

2024 Annual Conference

Vendor Information



WHEN: September 16 & 17, 2024

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 1, 2024.

MONDAY: September 16, 2024

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 – 6:30pm	Product & Service Exhibition Reception – Madden's Town Hall Upper Level

TUESDAY: September 17, 2024

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 & Raffle – Madden's Town Hall Upper Level
12:00pm—1:30pm	Lunch, Awards & Annual Meeting <i>(optional)</i>
7:30pm – 9:30pm	Scholarship Fundraiser & Networking

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 Monday but no later than 3:30pm.
- **BREAK DOWN:** Begins Tuesday after the Vendor events and must be complete by 9pm.
- **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: \$450 non-members

Minnesota NAHRO Member Discount: \$325

Package includes vendor booth, Monday night reception, Tuesday vendor events, Tuesday 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 16 & 17, 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 Nicole Randall and Molly Krakowski.

Space Rental is \$325 for members and \$450 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 Monday night reception.
- Complimentary Tuesday Vendor Coffee with Raffle (give away provided by Minnesota NAHRO)
- 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
- 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.
- The Vendor Lab on Tuesday 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 Tuesday lunch. Both lodging & meal plans can be purchased directly from Madden's at their website or by calling (800) 233-2934.

Exhibit Hours

5:00 – 6:30 pm on Monday, September 16. Cash bar, host refreshments and hors d'oeuvres provided. Tuesday features Vendor Lab for one on one appointments(optional), 10am Coffee Break and 12:00 lunch.

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 Monday, September 16. Nothing shall be posted, tacked, or attached to the walls, columns, or other parts of the building. Dismantling of exhibits must be completed by 9:00pm on Tuesday, September 17. 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 1, 2024.

2024 Sponsorship Opportunities

Diamond (\$2,500)

- Complimentary exhibit booth at our Fall Conference (value \$450 each)
- Premium recognition with logo at Minnesota NAHRO 2024 Annual Conference
- Sponsor website linked on Minnesota NAHRO 2024 Annual Conference Website
- Logo & sponsor level in our 2024 Annual Conference program
- Recognition in 2024 Annual Conference promotional emails & communications
- Placement on the sponsorship table tents used at all meal & event functions

Platinum (\$1,500)

- Recognition with logo at Minnesota NAHRO 2024 Annual Conference
- Sponsor website linked on Minnesota NAHRO 2024 Annual Conference Website
- Recognition in 2024 Annual Conference promotional emails & communications
- Logo & sponsor level at our Minnesota NAHRO 2024 Annual Conference program
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Gold (\$1000)

- Recognition with logo at Minnesota NAHRO 2024 Annual Conference
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Silver (\$750)

- Recognition with logo at Minnesota NAHRO 2024 Annual Conference
- Recognition in 2024 Annual Conference promotional emails & communications
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Bronze (\$500)

- Recognition at Minnesota NAHRO 2024 Annual Conference
- Recognition in 2024 Annual Conference promotional emails & communications
- Logo & sponsor level at our Minnesota NAHRO 2024 Annual Conference program
- Placement on the sponsorship table tents used at all meal & event functions

Please fill out the following form and send to Minnesota NAHRO no later than September 1, 2024. This form is also available online at www.mnnahro.org. Retain a copy for your tax records, and return the form with payment or invoice request to:

Minnesota NAHRO
555 N. Wabasha Street #245
St. Paul, MN 55102
Questions? Email us at info@mnnahro.org

2024 Annual Conference Sponsor & Vendor Form

Contact Name _____
 Title _____
 Company _____
 Address _____

 Phone _____
 Email _____

Vendor Registration

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 \$325.00 \$ _____
 Minnesota NAHRO NON MEMBER Registration fee for one 8' booth space at \$450.00 \$ _____
 2. Electricity - \$50.00 per outlet \$ _____
 3. Wired Internet - \$150.00 \$ _____
 4. Please join us for our lunch Tuesday afternoon. Luncheon tickets are included for each person registered on this form (Limit 2). Non-registered guests may attend at additional cost. _____ guests at \$40.00 each. \$ _____
- TOTAL VENDOR REGISTRATION FEE ENCLOSED (total of 1 – 4 above) \$ _____

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

Staying on site? Yes No Contact Madden's directly to make your lodging reservations.

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:

Sponsor Contribution (please check one)

- Diamond \$2,500
- Platinum \$1,500
- Gold \$ 1,000
- Silver \$ 750
- Bronze \$ 500

Total Contribution Amount \$ _____ or \$ _____
 Enclosed Invoice me