



**MINNESOTA SHERIFFS' ASSOCIATION  
VIRTUAL SHERIFF/CHIEF DEPUTY  
WINTER CONFERENCE EXHIBITOR SHOW**  
December 8, 2020  
Live and Online

**EXHIBITOR REGISTRATION FORM** OR ONLINE AT [WWW.MNSHERIFFS.ORG](http://WWW.MNSHERIFFS.ORG)

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

CONTACT PERSON: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_  
FIRST LAST

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

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

NAMES AND EMAILS OF THOSE ATTENDING THE VIRTUAL CONFERENCE: *(Please print clearly.)*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Please provide your own link to your meeting site. (The Zoom platform is preferred and works best. Please contact MSA with any questions regarding this.)**

Will you be sending an item(s) for the Conference Box?  Yes  No  
 Will you be sending a door prize for the Sheriffs/Chief Deputies?  Yes  No

**PAYMENT INFORMATION: Please make checks out to MSA.**

**EXHIBIT FEES: (Choose one)**

\_\_\_\_\_ REGULAR REGISTRATION: \$595.00 (Received on or before December 8, 2020)  
 \_\_\_\_\_ GOV'T REGISTRATION \$350 (Received on or before December 8, 2020)  
 \_\_\_\_\_ NON-PROFIT REGISTRATION \$175 (Received on or before December 8, 2020) \$ \_\_\_\_\_

**SPONSORSHIPS: \$250 \$500 \$750 Other \_\_\_\_\_** \$ \_\_\_\_\_  
 (MSA will contact you for a logo and what event you would like to sponsor.)

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

\* MSA CANCELLATION POLICY: There will be no refunds for cancellations made after December 4, 2020.

**RETURN FORM TO:** MINNESOTA SHERIFFS' ASSOCIATION  
 100 EMPIRE DRIVE  
 ST. PAUL, MN 55103  
 PHONE: (651) 451-7216 FAX: (651) 451-8087

**Sponsorships and registrations  
 received no later than November 30  
 will be listed in the conference  
 materials.**

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

**Virtual Exhibit Booth Regulations:**

- The Exhibitor will be responsible for providing their own link during the virtual exhibitor show. It can be on any format of their choosing, Zoom (preferred—works best), Webex, Go to Meeting, etc.)
- We find that attendees can access Zoom easier than business links.
- Your link will be provided to all the conference attendees by the MSA.
- The Exhibitor will be provided with a complete list of conference attendees.

**Virtual Exhibitor Show Hours:**

The Virtual Exhibitor Show will be held on-

**Tuesday, December 8, 2020**

**11:30 a.m. to 1:30 p.m.**

**Virtual Exhibitor Reservation**

Virtual Exhibitor space must be paid prior to the event and the link made available to the MSA to distribute to the attendees.

**Give-Aways and Door Prizes**

- Exhibiting companies may donate items to be held in the MSA door prize drawings which will be held on Tuesday December 8, 2020.
- Door prizes must be received at the MSA office by December 7, 2020.
- All registered attendees will be eligible to win your donation.
- Exhibitors will be given a list of all conference attendees.
- Give-aways with a perceived value of under \$5.00 with your logo and advertisement on them will be mailed to the conference attendees by the MSA.
  - ❖ *Must be sent to the MSA Office at 100 Empire Drive Suite 222 St. Paul, MN 55103.*
  - ❖ *Must be received No later than Monday, November 30, 2020.*
  - ❖ *Lightweight items are preferred: pens, koozies, key chains, pads, hand sanitizers (items that are typically displayed at your table).*

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

No refunds will be given for cancellations made after December 4, 2020.

**Exhibitor Agrees:**

- To provide their link to the MSA by December 4, 2020.
- Not to display or distribute promotional materials at their virtual exhibitor site that are offensive or inappropriate.

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: \_\_\_\_\_