 8:00 AM: Breakfast in Exhibit Hall • 8:15 AM – Exhibitors may tear down • 12:00 PM – Exhibitors must be moved out of Exhibit Hall • 8:00 AM – 9:00 AM: Breakout Session 4 • 9:30 AM – 10:30 AM: Breakout Session 5 • 10:45 AM – 11:45 AM: Breakout Session 6 • 11:45 AM – Conference adjourns

Agenda subject to change

Lodging Information

Make your room reservation early! Book online or call Margaritaville Resort to reserve your rooms.

Online Reservation Link
Guest Rooms = $128/night + taxes and resort fee

Call the Hotel for the One- or Two-Bedroom Suite Reservations. Phone: 1-800-826-8272.
One Bedroom Suite = $199/night + taxes and resort fee
Two Bedroom Suite = $299/night + taxes and resort fee

Margaritaville Lake Resort
Lake of the Ozarks
494 Tan Tar A Drive
State Road KK
Osage Beach, MO 65065
Website: www.margaritavilleresortlakeoftheozarks.com

MISSOURI SMALLFLOWS ORGANIZATION

2027 MSO Conference & Trade Show
January 18-20, 2027
Margaritaville Resort – Osage Beach, Missouri

Pricing for the 2027 Conference, Newsletter & MSO Membership

The prices below show the pricing for the exhibition at the 2027 MSO Conference & Trade Show. Please note that 20x20 booths are no longer available. We have "quad" booths available to group 8x10 booths for larger floor space if you prefer. **Also, no concrete tanks or heavy equipment can be brought into the ballroom. If you have questions about what is allowed, please reach out to MSO.** We will still have the Roe-D-Hoe competition as we have special permission for an electric mini-excavator.

We encourage you to add on MSO Newsletter advertising and membership! The MSO Newsletter, Outhouse Post, is sent out via print or email to our 700+ membership. This quarterly newsletter is a great way to keep your company in front of customers!

Booth Selection and Options		
Quad Booth Information	**Individual Booth Information**	**Upgrades for Individual Booth Selection**
Quad – 4 – 8x10 booths	Single 8x10 booth	Additional 8x10
Cost: $2,500	$750	$450
Each Quad booth includes: • **4 – 6' skirted table** • **8 chairs** • **Wastebasket** • **Sign for Company** • **Full Page Ad in Conference Program** • **Company's Logo with website link on MSO Website**	**Each 8x10 booth includes:** • **1 – 6' skirted table** • **2 chairs** • **Wastebasket** • **Sign for Company** • **Half Page Ad in Conference Program** • **Your company's logo with website link on the MSO website**	**May upgrade to Full Page Ad for $250 (If purchasing 2nd booth or more, full page ad upgrade included)**
Every exhibiting company is asked to provide either a $75 item or $75 towards the Door Prize Pool.		
NOTE: Electricity is available through Margaritaville. Please see Amenity Form starting on page 13 to order electricity directly though Margaritaville.		
MSO Newsletter Advertising		
Full Page Ad	4 issues	$1,500
Half Page Ad	4 issues	$800
MSO Membership		
Company Membership (up to 4 members)		$470
Individual Membership		$170

Conference Advertising information will be sent out after the completed registration is received to the MSO Office.

Any booth reservation cancellation must be received by December 23, 2026. Booth reservations will be refunded less a $50 processing fee. No refunds after December 23, 2026.

MISSOURI SMALLFLOWS ORGANIZATION

2027 MSO Conference & Trade Show
January 18-20, 2027
Margaritaville Resort – Osage Beach, Missouri

Door Prize Pool:

The MSO Board of Director's is asking that all exhibiting companies provide a $75 item or $75 towards our Door Prize Pool. If you choose to pay $75, MSO will purchase a door prize to give out in your company's name. Our MC of the Roe-D-Hoe will recognize companies as the prizes are awarded. There will be a "Bingo" game for attendees to visit booths to qualify for prizes. This has increased traffic for vendors in their booths!

