

2016 LEADINGAGE MINNESOTA INSTITUTE
EXHIBITOR CONTRACT (Please print or type)
February 10 & 11, 2016
RiverCentre, St. Paul

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Signature: _____ Phone (____) _____ Fax (____) _____

All further contact is to be made with: _____ E-mail (required) _____

BOOTH ASSIGNMENT

Please indicate your booth choices below. The preferences given are for guidance and are not guaranteed. **All booth assignments are made on a first-come, first-served basis based on the date of receipt of contract and payment.**

First Choice _____ Second Choice _____
 Third Choice _____ Fourth Choice _____

BOOTH FEES

LeadingAge Minnesota members:

- Early Bird: \$1,570 (by 5-31-15)
- Regular Rate: \$1,670 (after 5-31-15)

Prospective members:

- Early Bird: \$2,370 (by 5-31-15)
- Regular Rate: \$2,470 (after 5-31-15)

Become a Business Partner member and save \$800 on your 2016 booth fee!

In addition to saving \$800 on your 2016 booth fee, LeadingAge Minnesota Business Partner membership helps distinguish your company as a part of the LeadingAge Minnesota community and connects you to hundreds of providers throughout the year. Members want to do business with Business Partners, so contact Jenny Prosser at 651.603.3548 or jprosser@leadingagemn.org today for more information on the benefits and values of Business Partner membership! **NOTE: Membership must be maintained for the exhibit year to get the member booth rate.**

Booth assignments will not be made until both the signed contract and payment are received. Members can pay a deposit of \$800 (or in full) to hold a booth. Prospective members must pay in full. Please include an additional \$50 for each additional category over one. Electronic pre and post snail mail lists can be purchased for one-time use only for \$75 each.

FOR LEADINGAGE MINNESOTA USE ONLY / #6076

Date contract received: _____

ELECTRICAL AND SPECIAL SERVICES

Electricity should be ordered through the RiverCentre. Tables, chairs, carpet and other services such as these can be ordered through our show decorator, GES. These items incur an additional charge.

ARE YOU: _____ First Time Institute Exhibitor
 _____ Returning Institute Exhibitor

COMPLETE TO FIGURE AMOUNT DUE

Member	\$ _____
Prospective Member	\$ _____
Pre-Show List (\$75)	\$ _____
Post-Show List (\$75)	\$ _____
Additional Categories (\$50 each)	\$ _____
Total Amount Due	\$ _____

METHOD OF PAYMENT

Members: Deposit of \$800 (or payment in full) to assign a booth.

Prospective members: Booths must be paid in full in advance to be assigned a booth.

Please photocopy both pages of this contract and return original with payment: LeadingAge Minnesota, 2550 University Avenue West, Suite 350 South, St. Paul MN 55114-1900 Attn: #6076. If you have any questions, please contact Jenny Prosser, Vice President of Conferences & Sales at 651.603.3548, 800.462.5368 or jprosser@leadingagemn.org. LeadingAge Minnesota Web site is www.leadingagemn.org.

Since the 2016 exhibitor prospectus is not available yet, the 2015 exhibitor prospectus rules and regulations will be followed and enforced.

___ Visa ___ MasterCard ___ AmEx ___ Check

Card Number: _____

Expiration Date: _____

CSC Code (3-digit code on back of card): _____

Name on Card (print): _____

Cardholder's Signature: _____

