



APCO – NENA – MSA 911 COMMUNICATIONS CONFERENCE

**VENDOR DATES: TUESDAY MARCH 24 & WEDNESDAY MARCH 25, 2020
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.

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 24, 2020

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 – 11:00pm **Hospitality and Social networking** (no fee for vendors)

Wednesday March 25, 2020

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

1:00pm **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)

All individual event sponsorships will be recognized during conference. Please contact Tom Wells at MSA at 651-451-7216 ext. 6 for more information on sponsoring an event.

Exhibitors are invited to attend the Hospitality gathering on Tuesday evening after the Vendor Fair at no cost to the vendor.

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. Arrowwood will not accept calls with this reduced rate.

CANCELLATION: No fee for cancellations prior to or on Friday, March 13, 2020. A paid space reservation cancelled after Friday, March 20, 2020 will incur a 50% cancellation penalty. No refunds for cancellations after March 20, 2020.

PAYMENT INFORMATION: Mailed-in paper registrations should be accompanied with payment unless other arrangements have been made. Online registrations can either pay by credit card or select "Mail My Check", where you 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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