Additional Conference Sponsorship Opportunities

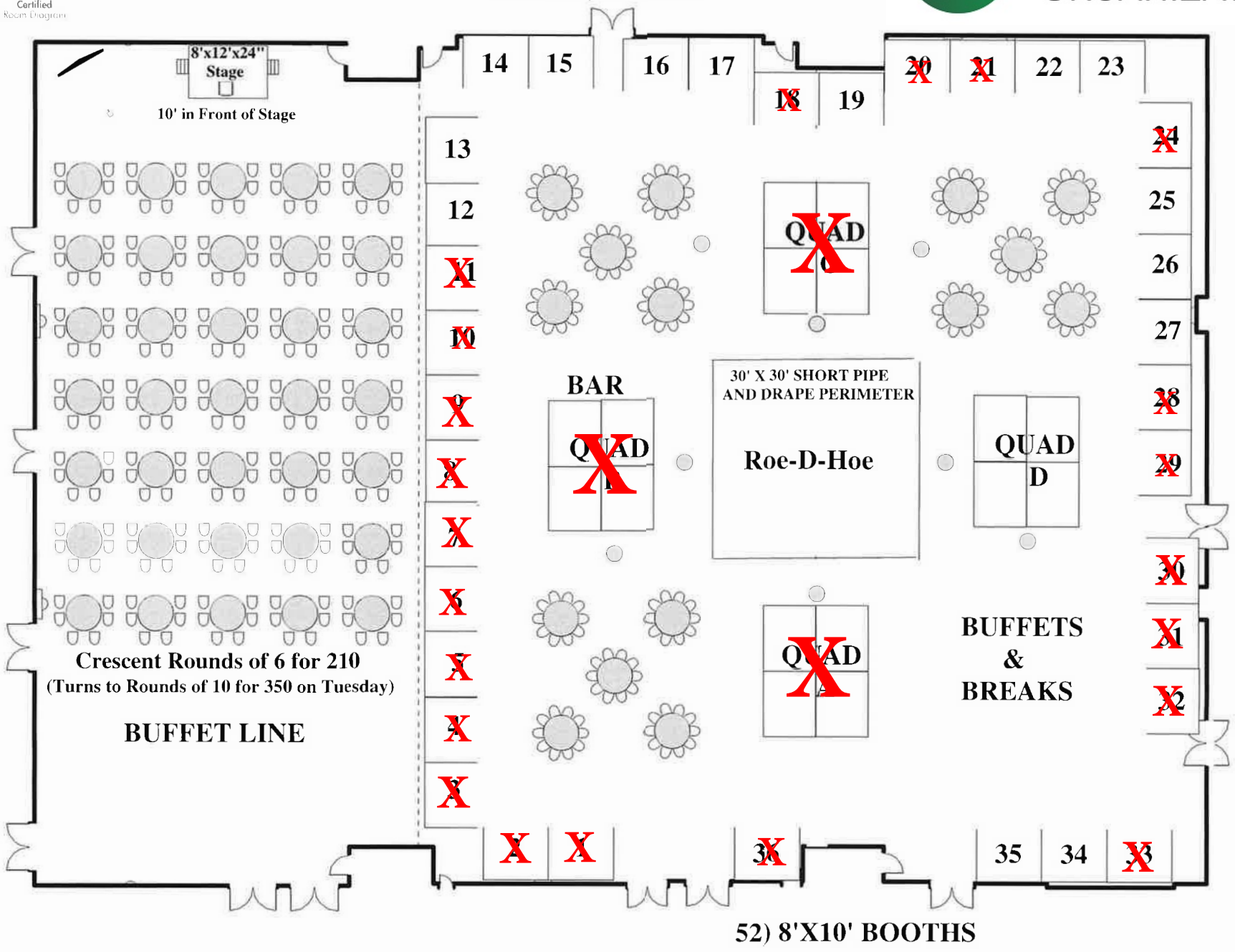
$1000 Welcome Reception Sponsor **This event is on Monday (1/19) evening.**	Includes: • Sponsorship for Welcome Reception in the Exhibit Hall on Monday, January 18 • Signage and recognition at the Roe-D-Hoe kickoff event! • Special sign to display at booth
$1000 Sponsorship Breakfast or Lunch	Includes: • Signage for your company for sponsoring breakfast Tuesday & Wednesday morning • Signage for your company for sponsoring the Membership Lunch on Tuesday
$800 Sponsorship Breaks	Includes: Signage for your company for sponsoring breaks
Evening Social Sponsorships: Tuesday, 1/19, 8:00 PM – 10:00 PM	
$500 Bowling Lane Sponsor at Evening Social at Fin City Bowling	Includes: • Sign at Bowling Lane (1) for your company (Maximum of 5 lanes available) • Special Sign to display at booth recognizing sponsorship
$500 Billiards Sponsor at Evening Social	Includes: • Sign at Billiards Table (1) for your company (Maximum of 5 tables available) • Special Sign to display at booth recognizing sponsorship
$300 Dart Boards Sponsor at Evening Social	Includes: • Sign at Dart Board (1) for your company (Maximum of 2 boards available) • Special Sign to display at booth recognizing sponsorship
$300 Shuffleboard Sponsor at Evening Social	Includes: • Sign at Shuffleboard (1) for your company (Maximum of 1 available) • Special Sign to display at booth recognizing sponsorship

