



# 137<sup>th</sup> MSA ANNUAL WINTER CONFERENCE

EXHIBITOR DATE: December 6, 2022

Arrowwood Resort, Alexandria, MN

## EXHIBITOR REGISTRATION FORM *or register online at [www.mnsheriffs.org](http://www.mnsheriffs.org)*

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
FIRST LAST

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAMES OF THOSE ATTENDING: *(Please print clearly, conference nametags will be made for your staff)*

Two booth staff registrations are included in the exhibit registration fee. Additional staff will be charged \$50.00 per person

\_\_\_\_\_ (No Charge) \_\_\_\_\_ (No Charge)

\_\_\_\_\_ (\$50.00) \_\_\_\_\_ (\$50.00)

DO YOU NEED ELECTRICITY: YES  NO

SPECIAL REQUESTS ***(NOT GUARANTEED)***: \_\_\_\_\_

PRIMARY PRODUCTS OR SERVICES: \_\_\_\_\_

LIST YOUR PRIMARY COMPETITORS *(TO BE USED FOR PLACEMENT PURPOSES)*: \_\_\_\_\_

## BOOTH & SPONSOR INFORMATION:

DISPLAY TYPE: CHOOSE ONLY ONE OF THE OPTIONS, ELECTRICITY INCLUDED IF INDICATED ABOVE

\_\_\_\_\_ VENDOR REGISTRATION (RECEIVED BY NOVEMBER 27, 2022) @ \$595.00  
\_\_\_\_\_ LATE VENDOR REGISTRATION (RECEIVED AFTER NOVEMBER 27, 2022) @ \$625.00  
\_\_\_\_\_ RESOURCE TABLE (Non-profit organizations only, *pre-approval needed.*) @ \$195.00  
\_\_\_\_\_ GOVERNMENT BOOTH (State or Federal Government) @ \$350.00

### OTHER FEES:

\_\_\_\_\_ OVERSIZE BOOTH FEE @ \$50.00  
\_\_\_\_\_ VEHICLE FEE (Squad/SUV) @ \$595.00 (please make arrangements with MSA)  
\_\_\_\_\_ ADDITIONAL EXHIBIT STAFF @ \$50.00 (EACH)  
\_\_\_\_\_ TUESDAY BANQUET\*\* @ \$35.00 (EACH)

\_\_\_\_\_ SPONSORSHIP \$250 \_\_\_\_\_ \$500 \_\_\_\_\_ \$750 \_\_\_\_\_ \$1000

### \*\*Meals and Winter Conference Banquet:

Your Tuesday Lunch is included in the conference registration. We are inviting you to join us for the Tuesday evening MSA Banquet. We welcome and encourage your participation as we welcome our new leadership. Banquet meal ticket is \$35.

**TOTAL AMOUNT DUE \_\_\_\_\_ : Make checks payable to MSA**

**RETURN FORM TO: BY NOVEMBER 27, 2022**

MINNESOTA SHERIFFS' ASSOCIATION, 100 EMPIRE DRIVE, SUITE 222, ST. PAUL, MN 55103

PHONE: (651) 451-7216, EMAIL: [INFO@MNSHERIFFS.ORG](mailto:INFO@MNSHERIFFS.ORG) FAX: (651) 451-8087

**This Contract for Exhibit Space represents an official agreement between the Exhibiting Company (Exhibitor) and the Minnesota Sheriffs' Association (Exhibit Management).**

**Exhibit Booth Regulations:**

- Displays will receive an 8' table to display their exhibit, table covering & skirting and a chair. Displays must not exceed 7' high x 9' wide.

Displays that do not meet the above requirements must receive pre-approval by the exhibit management.

**Sharing Booth Space**

Sharing booth space by more than one company/organization **is strictly prohibited**. One company name will be listed per exhibit.

**Staffing of Exhibit Booth**

Two booth staff registrations are included in the price of a booth. Registration gains access to all events in the exhibit area.

**Exhibit Space Reservation**

Space is limited and will be confirmed via fax and/or email upon receipt of payment.

**Give-Aways and Raffles**

- Raffles at the exhibitor's display are strictly prohibited. Exhibiting companies may donate items to be held in the MSA raffle drawings which will be held during the conference by exhibit management.
- Give-aways with a *perceived value* exceeding \$5.00 may not be handed out at the exhibitor's table.

**Refusal of Booth Space**

All exhibit bookings are subject to the approval of exhibit management. Exhibit management reserves the right to refuse space rental for any reason including a conflict with the intent of the Exhibit or the mission of the Association.

**Cancellation and Violation of Terms, Conditions, and Details**

Cancellations prior to November 27 will be refunded. No refunds will be given for cancellations made after November 27, 2022, although we will apply the booth fee to a conference sponsorship.

Violations of any of these terms and conditions or any details will result in termination of this agreement. In this event, any previous exhibitor payment is forfeited and exhibit management may reassign the space.

**Exhibit Management Reserves the Right To:**

- Make any necessary adjustments to booth locations, booth assignments, and exhibitor floor plan.
- Make any necessary changes or exceptions to terms, conditions, and details.
- Refuse any display, or portions thereof, that does not meet the local fire, safety, building, etc. codes.

**All Exhibitors are Responsible For:**

- Abiding by these terms and conditions.
- Educating booth staff on these terms, conditions, and details.
- Any additional arrangements for their booth (i.e. insurance or shipping arrangements), including signing for receipt of shipped materials. Charges associated with these items are the responsibility of the exhibiting company.
- Creating a display that meets local fire, safety, building, etc. codes.
- Staffing exhibit booth during exhibit open hours as published in the final program.
- Registering all exhibit booth staff with exhibit management.
- Any damage done to the facility caused by the exhibiting company's booth staff or its agents.
- The safety and security of any and all valuables in the booth.
- FOLLOWING ALL COVID 19 Guidelines, including wearing MASKS if required.

**Exhibitor Agrees:**

- To keep their display within their designated exhibit space. Displaying items in the aisles is not permitted.
- To set up/tear down display during designated times only unless prior arrangements are made with, and approved by, exhibit management.
- Not to display or distribute promotional materials outside of their booth space.
- That the exhibit management, its volunteers, and its agents are in no way responsible for theft or damage to exhibit booth and/or exhibitor's property during the exhibition (including move in and move out).

I understand and agree to the terms and restrictions listed on this form. I will be responsible for educating booth staff on these terms, conditions, and details.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_