



MJPS SPRING CONFERENCE
VENDOR DATES: September 29 – 30, 2020

Arrowwood Resort
Alexandria, MN



EXHIBITOR REGISTRATION FORM

COMPANY NAME: _____

CONTACT PERSON: _____
FIRST LAST

BRIEF DESCRIPTION OF PRODUCT/SERVICES: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

NAMES OF THOSE ATTENDING: (PLEASE PRINT CLEARLY)

SPECIAL REQUESTS (NOT GUARANTEED): _____

LIST YOUR PRIMARY COMPETITORS (TO BE USED FOR PLACEMENT PURPOSES): _____

LODGING INFORMATION- Arrowwood Resort Form available at www.mnsheriffs.org or call (320) 762-1124

PAYMENT INFORMATION: Make checks out to MSA

EXHIBIT FEES:

1 – 8' TABLETOP DISPLAY @ \$195.00 (before September 15, 2020) \$ _____
1 – 8' TABLETOP DISPLAY @ \$225.00 (after September 15, 2020) \$ _____

ELECTRICITY NEEDED: YES _____ NO _____ (no additional fee)

SPONSORSHIP OPPORTUNITIES:

Tuesday Meet and Greet \$350 [] Break (Wed or Thurs - am or pm) \$250 []
Lunch (Wed or Thurs) \$500 [] Entertainment \$500 [] Wed's Dinner \$350 [] \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

MSA Policy firmly restricts representatives or organizations who have not been assigned an official exhibit space from soliciting business and/or from distributing promotional materials.

RETURN FORM BY SEPTEMBER 15, 2020 TO:

MINNESOTA SHERIFFS' ASSOCIATION
100 EMPIRE DRIVE, SUITE 222
ST. PAUL, MN 55103
PHONE: (651) 451-7216 FAX: (651) 451-8087
info@mnsheriffs.org

ONLINE REGISTRATION AVAILABLE AT WWW.MNSHERIFFS.ORG

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

Exhibit Table Regulations:

- Tabletop displays will receive a 8' table to display their exhibit. Displays must not exceed 7' high.

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

Sharing Table Space

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

Staffing of Exhibit Table

The vendor table is expected to be manned during vendor hours.

Exhibit Space Reservation

Exhibit space will not be held for any registration submitted without payment in full. Space is limited and will offered on a first-come, first-served basis.

Give-Aways and Raffles

Raffles at the exhibitor's display are strictly prohibited. Exhibitors may give away items under a \$5.00 value. Exhibiting companies may donate items to be held in the conference raffle drawings which will be held during the conference by exhibit management.

Refusal of Vendor 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

A paid space reservation may be cancelled until September 20, 2020. NO REFUNDS will be given for cancellations made after that date, however we apply your registration fee to a sponsorship. Upon cancellation of vendor space, the table will be available for reservation to all interested parties on a first-come, first-served basis.

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 table locations, table 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 vendor staff on these terms, conditions, and details.**
- Any additional arrangements for their display (i.e. insurance or shipping arrangements – including receiving of the shipments). 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 display during exhibit open hours as published in the final program.
- Registering all exhibit staff with exhibit management.
- Any damage done to the facility caused by the exhibiting company's vendor staff or its agents.
- The safety and security of any and all valuables.

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 table space.
- That the exhibit management, its volunteers, and its agents are in no way responsible for theft or damage to exhibit display 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 vendor staff on these terms, conditions, and details.

Signature: _____

Date: _____