



APCO – NENA – MSA 911 COMMUNICATIONS CONFERENCE

**VENDOR DATES: TUESDAY MARCH 12 & WEDNESDAY MARCH 13, 2019
ARROWWOOD RESORT; ALEXANDRIA, MN**

EXHIBITOR'S PROSPECTUS

CONFERENCE DETAILS: The Conference and Exhibition will be held at the Arrowwood Resort; Alexandria, MN. **Registration fee will be \$595.00.** Registration fee will include the following: one 8' x 10' display area with a 6' draped table, two chairs and electricity if indicated on the registration form. If you need additional space, please select the oversized booth.

Every exhibit space payment includes admission to all vendor activities (including meals on Tuesday evening and Wednesday lunch) for two exhibitors during the exhibit hours. Additional exhibitor attendees must remit payment as specified on the exhibitor registration form.

ELECTRICAL: Electrical hookup is available and must be reserved on the registration form and is included in the registration fee. If you require more than a standard 110 outlet, please contact the MSA office to make specific arrangements prior to the conference.

INTERNET: Free wireless internet is available at the conference center. DSL lines may be reserved at an additional cost.

SETUP TIME: Vendors may start setting up their displays beginning at 2:00pm on Tuesday afternoon. Vendors will not be allowed in the hall before this time. Anyone needing additional time to setup their display should indicate this on their registration form.

EXHIBIT TIMES:

Tuesday March 12, 2019

2:00 – 5:00pm **Registration & Setup**

(note: vendors will not be allowed in vendor area before 2:00pm)

6:00 – 8:00pm **Vendor Reception & Dinner** (dinner 6:30 - 7:30pm)

8:30 – midnight **Hospitality and Social networking** (no fee for vendors)

Wednesday March 13, 2019

11:45 – 1:00 **Exhibitor Break & Lunch** (Raffle Drawings to be held at approximately 12:45 pm)

1:15pm **Vendor Tear Down**

PASSPORT: Attendees will be given a "Passport" to have vendors initial. *All exhibitors will be on the passport.* Once the card is completed, the passports will be entered in a drawing for a prize. Drawings for prizes will be made following lunch on Tuesday. We encourage our exhibitors to contribute prizes for this drawing.

SPONSORSHIPS AVAILABLE:

Tuesday night dinner in vendor hall:	\$ 1,000.00 (can be split)
Breaks	\$ 250.00 (each)
Lunches	\$ 500.00 (each)
Banquet Entertainment	\$ 750.00
Banquet Drink Tickets	\$ 500.00
Speaker	\$ 1,000.00 (each)
Social-Hospitality	\$ 500.00 (each)

Please contact Randy Willis at MSA at 651-451-7216 ext. 6 if you are interested in a full or partial sponsorship. You may also indicate interest on the online registration or paper registration form, and we will contact you. All individual event sponsors will be recognized publicly during the sponsored event as well as in the vendor hall and in the printed program.

To assist attendees and exhibitors to remain in compliance with the Minnesota Ethics, there will be a social evening/hospitality on Monday and Tuesday evening after the scheduled training sessions/events. Exhibitors are invited to attend the Hospitality gathering on Tuesday evening after the Vendor Fair at no cost to the vendor. We are seeking sponsorship of these two evenings.

SHIPMENTS: Vendor displays may be sent directly to the hotel at: 2100 Arrowwood Lane NW, Alexandria, MN 56308. Please mark all shipments: MSA 911 Conference. For full pallets and heavy objects, you will need to make arrangements beforehand with Arrowwood Resort.

All vendors are responsible for making return shipping arrangements BEFORE they leave the premises. All outbound shipments must be picked up by Thursday morning. Any questions regarding shipments should be directed to Arrowwood Resort (320-762-1124).

LODGING RESERVATIONS: Room reservations must be made by completing the Arrowwood Resort Reservation form found on the MSA website. They will not accept calls with the reduced rate.

CANCELLATION:

No fee for cancellations prior to March 1, 2019. A paid space reservation cancelled AFTER March 1, 2019 will incur a 50% cancellation penalty. NO REFUNDS for cancellations after March 7, 2019.

PAYMENT INFORMATION: All space reservations and conference registrations must be received with payment. Online registration can select "Mail My Check" and will be sent a confirmation email and invoice shortly after registering. Checks should be made out to the Minnesota Sheriffs' Association.

Minnesota Sheriffs' Association
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