

EXHIBITION RULES AND REGULATIONS

2023 Minnesota NAHRO Annual Conference

September 12 & 13, DECC in 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.

Space Rental is \$465 for members and \$595 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 Tuesday & Wednesday night 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 Wednesday Lunch tickets (limit 2).
- 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.

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.
- The registration fee does not include lodging, or other meals except for the Wednesday lunch.

Exhibit Hours

5:00pm to 6:30pm on Tuesday, September 12, 4:30pm to 6:00pm Wednesday, September 13.. Cash bar, host refreshments and hors d'oeuvres provided. Wednesday Coffee Break at 10:00am which appropriate refreshments offered.

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 Tuesday, September 12. 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 Thursday, September 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 room blocks have been secured at several sites near the DECC. To make reservations, please see the details provided on our event website. Be sure to mention that you are attending the Minnesota NAHRO Conference to receive the discount.

To register as an exhibitor for the Conference, please complete our online form at www.mnnahro.org.

**2023 Annual Conference
 EXHIBITION REGISTRATION**
 September 12 & 13 at the DECC in Duluth, Minnesota

**To register as an exhibitor for the Conference, please complete
 our online form at www.mnnahro.org.**

1. Please register online or fill out this form with your company's desired options and return by August 11, 2023.
2. Registration includes full payment by check or money order payable to Minnesota NAHRO by August 31, 2023.

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

Phone: 651-925-4070

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

- | | |
|--|-----------------|
| 1. Minnesota NAHRO MEMBER Registration fee for one 8' booth space at \$465.00 | \$ _____ |
| Minnesota NAHRO NON MEMBER Registration fee for one 8' booth space at \$595.00 | \$ _____ |
| 2. Electricity - \$50.00 per outlet | \$ _____ |
| 3. Wired Internet - \$150.00 | \$ _____ |
| 4. Please join us for our lunch Wednesday afternoon. Luncheon tickets are included for each person registered on this form (Limit 2). Non-registered guests may attend the banquet. | |
| _____ guests at \$50.00 each. | \$ _____ |
| TOTAL REGISTRATION FEE ENCLOSED (total of 1 – 4 above) | \$ _____ |

****SAVE & BECOME A MEMBER OF MINNESOTA NAHRO!** Contact us 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

ONLINE REGISTRATION AVAILABLE AT WWW.MNNAHRO.ORG