



**This Contract for Exhibit Space represents an official agreement between the Exhibiting Company (Exhibitor) and the Minnesota Sheriffs' Association (Exhibit Management).**

**Exhibit Booth Regulations:**

- Tabletop displays will receive a 6' table to display their exhibit. Displays must not exceed 7' high.
- Oversize backdrop displays must not exceed 7' high and 10' wide. If you want more space, please choose oversize.

**Displays that do not meet the above requirements must receive pre-approval by the exhibit management.**

**Sharing Booth Space**

Sharing booth space by more than one company/organization is strictly prohibited. One company name will be listed per exhibit.

**Staffing of Exhibit Booth**

Two booth staff registrations are included in the price of a booth. This registration gains access to all events in the exhibit area and meals served during that time. Additional staff members must register at \$50.00 per person.

**Exhibit Space Reservation**

Exhibit space will not be held for any registration submitted without payment in full. Space is limited and will be confirmed electronically upon receipt of payment.

**Give-Aways and Raffles**

- Raffles at the exhibitor's display are strictly prohibited. Exhibiting companies may donate items to be held in the conference raffle drawings which will be held during the conference by exhibit management.
- Promotional materials given away may not have a value of more than \$5.00. We encourage your donation to the conference raffle.

**Refusal of Booth Space**

All exhibit bookings are subject to the approval of exhibit management. Exhibit management reserves the right to refuse space rental for any reason including a conflict with the intent of the Exhibit or the mission of the Association.

**Cancellation and Violation of Terms, Conditions, and Details**

No fee for cancellations prior to March 1, 2018. A paid space reservation cancelled AFTER March 1, 2018 will incur a 50% cancellation penalty. NO REFUNDS will be given for cancellations after Friday, March 10, 2018.

Violations of any of these terms and conditions or any details will result in termination of this agreement. In this event, any previous exhibitor payment is forfeited and exhibit management may reassign the space.

**Exhibit Management Reserves the Right To:**

- Make any necessary adjustments to booth locations, booth assignments, and exhibitor floor plan.
- Make any necessary changes or exceptions to terms, conditions, and details.
- Refuse any display, or portions thereof, that does not meet the local fire, safety, building, etc. codes.

**All Exhibitors are Responsible For:**

- Abiding by these terms and conditions.
- **Educating booth staff on these terms, conditions, and details.**
- Any additional arrangements for their booth (i.e. insurance or shipping arrangements – including receiving of the shipments). Charges associated with these items are the responsibility of the exhibiting company.
- Creating a display that meets local fire, safety, building, etc. codes.
- Staffing exhibit booth during exhibit open hours as published in the final program.
- Registering all exhibit booth staff with exhibit management.
- Any damage done to the facility caused by the exhibiting company's booth staff or its agents.
- The safety and security of any and all valuables in the booth.

**Exhibitor Agrees:**

- To keep their display within their designated exhibit space. Displaying items in the aisles is not permitted.
- To set up/tear down display **during designated times only** unless prior arrangements are made with and approved by exhibit management.
- Not to display or distribute promotional materials outside of their booth space.
- That the exhibit management, its volunteers, and its agents are in no way responsible for theft or damage to exhibit booth and/or exhibitor's property during the exhibition (including move in and move out).

I understand and agree to the terms and restrictions listed on this form. I will be responsible for educating booth staff on these terms, conditions, and details.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**APCO - NENA / MSA  
911 COMMUNICATIONS CONFERENCE**  
EXHIBITOR DATES: TUESDAY MARCH 20 & WEDNESDAY MARCH 21, 2018  
ARROWWOOD RESORT; ALEXANDRIA, MN

**EXHIBITOR SCHEDULE**

**Tuesday, March 20, 2018**

2:00 pm – 5:00 pm      **Registration & Setup**  
(note: exhibitors will NOT be allowed in exhibit area before 2:00pm)

6:00 pm – 8:00 pm      **Exhibitor Reception & Dinner**  
(dinner 6:30 - 7:30pm)

8:30 pm – midnight      **Hospitality and Social networking**  
(no fee for exhibitors)

**Wednesday, March 21, 2018**

10:30 am                      **Exhibit Hall re-opens for set up**

11:45 am – 1:15 pm      **Exhibitor Break & Lunch**  
(Raffle Drawings to be held at approximately 12:45pm)

1:15 pm                        **Exhibitor Tear Down**

**Minnesota Sheriffs' Association**

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