Vendor Registration Form - Due by March 1, 2019

Copy registration form for EACH individual attending and complete portion with correct names, addresses, and meal selection.

Name __________________________________________

Title/Position __________________________________________

Agency/Employer __________________________________________

Address __________________________________________

City ___________________________ State _____ Zip __________

Work Phone ___________________________

Email __________________________________________

Payment:

1. Covers one person & one 6' table (See previous page for Associate Membership info.)
   OR $450 Initial Annual Associate Membership = $ _______
   OR $400 Initial Dues (No Associate Membership) = $ _______

2. Additional Person(s)
   OR $150 X Add'l Person(s) ______ Associate Membership = $ _______
   OR $100 X Add'l Person(s) ______ (No Associate Membership) = $ _______

3. Additional Table(s)
   OR $100 X Add'l Table(s) _____ = $ _______

4. Sponsorship for Breaks/Banquet Social (See previous page for info)
   OR Tuesday AM $1,500 $______
   OR Tuesday PM $1,500 $______
   OR Wednesday AM $1,500 $______
   OR Wednesday PM $1,500 $______
   OR MACRS Social $1,500 $______

Total $_____

MEALS (Please check meals you will be attending)
April 2    ☐ Breakfast ☐ Lunch
April 3    ☐ Prayer Breakfast ☐ Lunch ☐ Banquet

Vendor Requirements
Registration and all table reservations must be made with LTAP.
☐ Outdoor Space for Large Equipment

Please contact LTAP 406-994-6100 or e-mail: genevieve.houska@montana.edu if requesting space for large outdoor equipment or other questions.

Please return this registration form with payment to:
Montana LTAP, P.O. Box 173910, Bozeman, MT 59717-3910
FAX: 406-994-5333  Questions: 1-800-541-6671 or 1-406-994-6100

Note: LTAP can accept credit cards for payment.
MACRS 2019 Annual Membership/Conference Registration

Vendor Information

MACRS President Clay Moore, Yellowstone County, welcomes you as a vendor to participate in the Montana Association of County Road Supervisors Annual Conference. This year’s conference is at the Heritage Inn, Great Falls, Montana, April 1 - 4, 2019. Please see vendor fee costs below as well as an opportunity to sponsor breaks or social. This is an exceptional opportunity for vendors to introduce themselves to Montana’s fifty-six county road supervisors all in one locale.

Associate MACRS Membership: By paying the initial Annual Associate MACRS Membership fee of $450, vendors have the opportunity to become an Associate MACRS Member for the additional $50. Their employees can also become Associate MACRS Members by paying $150 per employee. The additional $50 in each case provides vendor representation on MACRS Board, emails of all MACRS training notices, LTAP newsletters, and any electronic correspondence sent to MACRS members. See Vendor Registration Form on the other side of this notice to check appropriate box to become an Associate MACRS Member now!

Vendor fees without the option of becoming an Associate MACRS Member are $400 for the first person and one SIX-FOOT table space. If your space is longer than six feet, you must reserve an extra table space (an additional $100) or modify your display to fit six feet - NO EXCEPTIONS! There is a $100 charge without becoming an Associate MACRS Member for each additional person, and $100 per additional table, payable to LTAP. You may reserve your table now. If you are not sure how many people from your organization will be attending, just pay the initial $400 fee now and register additional people as soon as possible.

Vendor Sponsorship: MACRS is offering the opportunity for vendors to sponsor one of the four breaks, MACRS social, and Guest Program. (See registration form for more information.) Please note we cannot take credit cards. Your check must be mailed to MT LTAP to reserve table location. More info at MT LTAP’s Website: http://www.montana.edu/ltap/training/index.html

Vendors’ exhibits will be in the large convention area where meals and breaks are served. Set up begins on Monday, April 1, after 1:00 pm and must be removed by 4:00 pm on Wednesday, April 3, 2019.

