

## EXHIBITION RULES AND REGULATIONS

2017 Minnesota NAHRO Annual Conference  
September 28<sup>th</sup>, 2017 DECC – Duluth, 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 \$395 for members and \$545 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 Thursday night reception.
- 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 lunch tickets (limit 2). We encourage you to attend the lunch on Thursday, September 28<sup>th</sup> to network with potential customers.
- 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

Minnesota NAHRO will be hosting a Vendor Ice-Cream Social with the participants from 3:00 – 3:30pm on Thursday, September 28<sup>th</sup> in the exhibit hall. This is a perfect time to build relationships and network with potential customers.

### 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. Wired internet is available for \$150.
- Registration fee includes the lunch on Thursday, September 28<sup>th</sup>. The fee does not include other meals.

### Exhibit Hours

3:00 – 3:30 pm on Thursday, September 28<sup>th</sup> - Ice Cream Social

5:00 - 7:00 pm on Thursday, September 28<sup>th</sup> - Cash bar, host refreshments and hors d'oeuvres will be available

### 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 setup anytime before 11:30am on September 28<sup>th</sup>. 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, September 29<sup>th</sup>. 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](mailto:events@mnnahro.org) or Deb Shaff, Vendor Co-Chair at [cloquethra2@qwestoffice.net](mailto: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:** Lodging is available offsite at several areas hotels from \$99 to \$199: Pier B Resort, Holiday Inn & Suites, The Inn on Lake Superior & The Suites Hotel. Most offer free parking and complimentary breakfast. Please visit our Lodging page at <http://mnnahro.org/Lodging>. To make reservations, contact the desired property directly and ask for the "Minnesota NAHRO Rate." The cutoff dates for guaranteed reservations vary starting from August 26th, 2017.

**2017 Minnesota NAHRO Annual Conference**

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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](http://www.mnnahro.com)**

1. Please register online or fill out this form with your company's desired options and return by August 31<sup>st</sup>, 2017.

2. Registration includes full payment by check or money order payable to Minnesota NAHRO within 15 days of registration. **Payment by credit card for an additional fee is available online only.**

**3. Cancellation policy:**

- **Cancellations must be made before August 31<sup>st</sup> to receive a 100% refund minus a \$75 admin fee**
- **Cancellations after August 31<sup>st</sup> will receive a 50% refund on vendor fees minus a \$75 admin fee**
- **No refunds will be provided for vendors that cancel within 7 days of the first day of conference. Cancellations must be in writing by emailing: [events@mnnahro.org](mailto:events@mnnahro.org)**

3. A \$100.00 late fee will be applied to those registering after the August 31<sup>st</sup> 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](mailto:events@mnnahro.org)

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

- |   |                 |
|---|-----------------|
| 1. Minnesota NAHRO <b>MEMBER</b> Registration fee for one 8' booth space at \$395.00  | \$ _____        |
| Minnesota NAHRO <b>NON MEMBER</b> Registration fee for one 8' booth space at \$545.00 | \$ _____        |
| 2. Electricity - \$50.00 per outlet   | \$ _____        |
| 3. Wired Internet - \$150.00  | \$ _____        |
| 4. Additional 8' Booth Space - \$150.00   | \$ _____        |
| <b>TOTAL REGISTRATION FEE ENCLOSED (total of 1 – 4 above)</b>                         | <b>\$ _____</b> |

**\*\*SAVE & BECOME A MEMBER OF MINNESOTA NAHRO!** Contact Stephanie at [info@mnnahro.org](mailto: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      Attending lunch on Thursday?  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