MO SMALLFLOWS ORGANIZATION

Grand Ballroom

Monday, 1/18/27

MISSOURI SMALLFLOWS ORGANIZATION



MSO Exhibit Hall Booth Assignments

Note: There may only be one Bar available. If a company wants to sponsor the Welcome Reception they will be given priority to Quad B or Quad D to have the bar by their booth selection. Maximum of two bar placements will be available.

Booth Number	Company
Quad A	Innovative Pump Solutions
Quad B	Webtrol
Quad C1	Infiltrator Water Technologies
Quad C2	Stewart Concrete
Quad D	
1	Transit & Level Clinic
2	Transit & Level Clinic
3	Polylok/TG Rankin Company
4	TG Rankin Company
5	TG Rankin Company
6	TG Rankin Company
7	Dig In Digital
8	Jet, Inc.
9	Ganey Engineering
10	Topcon Solutions Store
11	Norweco, Inc.
12	
13	
14	
15	
16	
17	
18	Taylor's Tins
19	

Booth Number	Company
20	MO Water & Wastewater Products
21	MO Water & Wastewater Products
22	
23	
24	Ecological Tanks Inc.
25	
26	
27	
28	Headwater Wholesale
29	Headwater Wholesale
30	Blue Springs Winwater Works
31	SM Bush Precast
32	SM Bush Precast
33	Roth North America
34	
35	JNM Technologies, Inc.
36	Inspector Cameras LLC

Registration Form for 2027 MSO Conference & Trade Show – Register Online!

Contact Name: _____ Attending show? ___Y ___N
Company Name: _____
Phone: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____

2027 Conference & Trade Show Booth Reservation

Booth Sizes	Price:	Selection:
Quad Booth (Full page ad)	$2,500.00	_____
8x10 Booth (Half page ad)	$750.00	_____
*Upgrade to Full Page Ad	$300.00	_____
2nd Booth or more:		
10x10 Booth	$450.00	_____
*Includes upgrade to full page ad		

Preferred Booth(s):

1st: _____

2nd: _____

3rd: _____

We will accommodate to the best of our ability. See page 6 or website for most up-to-date layout.

REQUIRED:
My company will donate a $75 item or pay $75 for the door prize pool

_____ Bringing a $75 item
_____ Paying $75

Additional Conference Sponsorship Opportunities:

$1,000 Welcome Reception _____

$1,000 Sponsorship Breakfast _____ or Lunch____

$800 Sponsorship Breaks _____

Evening Social Sponsorship – Tuesday, 1/19

Bowling Sponsorship $500 _____ qty(max 5)
Billiards Sponsorship $500 _____ qty(max 5)
Dart Boards $300 _____ qty(max 2)
Shuffleboard $300 _____ qty(max 1)

Vendor Representatives: You receive two booth attendees per booth purchased. Additional booth attendees are $150 each.

