



MINNESOTA SHERIFFS' ASSOCIATION
37th ANNUAL JAIL ADMINISTRATOR'S CONFERENCE
SEPTEMBER 10 - 11, 2019
CRAGUN'S RESORT; BRAINERD, MN

EXHIBITOR REGISTRATION FORM OR ONLINE AT WWW.MNSHERIFFS.ORG

COMPANY NAME: _____

CONTACT PERSON: _____

TYPE OF BUSINESS: _____ *FIRST* _____ *LAST*

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. Additional staff will be charged \$50.00 per person to attend. *(See Payment Info.)*

_____ (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 (FEE INCLUDED) _____ ADDITIONAL BACKDROP SPACE _____ OTHER _____

PAYMENT INFORMATION: Make checks out to MSA

EXHIBIT FEES: *(Choose one)*

_____ REGULAR REGISTRATION (Received on or before September 1, 2019)

Includes 1 – 8 FOOT TABLETOP DISPLAY @ \$595.00

_____ GOV'T REGISTRATION \$350 (Received on or before September 1, 2019)

_____ NON-PROFIT REGISTRATION \$175 (Received on or before September 1, 2019) \$ _____

SPONSORSHIPS: \$100 golf hole \$250 break \$500 Other _____ \$ _____

(MSA will contact you for a logo and what event you would like to sponsor)

OTHER FEES:

_____ LATE FEE (after Sept. 1) Add \$50 \$ _____

_____ OVERSIZE DISPLAY Add \$50 \$ _____

_____ TUESDAY NIGHT "Meet and Greet Hospitality: Add \$10 \$ _____

_____ ADDITIONAL EXHIBIT STAFF @ \$50.00 (EACH) X _____ = \$ _____

_____ GOLF TOURNAMENT(S) @ \$40.00 (EACH) X _____ = \$ _____

Name: _____ Handicap _____

Name: _____ Handicap _____

TOTAL AMOUNT DUE: \$ _____

* MSA CANCELLATION POLICY: All cancellations are subject to a \$100.00 administrative fee. There will be no refunds for cancellations made after September 1, 2019.

Sponsorships and registrations received by September 1st will be listed in the conference App.

This contract for the Exhibitor Space represents an official agreement between the Exhibiting Company (Exhibitor) and the Minnesota Sheriffs' Association (Exhibit Management)

Exhibit Booth Regulations:

- Tabletop displays will receive an 8' table to display their exhibit. Displays must not exceed 7' high.
- Backdrop displays must not exceed 7' high and 10' 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. *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.*

Staffing of Exhibit Booth

Two booth staff registrations are included in the price of a booth. Registration gains access to all events in the exhibit area and includes meals served in the vendor area.

Exhibit Space Reservation

Exhibit space must be paid prior to the event. Space is limited and will be confirmed via email.

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.
- No food or beverages may be given out from the exhibitor's display other than small, pre-packaged candy.
- Vendors are not allowed to host "tabs" at the open bar for conference participants.

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

All cancellations are subject to a \$100.00 administrative fee. NO REFUNDS will be given for cancellations made after September 1, 2019. Upon cancellation of booth space, the booth 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 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). 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 made with and 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. I will be responsible for educating booth staff on these terms, conditions, and details.

Signature: _____

Date: _____