

LeadingAge Minnesota's & Minnesota HomeCare Association's Connect Conference with Tabletop Displays

Aug. 20-21, 2019

Earle Brown Heritage Center, Brooklyn Center

Connect Conference



Set-Up

Tuesday, Aug. 20 between 9 a.m. and 10 a.m.

Display Hours

Tuesday, Aug. 20: 10:15 – 10:45 a.m. and 2:45 – 3:15 p.m.

Wednesday, Aug. 21: 10:15 – 10:45 a.m. and 2:15 – 2:45 p.m.

Tear Down

Wednesday, Aug. 21 between 2:45 p.m. and 3:45 p.m.

Tabletop Rental Includes

- event registration for one individual from your organization which includes breakfast, lunch and breaks both days;
- 2 hours of dedicated exhibit time;
- connect with providers over lunch each day;
- exposure to 300 housing, assisted living, adult day and home care leaders;
- listing in the onsite program brochure which includes a description of the products/services your company provides;
- 8' by 30" display table with linen;
- 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 (40 tabletops available – act fast!)

- LAM/MHCA Members - \$400
- Prospective Members - \$550

Location

Earle Brown Heritage Center

6155 Earle Brown Drive, Brooklyn Center, MN 55430 ~ 763.600.7176

Website: <https://www.earlebrown.com/>

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 July 5, 2019, 50% of the total cost will be retained by LAM/MHCA. If assigned space is canceled after July 5, 2019, all monies will be retained by LAM/MHCA.

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 scan and email this form to jprosser@leadingagemn.org or mail the form with payment via check to LeadingAge Minnesota, Attn: Accounting 6699, 2550 University Avenue West, Suite 350 South, St. Paul MN 55114-1900.

TABLETOP DISPLAY CONTRACT

Company: _____

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 2019 Connect 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, July 26, 2019.

PLEASE INDICATE YOUR TABLETOP CHOICES BELOW

Preferences are given for guidance and are not guaranteed. All tabletop 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 _____

COMPLETE TO DETERMINE AMOUNT DUE

| | | |
|------------------------------------|----------|--|
| LAM/MHCA Member | \$ _____ | (\$400) |
| Prospective Member | \$ _____ | (\$550) |
| Electricity | \$ _____ | (\$90) |
| Additional Fee Per Person Over One | \$ _____ | (\$200 member, \$250 prospective member) |
| <i>Total Amount Due</i> | \$ _____ | |

STAFF PERSON ATTENDING AND STAFFING YOUR DISPLAY:

Name _____

Title _____ Email _____

Please return form with payment: LeadingAge Minnesota, Attn: Accounting 6699, 2550 University Avenue West, Suite 350 South, St. Paul MN 55114. 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.

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 without credit card information. Jenny Prosser will be in touch with you regarding who to call to make payment with your credit card.