

EXHIBITION RULES AND REGULATIONS

2017 Minnesota NAHRO Spring Conference
May 24th – 26th, 2017 Madden's Conference Center – Brainerd, Minnesota

Exhibit Space

Space in the exhibit hall will be **pre-assigned** based on display size and needs. This will be determined by our vendor organizers Debra Shaff and Molly Krakowski.

Space Rental is \$525 for members and \$675 for non-members. This fee includes:

- Exhibit registration, one standard 8' table with skirting or an 8' space for your floor display, and 1-2 chairs
- Complimentary beverage and hors d'oeuvres in the Exhibit Hall during both receptions.
- Your company and contact information listed in the Conference Program.
- You are welcome and encouraged to attend any of the Conference sessions and social events
- Complimentary Banquet tickets (limit 2). We encourage you to attend the Banquet on Thursday, May 25th where we will recognize our exhibitors. The Banquet directly follows Thursday's Exhibit Reception.
- Door prizes to attract more conference participants. Prizes will be purchased and awarded by Minnesota NAHRO. To be eligible, conference delegates must visit every booth in the Exhibit Hall. Exhibitors may also hand out samples, trinkets or mementos of insignificant value.

New for 2017

We will be launching a "Goosechase App" to help improve the interaction of attendees with vendors. **We need each vendor to submit a question/mission that will be featured as part of a scavenger hunt for participants.** This may be a picture of your company booth, your giveaways, or you. It could also be something as simple as having the answer to a piece of trivia about your company. Prizes will be awarded to attendees who complete these fact finding "missions." We encourage creativity. **Please submit your "mission" to be featured about your booth by April 14th.**

Additional Options

- Access to electricity is available for \$50.00 per outlet. Exhibitors provide their own extension cords.
- An extra table or an extra 8' space may be obtained for \$150 per table/space.
- Registration fee includes the Banquet on Thursday evening, May 25th. The fee does not include other meals, but meal plans can be purchased from Madden's.

Exhibit Hours

4:30 - 6:00 pm on Wednesday, May 24th

4:15 - 5:45 pm on Thursday, May 25th. Cash bar, host refreshments and hors d'oeuvres will be available at both events.

Use of Space

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the whole or any part of their space without the prior knowledge and consent of Minnesota NAHRO.

Installation of Equipment

Exhibitors may begin setting up their displays at 10:00am on Wednesday, May 24th. Nothing shall be posted, tacked, or attached to the walls, columns, or other parts of the building. Dismantling of exhibits must be completed by 10:00am on Friday, May 26th. If the designated set-up or tear-down hours are inadequate for your exhibit, please contact Minnesota NAHRO for more information at events@mnnahro.org or Deb Shaff, Vendor Co-Chair at cloquethra2@qwestoffice.net.

Restrictions

Minnesota NAHRO reserves the right to restrict exhibits which, because of noise, method of operation or other reason that may be considered objectionable.

Contract for Space

This signed registration form with full payment constitutes the complete agreement for the right to use space. In the event of fire, strike, or other circumstance beyond the control of Minnesota NAHRO, this contract shall not be binding. Minnesota NAHRO reserves the right to cancel any contract with any exhibitor at any time prior to, or during the Conference.

Lodging: Contact Madden's directly for lodging & meal packages. **Room block ends April 25th. Ask for the Minnesota NAHRO conference rate.** Contact Madden's at 800-247-1040 or 218-855-5939 or [sign up online here](#) by using this link. The cut off date for guaranteed reservations is April 25th, 2017.

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To register as an exhibitor for the Conference, please complete and return this form.
Online registration is also available at www.mnnahro.com

1. Please register online or fill out this form with your company's desired options and return by April 14th, 2017.
2. Registration includes full payment by check or money order payable to Minnesota NAHRO within 10 days of registration. **Payment by credit card for an additional fee is available online only.**
3. A \$100.00 late fee will be applied to those registering after the May 1st deadline. Space is limited so please register early!

Mail to: Minnesota NAHRO, 555 N. Wabasha St. Suite #245, St. Paul, MN 55102
 Phone: 651-925-4070
 E-mail: events@mnnahro.org

I agree to the terms and conditions set forth in the attached Rules and Regulations. My exhibit needs are as follows:

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|---|-----------------|
| 1. Minnesota NAHRO MEMBER Registration fee for one 8' booth space at \$525.00 | \$ _____ |
| Minnesota NAHRO NON MEMBER Registration fee for one 8' booth space at \$675.00 | \$ _____ |
| 2. Electricity - \$50.00 per outlet | \$ _____ |
| 3. Wired Internet - \$150.00 | \$ _____ |
| TOTAL REGISTRATION FEE ENCLOSED (total of 1 – 3 above) | \$ _____ |

****SAVE & BECOME A MEMBER OF MINNESOTA NAHRO!** Contact Stephanie at info@mnnahro.org for more information.

Company Name _____ Contact Email _____

Representative(s) Attending (Name and Position) _____

Address _____ City, State, Zip _____ Tele# _____

Will you need electricity? Yes No Staying on site? Yes No

What type of display? (Circle One) Floor-Standing Booth ____ ft. wide Table-Top Booth ____ ft. tall

If floor display, do you need a table? Yes No

Please provide a *brief* (2 sentences) description of your company's product or service to be included in the Program