

2022 Fall Conference

Vendor Information



WHEN: October 12 & 13, 2022

WHERE: Madden's Conference Center in Baxter, Minnesota

We are excited to celebrate fall at our annual conference which brings together hundreds of directors, staff and commissioners from housing and redevelopment authorities and community development agencies throughout Minnesota. We are busy planning a great agenda with unique opportunities to network with housing and redevelopment leaders including the many events open to exhibitors below. Register by September 17, 2022.

WEDNESDAY: October 12, 2022

10:00am	Vendor Registration Open – Madden's Town Hall Upper Level
4:30pm – 4:45pm	Exhibitors Kick Off Meeting – Madden's Town Hall Upper Level
5:00pm – 6:15pm	Product & Service Exhibition Reception – Madden's Town Hall Upper Level
6:15pm – 8:00pm	Awards Banquet, Recognition Ceremony & Annual Meeting
8:00pm – 10:00pm	Emerging Leaders Scholarship Event – Cider, S'mores & Bonfire

THURSDAY: October 13, 2022

9:00am – 12:00pm	Vendor Lab – Madden's Town Hall Upper Level <i>(time for individual appointments)</i>
10:00am – 10:30am	Coffee Break with Vendors – Madden's Town Hall Upper Level
2:00pm – 2:30pm	Ice Cream Social with Vendors – Madden's Town Hall Upper Level
4:30pm – 8:30pm	CR&D Tour & Dinner – <i>offsite & transportation provided</i>

A FEW MORE THINGS YOU SHOULD KNOW...

- **LOCATION:** All vendor events take place at Madden's Conference Center near Baxter, Minnesota
- **STAFFING:** Staffing during the vendor events is highly recommended...and they are fun!
- **VENDOR LAB:** New feature! Schedule time to meet one on one with contacts.
- **SET UP:** Begin as early as 10am on Wednesday but no later than 3:30pm.
- **BREAK DOWN:** Begins Thursday after the Vendor events and must be complete by 10pm.
- **VENDOR PRIZES & CARD:** Vendor reception will feature prize giveaways throughout the reception. We will raffle off many prizes for those that complete the vendor card.
- **SHIPPING INFO:** please see Madden's website for details or contact our office.

Vendor Registration Package: \$545 non-members

Minnesota NAHRO Member Discount: \$445

Package includes vendor booth, Wednesday night reception & dinner banquet, Thursday vendor events, recognition in conference website & program, plus the raffle give away.

Register Online at www.mnnahro.org or email info@mnnahro.org



EXHIBITION RULES AND REGULATIONS

October 13 & 14, Madden's Conference Center, Baxter, 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 \$445 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 hors d'oeuvres and cash bar in the Exhibit Hall during Wednesday 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 Wednesday Dinner Banquet tickets (limit 2). We encourage you to attend the which directly follows Wednesday's Exhibit & Reception.
- Door prizes will be provided 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 FEATURE: The Vendor Lab on Thursday morning is provided as a time for vendors to set up individual meetings with existing or potential customers. Each vendor is responsible for scheduling & managing this time.

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 does not include lodging, or other meals except for the Wednesday dinner and Thursday lunch. Both lodging & meal plans can be purchased directly from Madden's at their website or by calling (800) 233-2934.

Exhibit Hours

4:30 – 6:15pm on Wednesday, October 13 followed by dinner program. Cash bar, host refreshments and hors d'oeuvres provided. Thursday features Vendor Lab for one on one appointments(optional), 10am Coffee Break and 1:30 Dessert in which appropriate refreshments will be provided.

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, October 13. Nothing shall be posted, tacked, or attached to the walls, columns, or other parts of the building. Dismantling of exhibits must be completed by 10:00pm on Thursday, October 14. If the designated set-up or tear-down hours are inadequate for your exhibit, please contact Minnesota NAHRO for more information at info@mnnahro.org.

Restrictions

Minnesota NAHRO reserves the right to restrict exhibits which, because of noise, method of operation or other reason 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 at the Madden's Conference Center at group conference rates. To make reservations, use the link on our vendor registration page or call (800) 233-2934 and mention that you are attending the Minnesota NAHRO Conference to receive the discount.

To register as an exhibitor, please complete our online form at www.mnnahro.org/vendors by September 17, 2022.