

**MISSOURI SOCIETY OF HEALTH AND PHYSICAL EDUCATORS  
(MOSHAPE)**

**Exhibit Space  
Application/Agreement**

Friday, November 10– Saturday, November 11, 2023  
The Lodge of Four Seasons, Lake Ozark, MO

We undersigned, hereinafter referred to as exhibitor, hereby submit our application to participate in the 2023 MOSHAPE Fall Convention. All equipment, costs and materials are the responsibility of the exhibitor.

A. Company or Institution Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**B. Booth Identification Sign/Convention Program Information:** Unless specified below, we will use the Company or Institution name above for both the exhibit sign and the convention program. Please limit the information to 40 characters.

**C. Payment Policy:** Full payment must accompany this contract application before your space location will be confirmed. (Federal/State agencies may defer payment if a purchase order is submitted with this application.) Checks should be made out to MOSHAPE. Payment can also be made by completing online Exhibitor Agreement ([www.moshape.org](http://www.moshape.org)) Events – Convention

**D. Exhibit Options.** Please place an “X” in the blank for all that apply from the following:

\_\_\_\_ 1. Attending Exhibitor for all sales and profits – 8 ft. draped table - \$400.00

\_\_\_\_ 2. Additional Space - \$100.00 should you need more than one exhibit space. Specify the number here: \_\_\_\_\_

\_\_\_\_ 3. Non-Profit Organization, University or School or Agency (proof of non-profit status required) - \$250.00

**Note:** This Exhibit Agreement provides for one convention registration. For additional representatives, they must register separately for the convention.

**E. Non-Attending Exhibitor Options**

\_\_\_\_ 1. Door prize donation valued at \$25.00-\$50.00

\_\_\_\_ 2. 500 flyers for attendee packets - \$50.00 fee

\_\_\_\_ 3. Tabletop displays only – Half table - \$50.00 fee

**F. Exhibit Needs:** Please select with an “X” all that apply from the following:

\_\_\_\_ 1. Base electricity - \$20.00 per outlet. Number of outlets needed \_\_\_\_\_

**G. Additional Exhibitors in attendance:**

\_\_\_\_ quantity beyond one exhibitor x \$225= \_\_\_\_\_

Include names for additional exhibitors attending for the nametag:

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\$ \_\_\_\_\_ Total of “D”, “E”, “F” AND “G” Amounts Above

**Exhibit Times:**           **Friday, November 10, 2023, 11:30 a.m. – 5:00 p.m.**  
                                  **Saturday, November 11, 2023, 8:00 a.m. – 2:00 p.m.**

**Set Up Times:**           **Thursday, November 9, 2023, 7:00 p.m. – 9:00 p.m.**  
                                  **Friday, November 10, 2023, 7:30 a.m. – 11:30 a.m.**

**G. Allocation of Exhibit Space:** The Exhibits Chair will assign space considering the criteria as prioritized below:

1. Exhibit contract with full payment received by October 15, 2023.
2. Exhibitors paying extra for additional space.
3. Number of consecutive years exhibiting at MOSHAPE.
4. Electricity requested.
5. Actual date this agreement and full payment was received.

**H. Convention Presentation** – Should an exhibitor wish to also be a Session Presenter please access the Convention Presentation Proposal from the Events menu at [www.moshape.org](http://www.moshape.org) and submit the proposal online. The Convention Director is Guy Danhoff, 2023 MOSHAPE President ([guydanhoff@gmail.com](mailto:guydanhoff@gmail.com)). As the acceptance is based on alignment with the Convention Theme: #OurTimeOurLegacy2023 and/or policies, practices and programs relating to our mission, the number of Exhibitor Presentations will be limited.

I. Organizations that wish to advertise and/or exhibit with MOSHAPE may not promote or solicit convention attendees to support fundraising events or activities. Any organization that fails to adhere to this stipulation shall be denied and access to MOSHAPE members will not be granted. Exhibit fees will not be refunded.

**J. Acceptance:** This application becomes an agreement when accepted by MOSHAPE Convention Management. Upon receipt of your signed agreement MOSHAPE will issue a letter of confirmation. Along with the letter will be a copy of this agreement verifying that exhibit space has been reserved.

This letter will also contain information about exhibit times, how to ship materials to the convention site, hotel specifications and directions to the site.

**Accepted by MOSHAPE Representative:** \_\_\_\_\_

Date \_\_\_\_\_

Thomas J. Loughrey, Ph.D., Executive Director

**If not submitted online, send completed form to:**

Thomas J. Loughrey, Ph.D.  
215 McCullough Ave., H  
Saint Louis, MO 63122

Cell: 314.566.7559  
email: [tom@moshape.org](mailto:tom@moshape.org)  
website: [www.moshape.org](http://www.moshape.org)