



2019 MSA NEW SHERIFF & NEW CHIEF DEPUTY CONFERENCES

EXHIBITOR DATES: January 28 & February 18, 2019
OAKRIDGE CONFERENCE CENTER; CHASKA, MN

EXHIBITOR FACT SHEET

EXHIBITOR SPACE:

Please note that space is limited in this location, and table-top displays only will be allowed. Each space will be given one 5 foot x 30 inch table (please note special size), table covering & skirting and one chair for your display. No large displays or backdrops allowed. Special arrangements will need to be approved in advance.

Sharing booth space by more than one company is strictly prohibited. Only one company name will be listed per exhibit. If you have a partner in the field and both want to exhibit, please note this on the registration form under Special Requests and we will place you next to each other.

CONFERENCE REGISTRATION:

We encourage you to use the online registration at www.mnsheriffs.org. Upon registering, you will receive a confirmation email and invoice/receipt.

SET-UP TIME:

Set-up is scheduled for 1:30 p.m. This will allow ample time to set up your display prior to the opening of the exhibits at 3:45 p.m. Exhibits may be dismantled beginning at 8:00 p.m. on those dates.

EXHIBIT TIMES:

Monday January 28, 2019 (New Sheriff Conference) & Monday, February 18, 2019 (New Chief Deputy Conference)

1:30 – 3:15 pm	Registration & Setup (note: vendors will <u>NOT</u> be allowed in vendor area before 1:00pm)
3:45 – 5:00 pm	Vendor Introductions (see below)
5:00 – 7:30 pm	Vendor Reception & Dinner (dinner will be served from 6:00 -7:00pm)
8:00 pm	Vendor Tear Down

During the 3:30 p.m. afternoon session, we give each exhibitor one minute in front of the entire group. Sustaining Scholarship members and sponsors receive two minutes each. Prepare your one-minute ad (we are not providing PowerPoints, screen or video capabilities) to introduce yourself and your company to the new sheriffs.

ELECTRICAL NEEDS:

If you require electricity for your exhibit space, please indicate this as you register. Vendors requiring more than the standard 110 outlet must contact MSA to make these arrangements. We ask that you plan to bring an extension cord with you if you require electricity.

PROMOTIONAL ITEMS AND GIVE-AWAYS:

Due to the Minnesota Public Ethics Law, which prohibits interested persons from providing gifts or other materials to public officials, we are asking that you do not give away any item with a *perceived value* (not actual cost) of over \$5.00 from your exhibit display. Please contact the MSA office if you have questions regarding this.

Exhibitors are also not allowed to give out any food or beverage items from their display other than small, pre-packaged candy.

RAFFLE DRAWING:

Although raffle drawings are not allowed at your booth, vendors are encouraged to donate items to the MSA for a door prize drawing. The Association will recognize your company for their contribution at the time of the drawings. Drawings will be held on Monday evening at both conferences. Donated items should be brought to the conference and checked in at the Exhibitor Registration desk upon arrival.

LODGING RESERVATIONS:

If room reservations are required, they may be made by contacting the Oak Ridge Conference Center, and mentioning you are with the MSA conference. For reservations call: 952-368-3100 or online at:

<http://www.oakridgeminneapolis.com/>

SPONSORSHIPS:

The following sponsorship opportunities are available. To discuss the available options, please contact Randy Willis at the MSA office (651-451-7216 x 5)

Sunday Dinner		\$500
Tuesday National Sheriffs' Association Dinner	\$500	
Wednesday Dinner	\$500	
Thursday President's Banquet	\$1000	

With the dinner sponsorship, the exhibitor is invited to the dinner, you may have 5 minutes to make a presentation to the attendees and have signage for the day.

MEALS:

Your vendor registration will include the Exhibitor Fair reception on Monday evening for one person: Additional vendors will be charged \$35, which covers the cost of this meal.

SHIPPING MATERIALS:

Shipping Arrangements should be made thorough Oak Ridge Conference Center directly at One Oak Ridge Drive, Chaska, MN 55318. Please mark all boxes "MSA Conference, (and the date of the show). Any questions regarding shipments should be directed to Oak Ridge Conference Center at 952-368-1419.

All vendors are responsible for making return shipping arrangements BEFORE they leave the premises.

CANCELLATIONS:

All cancellations are subject to a \$50.00 administrative fee. NO REFUNDS will be given for cancellations made after January 15th for the New Sheriff Conference and February 5th for the New Chief Deputy Conference.

MSA policy firmly restricts representatives or organizations who have not been assigned an official exhibit space from attending the conference, soliciting business and/or from distributing promotional materials during the conference.

Additional questions should be directed to:

Tom Wells, Minnesota Sheriffs' Association: (651) 451-7216 x 6 or twells@mnsheriffs.org