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

MSO Annual Membership

_____ Company Membership $560 -up to 4 members
_____ Individual Membership $185
_____ 3-Year Individual Membership $480
*fill out next page 8 or 9 for membership

MSO Newsletter Advertising

_____ Full Page Ad – 4 issues $1,500
_____ Half Page Ad – 4 issues $800

Grand Total: _____

Make check payable to:
Missouri Smalfllows Organization
2733 E. Battlefield #132
Springfield, MO 65804

Request a QuickBooks Invoice to pay online:
Email to send Invoice to:
_____

Signature Required

I authorize the 2027 MSO Conference & Trade Show to reserve exhibit space and/or marketing opportunities for my company's use. I acknowledge and agree to comply with the Conference Exhibiting Terms and Conditions and Code of Conduct on the following pages.

_____

Signature Title Date

2027 Missouri Smallflows Conference & Trade Show Exhibiting Terms & Conditions

1. POLICY

The Missouri Smallflows Organization (MSO) hosts the 2027 MSO Conference and Trade Show (hereinafter referred to as "Conference"), and the MSO Board of Directors is the ultimate authority responsible for the policies and procedures contained herein. Enforcement of policies and procedures are assigned to the Executive Director (hereinafter referred to as "Show Management"). All businesses participating in the Conference must submit a Vendor Registration Form and Contract. In signing this contract, the company/business agrees to comply with all the following procedures and terms & conditions within this document.

2. APPLICATION AND PARTICIPATION

2.1 Procedures

Application for booth space must be made on the printed form provided by the Show Management. The prospective exhibitor will provide the requested information on the Vendor Application & Contract, which must be signed by a person who has authority to act on behalf of the prospective exhibitor. Show Management reserves the absolute right to reject any such application for any reason.

2.2 Payment

Full payment for booth space must be received with the signed contract either through credit card or business check. All checks are made payable to Missouri Smallflows Organization. No application will be accepted without payment. Returned checks will be charged a $50.00 fee and may be released from reservation without refund at the discretion of MSO's Executive Director.

2.3 Non-Endorsement

Acceptance of a booth space application in no way implies endorsement of the Exhibitor by MSO. Accordingly, the Exhibitor agrees that it shall not state, suggest, or imply approval or endorsement by MSO. Further, the Exhibitor agrees not to use MSO's name, logo or intellectual property in any other undertakings without the written consent and permission of MSO.

2.4 Conference Cancellation or Relocation

In the event of cancellation or relocation of the contracted conference due to circumstances within the Association's direct control, the liability of MSO will be limited to the refund of payment received for contracted exhibit space. In the event the Association has no control over the cancellation or relocation of any conference, the Association will have no liability of any kind but may in its discretion refund any fees paid by the exhibitor.

2.5 Exhibitor Cancellation

Should the exhibitor be unable to occupy and use the exhibit space contracted for and notifies the Association in writing by the deadline stated within the meeting brochure, all fees paid by the exhibitor, less processing fee, will be refunded. No refund of any fees after stated deadline, unless authorized by the MSO Board of Directors.

2.6 Default Occupancy

Any business or exhibitor failing to occupy the space contracted with MSO is not relieved of the obligation to pay for such space at the full rental price. MSO will have the right to use the vacant space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied by two hours before the official show opening.

2.7 Insurance

In all cases, exhibitors wishing to ensure their goods must do so at their own expense.

2.8 Personnel

All booth personnel must be registered for the conference. No exceptions.

3. USE OF BOOTH SPACE

3.1 Space Assignment

Assignment of space is determined solely by Show Management. Exhibitor preferences are honored as much as possible but cannot be guaranteed. Show Management reserves the right to reassign a booth location if necessary.

3.2 Exposition Booths and Equipment

Based on the defined agreement/contract for the individual show, standard booth equipment (back and side wall draping, identification sign, table and 2 chairs) will be included within the fee charged by MSO, and without additional cost to the exhibitor.

3.3. Re-Assignment of Booth Space

No exhibitor or business shall assign, sublet, or apportion the whole or part of its allotted exhibit space. The space contracted for is to be used solely for the exhibitor whose name appears on the contract.

3.4. Space Limitations

If a company or exhibitor plans to install a completely constructed display of such character that the exhibitor will not require or desire the use of standard booth equipment, no part of this equipment will project out of the assigned space so as to obstruct the view of adjacent booths. No part of any display can project out of assigned space into aisles causing foot traffic to be obstructed.

