



MINNESOTA SHERIFFS' ASSOCIATION SINCE 1885

2018 WINTER CONFERENCE EXHIBITOR DATES: December 11 & 12, 2018 ARROWWOOD RESORT, ALEXANDRIA, MN FACT SHEET

CONFERENCE REGISTRATION:

The Minnesota Sheriffs' Association encourages you to use our online registration, although we continue to accept faxed or emailed registrations. We will confirm your registration to the email address listed on your registration form or your online registration. MSA policy firmly restricts representatives or organizations who have not been assigned an official exhibit space from attending the conference, soliciting business and/or from distributing promotional materials during the conference. Sharing booth space by more than one company is strictly prohibited. Only one company name will be listed per exhibit. **Regular Registration ends on November 26, 2018.** Late registrations may be accepted after that time if space is available.

EXHIBIT SPACE:

Please note that table-top displays will be given one 8 foot table, table covering & skirting and a chair. Backdrop displays are requested to be no wider than 9 feet wide. You may request an oversize booth to accommodate the larger displays. Special arrangements will need to be made in advance for other sizes.

SET-UP TIME:

Registration and set-up will begin starting at 9:00 a.m. on Tuesday, December 11th. This will allow ample time to set up your display prior to the opening of the exhibits at 11:30 a.m.

EXHIBIT TIMES:

Tuesday December 11

9 am – 11 am	Registration & Setup
11:30 am – 1:00 pm	Exhibit Hall open
4:00 pm – 5:00 pm	Exhibit Hall open
6:30pm – 9:00 pm	MSA Installation Banquet (optional)

Wednesday December 12

10:00 am	Exhibitor Hall opens for vendors
11:00 am – 1:00 pm	Exhibitor Hall open for attendees
1:15 pm	Vendor Tear Down

PROMOTIONAL ITEMS AND GIVE-AWAYS:

Due to the Minnesota Public Ethics Law, which prohibits interested persons from providing gifts or other materials to public officials, we are asking that you do not give away any item with a *perceived value* (not actual cost) of over \$5.00 from your exhibit display. Please contact the MSA office if you have questions regarding this.

Exhibitors are also not allowed to give out any food or beverage items from their display other than small, pre-packaged candy unless the items are ordered through the hotel 10 days before the conference. Exhibitors are not allowed to cook and serve food at the booths. If you have questions regarding this issue, please contact the MSA office before the conference.

RAFFLE DRAWING:

Although raffle drawings are not allowed at your booth, vendors are encouraged to donate items to the MSA for the Conference Raffle. The Association will recognize your company for their contributions at the time of the drawings. Drawings will be held on Monday afternoon. Donated items should be brought to the conference and checked in at the Exhibitor Registration desk upon arrival.

SPONSORSHIPS:

To reserve one of the options, please contact Randy Willis at: 651-451-7216 x 5 or rwillis@mnsheriffs.org

- Keynote Speaker: \$1,000 (2 available)
- Speakers: \$500 (3 available)
- Lunches: \$500 (4 available – two for sheriffs, two for chief deputies)
- Morning & Afternoon Breaks: \$250 (4 available)
- Annual Awards Banquet: \$1000 (1 available)
- Monday Evening Awards Banquet Entertainment: \$500 (1 available)
- Monday Evening Awards Banquet Drink Tickets \$500 (2 available)
- Tuesday Evening Conference Banquet Entertainment: \$500 (1 available)
- Tuesday Evening Conference Banquet Drink Tickets \$500 (2 available)
- Hospitality – Meet and Greet Events \$500 (3 available)
- Spouse's Event: \$500 (or agreed upon expenses incurred)
- **NEW!** Conference App Sponsor \$500

For each sponsorship of \$500 or more, you will automatically be included in the MSA "Super Minute" program. For more information please contact Randy Willis at: 651-451-7216 x 5 or rwillis@mnsheriffs.org

ELECTRICAL NEEDS:

If you require electricity for your exhibit space, please indicate this on the MSA registration form. Vendors requiring more than the standard 110 outlet must contact MSA to make these arrangements. We ask that you plan to bring an extension cord with you if you require electricity.

LODGING RESERVATIONS:

Room reservations should be made by completing the Arrowwood Resort Reservation form. Exhibitors also qualify for the \$79 special group rate.

MEAL RESERVATIONS:

Your vendor registration will include the following meals for up to two people. Tuesday and Wednesday lunch buffet and light appetizers on Wednesday during the social. Tickets for the Tuesday evening Awards Banquet may be purchased separately through the MSA. Breakfast is on your own and available at the Lake Café. Please let us or Arrowwood know of any food allergies.

HOSPITALITY / RECEPTION ROOM:

All registered vendors are welcome to attend the hospitality room on Tuesday evening. Please wear your conference name badge when attending this function.

CANCELLATIONS:

All cancellations are subject to a \$75.00 administrative fee. NO REFUNDS will be given for cancellations made after November 28, 2018. You may, however, apply the booth fee to a sponsorship.

SHIPPING MATERIALS:

Vendor displays may be sent directly to the hotel at: Arrowwood Resort & Conference Center, 2100 Arrowwood Lane NW, Alexandria, MN 56308. Please mark all boxes "MSA Conference, December 11". Shipped objects for your booth should not arrive at the resort prior to Friday morning (December 7th), if possible. Full pallets and heavy objects will need to have arrangements made beforehand with Arrowwood Resort. Any questions regarding shipments should be directed to Arrowwood Resort (320-762-1124).

All vendors are responsible for making return shipping arrangements BEFORE they leave the premises. All outbound shipments must be picked up by Thursday morning.

Additional questions should be directed to:
Tom Wells, Minnesota Sheriffs' Association Conference and Training Coordinator
(651) 451-7216 x 6 or twells@mnsheriffs.org

