



2023 MSA SUMMER CONFERENCE

EXHIBITOR DATES: JUNE 6 – 7, 2023

CRAGUN'S RESORT; BRAINERD, MN

EXHIBITOR REGISTRATION FORM

COMPANY NAME: _____

CONTACT PERSON: _____

FIRST

LAST

TYPE OF BUSINESS: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAMES OF THOSE ATTENDING: (PLEASE PRINT CLEARLY)

Two booth staff registrations are included in the price of the exhibit registration.

(No Charge) _____ (No Charge)

(\$50.00) _____ (\$50.00)

SPECIAL REQUESTS (NOT GUARANTEED): _____

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

EQUIPMENT NEEDS:

ELECTRICITY NEEDED? (included in registration fee) _____ YES _____ NO

IF YOU REQUIRE MORE THAN THE STANDARD 110 OUTLET, PRIOR ARRANGEMENTS MUST BE MADE) CHECK HERE _____

INTERNET ACCESS: Free Wireless Internet available in the Conference Center.

PAYMENT INFORMATION: Make checks out to MSA – Please send in no later than May 28

EXHIBIT FEES: (Choose one)

8' TABLETOP DISPLAY	@ \$725.00	_____
GOVERNMENT RATE	@ \$450.00	_____
RESOURCE TABLE (non-profit organizations only)	@ \$350.00	_____
REGISTRATION LATE FEE (RECEIVED AFTER MAY 28, 2023)	@ \$50.00	_____
ADDITIONAL BOOTH REPRESENTATIVES	@ \$50.00	_____

OTHER FEES:

MONDAY GOLF TOURNAMENT ONLY @ \$45.00 (EACH) X _____ = \$ _____

SPONSORSHIP OPPORTUNITIES:

\$250 \$500 \$1,000 \$2,000 \$ _____

Which event(s) would you like to sponsor? _____

TOTAL AMOUNT DUE: \$ _____

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 at any time during the conference.

RETURN FORM TO: MINNESOTA SHERIFFS' ASSOCIATION, 100 EMPIRE DRIVE, SUITE 222, ST. PAUL, MN 55103

PHONE: (651) 451-7216, or info@mnsheriffs.org BY MAY 28, 2023

ONLINE REGISTRATION AVAILABLE AT: WWW.MNSHERIFFS.ORG – under Sheriff Summer Conference or MSA Events

This Contract for Exhibit Space represents an official agreement between the Exhibiting Company (Exhibitor) and the Minnesota Sheriffs' Association (Exhibit Management). All attending exhibitors must agree to follow MN State guidelines for the pandemic that are in place at the time of the event.

Exhibit Booth Regulations:

- Tabletop displays will receive a 6' or 8' table to display their exhibit. Displays must not exceed 7' high.
- Oversized backdrop displays must not exceed 7' high and 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

Only two booth staff members will be allowed in the exhibitor hall at any given time. Registration fee includes lunches for both representatives and may be in the form of a box lunch. Representatives are asked to wear face masks and to follow all current State guidelines for the pandemic. Vendors also will have access to the Networking Room on Tuesday night, however capacity may be limited.

Exhibit Space Reservation

Exhibit space will not be held for any registration submitted without payment in full. Space is limited and will be confirmed via fax 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. The exhibitor may donate such items to the MSA prior to the conference.

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 May 29 will be refunded. No refunds will be given for cancellations made after May 29, 2023. We will however, apply your booth fee to a sponsorship and display your company logo at the conference.

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.

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 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. Violations of these terms may result in forfeiture of booth fee and ability to attend future conferences. I will be responsible for educating booth staff on these terms, conditions, and details.

Signature: _____

Date: _____