

2023 Annual Conference Vendor Information



WHEN: September 12 & 13, 2023

WHERE: DECC Harbor Side Convention Center in Duluth, 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 August 11, 2023.

TUESDAY: September 12, 2023

11:00am	Vendor Registration Opens – DECC Harbor Side Convention Center
4:30pm – 4:45pm	Exhibitors Kick Off Meeting – DECC Harbor Side Convention Center
5:00pm – 6:30pm	Product & Service Exhibition Reception – DECC Harbor Side Convention Center
7:00pm – 10:00pm	Emerging Leaders Networking & Scholarship Event – Lyric Kitchen & Bar

WEDNESDAY: September 13, 2023

10:00am – 10:30am	Coffee Break with Vendors – DECC Harbor Side Convention Center
12:15pm – 1:30pm	Luncheon & Annual Meeting – DECC Harbor Side Convention Center
4:30pm – 6:00pm	Product & Service Exhibition Reception – DECC Harbor Side Convention Center

A FEW MORE THINGS YOU SHOULD KNOW...

- **LOCATION:** All vendor events take place at the DECC Harbor Side Convention Center in Duluth, Minnesota
- **STAFFING:** Staffing during the vendor events is highly recommended...and they are fun!
- **SET UP:** Begin as early as 11am on Tuesday but no later than 3:30pm.
- **BREAK DOWN:** Begins Wednesday after the Vendor events and must be complete by 10am Thursday.
- **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 DECC website for details or contact our office.

Vendor Registration Package: \$595 non-members

Minnesota NAHRO Member Discount: \$465

Package includes vendor booth, Tuesday & Wednesday night receptions, Wednesday coffee break & Lunch, 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

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 luncheon 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.
- Registration fee does not include lodging, or other meals except for the Wednesday lunch. Lodging can be secured directly from venues noted on the website which have room blocks for the event.

Exhibit Hours

Tuesday reception 5:00 – 6:30pm, Wednesday coffee break 10:00am to 10:30am, and Wednesday reception 4:30pm to 6:00pm. Cash bar, host refreshments and hors d'oeuvres provided at the receptions. 10am Coffee Break will have appropriate refreshments 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 11:00am 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, please complete our online form at www.mnnahro.org/vendors by August 11, 2023.