



# MJPS SPRING CONFERENCE

VENDOR DATE: April 23, 2024

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): \_\_\_\_\_

## PAYMENT INFORMATION: Make checks out to MSA

### EXHIBIT FEES:

1 – 8' TABLETOP DISPLAY @ \$325.00 \$ \_\_\_\_\_

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  Banquet \$500  \$ \_\_\_\_\_

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 APRIL 15, 2024 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](http://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 6' table to display their exhibit. Displays must not exceed 8' 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 for 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 April 22, 2024. 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: \_\_\_\_\_