

**LeadingAge Minnesota's
Adult Day Conference with Tabletop Displays
Friday, Oct. 13, 2017
Minnesota Masonic Heritage Center, Bloomington**

Tabletop Display Hours

Friday, Oct. 13 from 1 to 1:45 p.m. and 3 to 3:30 p.m.

Set-Up

Friday, Oct. 13 between Noon and 12:45 p.m.

Tear Down

Friday, Oct. 13 between 3:30 and 4 p.m.

Tabletop Rental Includes

- event registration for one individual from your organization which includes breaks (\$85 member/\$105 prospective member value);
- 1 1/4 hours of dedicated exhibit time;
- exposure to over 100 key adult day site leaders;
- listing in the onsite program brochure which includes a description of the products/services your company provides;
- 36" tall cocktail table for display materials;
- a PDF catalog of names, titles, addresses and emails of all participants at the event (provided electronically one week before the conference); and
- the opportunity to attend education sessions for no additional cost.

Tabletop Display Prices (only 10 tall cocktail tables available – act fast!)

- LeadingAge Minnesota Members - \$100
- Prospective Members - \$150

Location

Minnesota Masonic Heritage Center
11411 Masonic Home Drive, Bloomington, MN 55427
www.masonicheritagecenter.org
952.948.6500

Tabletop Fees and Cancellation Policy

No table space will be assigned without payment in full. If assigned space is canceled by the exhibitor on or before Sept. 15, 2017, 50% of the total cost will be retained by LeadingAge Minnesota. If assigned space is canceled by the exhibitor after Sept. 15, 2017, all monies will be retained by LeadingAge Minnesota.

Sign Up Today!

Please complete the one-page tabletop display contract and return with payment. Tabletop assignments are made on a first-come, first served basis based on the date of receipt of contract and payment. You can email/fax this form to 651.645.0002 or jprosser@leadingagemn.org and then follow-up with Jenny Prosser via phone to provide your credit card information; or mail the form with payment via check to LeadingAge Minnesota, Attn: Accounting 6837, 2550 University Avenue West, Suite 350 South, St. Paul MN 55114-1900.

2017 Adult Day Conference
Oct. 13, 2017
TABLETOP DISPLAY CONTRACT

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Signature: _____ Phone (_____) _____

Email: _____

Website: _____

BRIEF DESCRIPTION

In the space below, please write a short summary (no more than 3 sentences) of the products and/or services that your company provides. **This description will be used in the 2017 Adult Day Conference onsite program brochure.** (You may also attach this description on a separate piece of paper.) *Deadline for inclusion in the onsite materials is Friday, Sept. 29, 2017.*

COMPLETE TO FIGURE AMOUNT DUE

LeadingAge Minnesota Member	\$ _____	(\$100)
Prospective Member	\$ _____	(\$150)
Additional Fee Per Person Over One	\$ _____	(\$50 member, \$75 prospective member)

Total Amount Due \$ _____

STAFF PERSON ATTENDING/STAFFING YOUR DISPLAY:

Name _____

Title _____

Email _____

Please return form with payment: LeadingAge Minnesota, Attn: Accounting 6837, 2550 University Avenue West, Suite 350 South, St. Paul MN 55114. If you have any questions, please call Jenny Prosser, Vice President of Conferences & Sales, at 651.603.3548, 800.462.5368 or jprosser@leadingagemn.org.

METHOD OF PAYMENT

- Check enclosed
- Please charge my:
 - American Express
 - Discover
 - MasterCard
 - Visa

To comply with PCI DSS (policies to protect credit card data), LeadingAge Minnesota cannot accept credit card information via email or fax. You may submit your contract via email or fax without credit card information and then follow-up with Jenny Prosser at LeadingAge Minnesota at 651.603.3548 to provide your credit card information.