



2019 MSA NEW SHERIFF & NEW CHIEF DEPUTY CONFERENCE VENDOR REGISTRATION

EXHIBITOR DATES:

JANUARY 28, 2019 & FEBRUARY 18, 2019

OAKRIDGE CONFERENCE CENTER, CHASKA MN

EXHIBITOR REGISTRATION FORM

COMPANY NAME: _____

CONTACT PERSON: _____

TYPE OF BUSINESS: _____
FIRST LAST

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAMES OF THOSE ATTENDING: (PLEASE PRINT CLEARLY)

One booth staff registration is included in the price of the exhibit registration. Additional staff will be charged \$35.00 per person to attend.
(See Payment Info.)

_____ (No Charge)

_____ (\$35.00) _____ (\$35.00)

SPECIAL REQUESTS (NOT GUARANTEED): _____

LIST YOUR PRIMARY COMPETITORS (TO BE USED FOR PLACEMENT PURPOSES): _____

INTERNET ACCESS: Free Wireless Internet available in the Conference Center.

_____ ELECTRICITY: Included in the registration fee but must be requested prior to the conference.

PAYMENT INFORMATION: Make checks out to MSA

EXHIBIT FEES: (Choose one)

NEW SHERIFF'S CONF (1-28-19) _____ 1 – 5'x30" TABLETOP DISPLAY (no backdrops allowed) @ \$275.00

NEW CHIEF DEPUTY CONF (2-18-19) _____ 1 – 5'x30" TABLETOP DISPLAY (no backdrops allowed) @ \$275.00

OR
BOTH CONFERENCES _____ 1 – 5'x30" TABLETOP DISPLAY (no backdrops) @ \$500.00

OTHER FEES:

_____ ADDITIONAL EXHIBIT STAFF @ \$35.00 (EACH, PER CONF) X _____ = \$ _____

TOTAL AMOUNT DUE: \$ _____

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.

NOTE: THE CONTRACT FOR EXHIBITOR SPACE ON THE BACK SIDE OF THIS FORM MUST BE SIGNED AND DATED FOR THE EXHIBITOR REGISTRATION TO BE ACCEPTED AND SPACE TO BE RESERVED.

*****Table top booths only – no large booths at these two conferences please**

RETURN FORM TO: MINNESOTA SHERIFFS' ASSOCIATION, 100 EMPIRE DRIVE, SUITE 222, ST. PAUL, MN 55103
PHONE: (651) 451-7216, FAX: (651) 451-8087

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

Exhibit Booth Regulations:

- Tabletop displays will receive a 5' x 30" table to display their exhibit.
- NO BACKDROPS ARE ALLOWED FOR THIS CONFERENCE – TABLETOPS ONLY.

It is assumed that exhibit staff will man the exhibit in front of the display. 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.

Staffing of Exhibit Booth

One booth staff registration is included in the price of a booth. This registration gains access to all events in the exhibit hall. Additional attendees must pay an additional \$35.00 to cover the cost of food for that day.

Exhibit Space Reservation

Exhibit space will not be held for any registration submitted without payment in full. Space is limited and will be confirmed via fax upon receipt of payment.

Give-Aways and Raffles

- Raffles at the exhibitor's display are strictly prohibited. Door prize drawings will be held at this conference, and donations will be accepted.
- Give-aways with a perceived value exceeding \$5.00 may not be handed out at the exhibitor's table.

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 \$45.00 administrative fee. NO REFUNDS will be given for cancellations made after January 15, 2019 for the New Sheriff Conference or February 5 for the New Chief Deputy Conference. 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: _____