3.5. Space Maintenance

The company/exhibitor must at their own expense maintain and keep in good order all of the area within the exhibit and the space for which the contract stipulates.

3.6 Union Labor

Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities and various labor organizations represented. All labor required for setup or dismantle, decoration or use of equipment must be ordered through the official service contractor.

3.7 Protection of Exposition Facility

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel and/or exposition area without permission of the Association and the proper building authority. Packing, unpacking and assembly of exhibits will be done only in designated areas and in conformity with directions of Show Management.

3.8 Setup and Dismantling

Specific requirements as to the time for setup and dismantling of exhibits will be supplied to each business and/or exhibitor for the particular conference. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set two hours prior to the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes by Show Management.

3.9 Fire Regulations

All materials used in the exhibit booths must be of flame-proof materials and conform to all fire department regulations.

4. EXHIBITOR ACTIVITIES

4.1 Conduct

Vendors and their personnel are to treat all convention attendees, and staff involved with the convention in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.

4.2 Exhibit and Marketing Activities

Displays and exhibits will be shown only in the official exposition area as established by Show Management. Each exhibit and all exhibitor marketing activities shall be enclosed entirely within the floor space allocated and shall not

interfere with the light, space, or view of any other exhibit. Distribution of samples and printed material are restricted to the exhibit booth. The aisles, passageways, and other areas where traffic occurs remain under control of Show Management. Space must be left within the exhibit area to absorb the booth personnel and spectators. At the sole discretion of Show Management, should spectators interfere with the normal traffic flow in the aisle, overflow into neighboring exhibits, or divert aisle traffic, the demonstration will be limited or eliminated. No signs, decorations, banners, advertising material or special exhibits are permitted in the aisles or elsewhere in the Margaritaville Resort.

4.3 Event Conflicts

Show Management policy prohibits extraneous events being scheduled during the defined and publicized exposition hours. The exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the conference or exposition hall during the official hours of the conference and exposition. Failure to observe this requirement may result in expulsion from the exposition and other sanctions.

4.4 Booth Occupancy

A vendor's booth(s) shall be occupied at all times when the exhibit hall is open. Vendors are not allowed to close down their booth(s) prior to the designated time. Violators will pay a $100 retainer to exhibit at future shows.

4.5 Sound

The noise level from any demonstration or sound system should be kept to a minimum and should not interfere with others. Any speakers must be directed into the middle of the exhibitor's booth space. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

4.6 Lights

Those displaying simulated UV lights must mask the lights with smoked Plexiglass or drape so that the lights do not disturb neighboring exhibitors.

4.7 Equipment Demonstrations and/or Entertainment

If equipment or displays with moving parts occurs, it must be presented and function in a safe manner with appropriate safeguards to assure the safety of all present in the exhibition halls or outdoor exhibition areas. Show Management reserves the right, in its sole discretion, to restrict demonstrations or entertainment which is objectionable or disruptive to the overall character of the Exhibition or conference.

4.8 Giveaways, Contests, Drawings

If exhibitors wish to hold a giveaway, contest or prize drawing, they must do so in a way which will not interfere with the ability of other exhibitors to conduct business in their booths, nor with the operation and management of the conference itself.

4.9 Food Service

All food and beverages must be secured through the conference facility or official conference caterer.

4.10 Alcohol

No alcohol is to be distributed by exhibitors in the Exhibit Hall without the permission of Show Management.

5. GENERAL EXPOSITION POLICIES

All companies/businesses participating in the Conference must agree to abide with the general procedures established for the conduct of a successful event and program.

5.1 Access to Exposition

Show Management has the authority to grant or restrict access to all individuals who desire to enter the exposition.

5.2 Banner Displays

MSO reserves the right to display banners in areas of their own choosing, including but not limited to, banners from sponsors and event sponsors.

5.3 Cameras

Exhibitor grants to MSO a perpetual non-exclusive license to photograph display and otherwise use any likeness of the Exhibitor's exhibit for the purpose of advertising future activities of MSO or future exhibitions. Other than that exception, only the Exhibitor may grant permission to have his/her exhibit and/or product photographed or captured on video recording devices, including mobile phones. Any exhibitor taking photographs or video of another's exhibit or product without expressed or written permission must relinquish the digital media upon request.