Vendors are responsible for their own security since the hotel is not able to secure the room. Vendors are responsible for their own equipment and electrical extension cords. To reserve outdoor space for large equipment displays, vendors need to contact MT LTAP Conference Coordinator Genevieve Houska at 1-800-541-6671 or 406-994-6100.

The conference will cover a variety of topics dealing with safety concerns for workers, safety procedures and safety concerns for county roads. It will provide an opportunity to find out how other counties deal with these issues. Anyone involved with the management of roads, streets, and bridges will benefit from the knowledge shared at this conference.

LODGING - Vendors are responsible for their own lodging during the conference. A limited block of rooms has been reserved for first-come-first-serve at the Best Western Heritage Inn, Great Falls, MT 59404. Call 406-761-1900 to make your reservations (mention MACRS). Single rate is $93.

Vendor’s Cancellation Policy: No refunds will be processed for cancellations made after March 1, 2019.

MACRS 39th Annual Conference Agenda

Best Western Heritage Inn - Great Falls, MT
April 1 - 4, 2019

Monday - April 1
11am - 5pm Registration in Lobby
1:00-5:00pm CDL Regulations, Drug Testing, & Reasonable Suspicion

Tuesday - April 2
6:30-7:30am Breakfast Buffet for Conference Attendees
7am - 5pm Registration in Lobby
Session 1 American, Britain, Canadian Rooms
8:00am Presentation of Colors
Welcome: MACRS President Moore & Guests
8:30am Making Gravel Roads Great Again
10:00am Break: Vendor/Convention Area
10:30am Safety Improvements on Low Volume Roads
12:00pm Lunch: Vendor/Convention Area
Session 2 American, Britain, Canadian Rooms
1:00pm Department of Labor Shop Management and Safety
2:30pm Break: Vendor/Convention Area
Session 2A American & Britain Rooms
3:00pm Geographic roadway Inventory Tool (GRIT)
Session 2B Canadian Room
3:00pm Personnel Issues, Hiring Processes and Procedures.
4:00 - 6:00pm MACRS Social - French Quarter Wet Bar

Wednesday - April 3
7:00am Prayer Breakfast & Blessing - Vendor/Convention Area
1st Timers Welcome - Clay Moore, MACRS President
8:00am Break: Vendor/Convention Area
Session 3 American, Britain, Canadian Rooms
8:30am Road Law - Topics TBD
10:00am Break: Vendor/Convention Area
10:30am Road Law - Topics TBD
12:00pm Lunch: Vendor/Convention Area
Session 4A American & Britain Rooms
1:00pm Signing 101
Session 4B Canadian Room
1:00pm Culvert Basics, Materials, and Safety
2:30pm Break: Vendor/Convention Area
3:00pm Gravel Roads Round Table Panel Discussion
4:30pm Session 4 Ends
5:30-6:30pm Social - French Quarter Wet Bar
6:30pm Banquet - Convention Area
“Passing of the Gavel” Roads Scholars Awards

Thursday-April 4 MACRS Business Meeting-Montana/Alberta
8:00am - Noon • Election of Officers & Conference Overview. All members are requested and vendors encouraged to participate. (Note: Agenda is tentative and subject to change.)

Sponsorship of Breaks & Banquet Social

MACRS is offering an opportunity for vendors to sponsor one of the four breaks or the MACRS Social before the banquet. Vendors who provide sponsorship will receive recognition during the conference, on the program, at the banquet in LTAP newsletter, and on LTAP website - MACRS page. Banners will be posted at all events/meeting rooms recognizing the Event Sponsors.

Deadline for registration forms is March 1, 2019 to guarantee names will appear on vendor list in the program book.

Please note booth spaces are on a first-come-first-serve basis. We will do our best to accommodate you.

Tuesday Morning Break $1500
Tuesday Afternoon Break $1500
Wednesday Morning Break $1500
Wednesday Afternoon Break $1500
MACRS Social 4 - 6pm $2000

If sponsoring or co-sponsoring a break, please indicate amount on the registration form included on this brochure.