



MINNESOTA SHERIFFS' ASSOCIATION
JAIL ADMINISTRATOR'S VIRTUAL CONFERENCE
SEPTEMBER 16, 2020
LIVE ONLINE

EXHIBITOR REGISTRATION FORM OR ONLINE AT WWW.MNSHERIFFS.ORG

COMPANY NAME: _____

CONTACT PERSON: _____

FIRST

LAST

TYPE OF BUSINESS: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAMES OF THOSE ATTENDING: (PLEASE PRINT CLEARLY)

EXHIBITOR MUST PROVIDE THEIR OWN LINK _____ (Please contact the MSA with questions) _____

PAYMENT INFORMATION: Make checks out to MSA

EXHIBIT FEES: (Choose one)

_____ REGULAR REGISTRATION: \$595.00 (Received on or before September 8, 2020)

_____ GOV'T REGISTRATION \$350 (Received on or before September 8, 2020)

_____ NON-PROFIT REGISTRATION \$175 (Received on or before September 8, 2020) \$ _____

SPONSORSHIPS: \$100 \$250 \$500 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 September 15, 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 by September 8th 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, Webex, Go to Meeting, or whatever format you are comfortable in using.
- 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 Exhibit Show Hours:

The Virtual Exhibitor Show will be held on-

Wednesday, September 16, 2020

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

Virtual Exhibitor Reservation

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

Give-Aways and Raffles

- Exhibiting companies may donate items to be held in the MSA raffle drawings which will be held on Thursday September 17, 2020.
- Raffle prizes must be received at the MSA office by the drawing on September 17, 2020.
- Only attendees that visit your virtual exhibitor booth 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 Tuesday, September 8, 2020.

Lightweight items are preferred, pens, koozies, key chains, pads, hand sanitizers, items that you typically display at your table.

Cancellation and Violation of Terms, Conditions, and Details

No refunds will be given for cancellations made after September 15, 2020.

Exhibitor Agrees:

- To provide their link to the MSA by September 15, 2020.
- To provide a list of those that attend their virtual exhibitor site to the MSA for the raffle drawing.
- 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: _____