5.4 Age Requirements for Admittance

Children under the age of 18 years old entering the exhibit hall during show hours must be accompanied by a parent or guardian at all times. The parent or guardian assumes all risk and responsibility for the child(ren). Children are not allowed in the hall during move-in and move-out.

6. AGREEMENT TO TERMS AND CONDITIONS

Each company/business or exhibitor, for himself and his employees and agents, agrees to abide by these conditions, and that it is understood and agreed that the sole control of management of the conference/tradeshow exposition rests on the Missouri Smallflows Organization, represented by Show Management.

7. VIOLATIONS OF PROCEDURES AND CONDITIONS

Any of the following actions by an exhibitor shall constitute a violation of the conditions of the Vendor Application & Contract.

a. Use of a display of equipment, products or services which varies in any significant way from the description on the Application.

b. Violation of any municipal, state, or federal laws, rules or regulations.

c. Failure to follow procedures prescribed in sections 1 through 6.

8. LIABILITY

8.1 MSO undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the exhibitor, his/her officials, agents or employees, or for the protection of the property of the exhibitor or his/her representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any security protection exercised by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the exhibitor.

8.2 The exhibitor agrees to indemnify and hold MSO and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the display or use of property of the exhibitor.

8.3 The Exhibitor is solely liable for the operation of all displays and agrees to indemnify and hold MSO, its officers, directors, volunteers, employees, conference partners, guests, invitees, and agents harmless from any and all claims of liability arising out of Exhibitor's exhibit, demonstrations and the like.

8.4 MSO shall not be liable for any failure to deliver space to an exhibitor or for the loss of allotted space of an exhibitor, who has contracted for exhibit space under the terms of this agreement, if non-delivery is due to any one of the following causes: destruction of or damage to the building or exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control.

8.5 The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

9. ENFORCEMENT OF POLICY AND PROCEDURES

Enforcement of this agreement will occur through Conference Show Management, in consultation with the MSO Board of Directors.

MISSOURI SMALLFLOWS ORGANIZATION CODE OF CONDUCT

Values Statement

The Missouri Smallflows Organization Conference provides the opportunity for professionals in the wastewater industry to come together to learn, discuss and network with other professionals. MSO is committed to providing a safe, friendly and welcoming environment for everyone regardless of gender, age, disability, race, political stance, religion, appearance, sexual orientation or other characteristics. The MSO Conference Committee expects all people to attend, teaching or managing the conference to ensure a safe, positive experience.

This Code of Conduct outlines our expectations for appropriate behaviors, as well as the consequences of inappropriate behaviors, for all attendees, staff, guest speakers, and sponsors (called participants).

Expected Behavior

We ask all participants to be respectful, considerate and courteous. Refrain from discrimination, harassment, disparagement or any other demeaning speech and actions. We expect all participants to act in a professional manner reflecting the reputation and values of our association.

Unacceptable Conduct

Misconduct:

Misconduct is defined as any type of discriminatory language, harassment, disparagement, demeaning speech or actions, bullying and prejudice. Any deliberate attempts to disrupt other participants is prohibited. Destructive actions, such as attempts to damage property are prohibited.

MISSOURI SMALLFLOWS ORGANIZATION CODE OF CONDUCT

No Soliciting:

Participants are prohibited from soliciting during The Missouri Smallflows Organization Conference. Exhibitors see the exceptions on the next page. Biased marketing is not permitted. This conference is intended to grow our industry and help professionals network and learn. Solicitation hinders participants' experiences and ability to engage in conference events.

Soliciting will be defined as follows:

1. Direct sales pitches with the intention of gaining business
2. Any off-site activities hosted to draw attendees away from the conference
3. Poaching to recruit workers from other places of business
4. Asking for donations
5. Handing out flyers

What is accepted?

1. Handing out business cards for networking
2. Open-ended questions
3. Scheduling time for further discussion outside of the conference
4. Discussing different products or brands as a whole

MISSOURI SMALLFLOWS ORGANIZATION CODE OF CONDUCT

For those who paid for a booth (Exhibitors), please read carefully:

The ONLY EXCEPTION to this rule is those who paid for a booth. These individuals or companies must adhere to these guidelines:

1. You MAY hand out flyers or other promotional materials, ONLY in your booth area
2. You MAY give sales pitches, ONLY in your booth area
3. You CANNOT go outside your designated booth area, such as around the conference center, handing out promotional materials or giving sales pitches
4. You MUST respect your competitors. No harassment or discrimination allowed

Legal & Compliance:

Each participant must adhere to local laws, industry regulations, and data privacy standards. Infraction of these regulations will be handled by local or industry law enforcement.

Reporting Procedures

Any person can bring an issue to the attention of a Board Member or the Executive Director. These individuals can be distinguished by a special ribbon on their name badge.

Hotel security and staff will also be present. You may bring up issues to the hotel staff, but direct conference issues, including participant issues, need to be addressed through a Board Member or the Executive Director.

MISSOURI SMALLFLOWS ORGANIZATION CODE OF CONDUCT

Reporting Mechanisms:

To alert a Board Member or the Executive Director of an issue, find an individual with a special ribbon on their badge. Know that any information shared with a Board Member or the Executive Director can be done so with confidence. Your identity and information will remain confidential. This ensures the safety of the informant.

Disciplinary Actions

Any infraction of this Code of Conduct will result in disciplinary action. Disciplinary action may include, but is not limited to:

1. A verbal warning will be issued on the first infraction
2. Expulsion from the conference event upon the second infraction and participant forfeits registration fees.

Note: Expulsion can be the first option if the infraction is more egregious.

Participant Signature

By registering for the MSO Conference & Trade Show, I agree to the MSO Code of Conduct from the date of purchase.

_____ _____

Signature Date

MARGARITAVILLE
Lake Resort
LAKE OF THE OZARKS

WELCOME Margaritaville Lake Resort Exhibitor

Included with your exhibit space is: 1) 6' x 30" draped and skirted table; 2) chairs; 1) wastebasket; and carpeted 8’ x 10’ area

PLEASE COMPLETE THE FOLLOWING INFORMATION AND EMAIL YOUR ORDER ALONG WITH THE FORM OF PAYMENT.

494 Tan Tar A Drive, P O Box 188TT, Osage Beach MO 65065
Hotel Phone #: (573) 348-3131
Email: exhibits@mvresortlakeoftheozarks.com

Margaritaville Lake Resort **does not** allow any food or beverages to be brought into the Exhibit Areas. Please contact the Catering Department for any food or beverage requirements at (573) 348-8551.

Qty	Item EQUIPMENT	Pre-Order Price	On-Site Price
	Additional 6’x30” Draped & Skirted Table(s), **One time charge**	$ 30.00 each	$ 35.00 each
	Additional 6’x18” Draped & Skirted Table(s), **One time charge**	$ 30.00 each	$ 35.00 each
	High Back Bar Stool, **One time charge**	$ 20.00 each	$ 25.00 each
	Cocktail Tables (tall), **One time charge**	$ 30.00 each	$ 35.00 each
	AUDIOVISUAL		
	6’x6’ Tripod Screen **per item/per day**	$ 55.00	$ 65.00
	Easel(s) **per item/per day**	$ 20.00	$ 25.00
	Extension Cord(s), or Power Strip(s) **per item/per day**	$ 13.00	$ 19.00
	32” Flat Screen Monitor **per item/per day**	$ 150.00	$ 200.00
	37” Flat Screen Monitor **per item/per day**	$ 175.00	$ 225.00
	High Speed Internet (Dedicated Line), **per day**	$ 95.00 **per day**	$ 125.00 **per day**
	ELECTRICAL SERVICE		
	Set(s) of Two, 110V Electrical Outlets, **One time charge**	$ 75.00	$ 85.00
	Set(s) of 220 Amp Electrical Service, **One time charge**	$ 150.00	$ 190.00
	MISCELLANEOUS SERVICES		
	Fork Lift Technician, **One hour minimum charge**	$75.00	$95.00
	Hotel Assistance with Oversized Freight, **One hour minimum charge**	$75.00	$95.00
	Total		

ALL ABOVE ITEMS INCLUDE BANQUET ADMINISTRATION SERVICE FEE AND SALES TAX.
If Tax Exempt, please send a current Missouri State Tax Exempt Letter with Exhibit Form

Please Complete the Payment Information on Page 2!

IF PAYMENT IS NOT RECEIVED IN ADVANCE,
PAYMENT MUST BE MADE AT EXHIBIT SET UP, AT THE ON-SITE PRICE

PLEASE PRINT OR TYPE LEGIBLY

Full Name of Conference:_____

Dates of Conference:_____

Company:_____

Address:_____

City, State, Zip:_____

Email: _____ Phone #:_____

PRINTED NAME:_____Signature:_____

Payment Enclosed: Yes_____ No_____ If no, charge to guestroom of:_____

Last 4 Digits of Credit Card #:_____

**** Credit Card Must Be Present at the Time of the Event to Complete Payment ****

****

FOR SHIPPING OF EXHIBIT MATERIALS AND DISPLAY ASSEMBLY, PLEASE UTILIZE
PAGE & BROWN CONVENTION SERVICES
5744 Chapel Drive
Osage Beach, MO 65065
Phone: 573-348-5176 * service@pagebrown.com

Margaritaville Lake Resort will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from its negligence.

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

PRINT SAVE

Phone 573 - 348 - 5176
Fax 573 - 348 - 5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Exhibit Material Handling

Shipping Instructions - Incoming

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the above address, with the following information.**

Name of Show: _____ Date of Show:_____

Location of Show:_____

Company Name:_____ Booth_____ #(s) (If known)

C/O Page & Brown Convention Services
5744 Chapel Drive
Osage Beach, MO 65065

- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- **If phone calls are necessary to determine necessary show delivery information, there will be a $50 surcharge added.**
- **200 lb minimum per shipment. Except small package shipment, see V in rate schedule below.**
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional $50.

Outgoing Shipping Instructions

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- **It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.**
- When time frame allows, we request that pick ups be scheduled at our warehouse, the next business day after show closes.

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).
Delivery to booth, prior to exhibitor set-up time.
Removal and return of empty crates to and from booths.
Handling out of the Exhibit site at conclusion of the show.

For Labels & More Information Visit Our Web Site
www.pagebrown.com **/Click On Exhibit Material Handling**

***** Keep Your Shipment Tracking Numbers*****

RATE SCHEDULE All weights rounded off to the next 100 lb. Each shipment is considered separately Per 100 lb. 200 lb minimum

I ADVANCE SHIPMENTS **Shipments received at warehouse**. Shipments of Common Freight And Crated Exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show.....$55.00.....$110.00

II RECEIVING AT SHOW SITE **Shipments received at show site during exhibitor move in period only, early shipments will be refused.**
Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show.....$60.00..... ..$120.00

III OUTGOING HANDLING ONLY .....$50.00 .....$100.00

IV HANDLING UNCRATED MATERIAL Rates in Item I and Item II above apply to Common Freight and Crated Exhibit Material
Shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time.....Plus 30%

V SMALL PACKGE SHIPMENT. Shipments weighing 30 lbs or less.....$55

LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is $.25 per lb. per article, with a maximum liability of $50.00 per item, and a maximum of $1,000.00 per shipment

Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight

Trade Show Amount Paid Weight

Contact Telephone

Company Name Email

Address City State Zip

Card # Exp. Date Code Authorized By

200 lbs minimum per shipment. Except small package shipments, see V in rate schedule above.

PLEASE LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW:_____BOOTH #:_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (____)_____
(TELEPHONE #)

NUMBER_____OF____PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW:_____BOOTH #:_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (____)_____
(TELEPHONE #)

NUMBER_____OF____PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW:_____BOOTH #:_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (____)_____
(TELEPHONE #)

NUMBER_____OF____PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065



Mailing Address:
2733 E. Battlefield #132
Springfield, MO 65804

Phone: (417) 631-4027

Email: contact@mosmallflows.org

Tammy Trantham, Executive Director