



EXHIBITOR PROSPECTUS 2020 INSTITUTE & EXPO

FEBRUARY 5-7, 2020
RIVERCENTRE, ST. PAUL

LeadingAge™
Minnesota

Who is LeadingAge Minnesota?

LeadingAge Minnesota is driven to transform and enhance the experience of aging.

As the state's largest association of organizations serving Minnesota seniors, we work collectively with our members, caregivers, advocates and consumers to shape the future of aging services and ensure older adults in every community live with dignity, meaning and purpose.

Together with 60,000 caregivers, our members serve 70,000 older adults every day in all the places they call home including independent senior housing, assisted living communities, in-home care, adult day centers and skilled nursing facilities.

LeadingAge Minnesota Membership:

- 184 free-standing care centers
- 48 hospital-attached care centers
- 604 senior housing providers
- 142 corporate members owning or managing two or more senior communities
- 101 adult day centers
- 32 home and community based service providers
- 192 business partners
- 45 honorary members
- 28 associate member companies
- 145 individual members
- Represents over 18,500 care center beds and more than 36,500 senior housing units

Listen to What Past Exhibitors are Saying About Us

"The LeadingAge Minnesota Institute is a great way to be in contact with the majority of our long-term care clients, all in one place!"

"It was great! We really liked the venue. Everything was very professional and well-run."

"First time at the Institute and had a very positive experience. Great traffic and conversation!"

"Great experience! We had more traffic by our booth than expected. Great interaction with the attendees."

Who Will You Meet?

Past LeadingAge Minnesota Institutes have attracted close to 1,000 provider decision-makers out of an average overall attendance of approximately 3,500 total attendees. The Institute attracts all disciplines within the long-term care and senior housing profession. This three-day event features over 100 educational programs and a two-day expo.

Why Should My Company Exhibit?

- Put your name in front of LeadingAge Minnesota member organizations that spend over \$1 billion on human resources, goods and services to care for older adults.
- The Institute expands your exposure to key aging services leaders.
- Representing over 1,000 care centers, senior housing residences, adult day centers and community-based services organizations, the LeadingAge Minnesota Institute is the largest show of its kind in the country. You'll connect with more than 3,500 providers.
- Because the LeadingAge Minnesota's Institute is designed specifically for management-level professionals, you will be able to effectively market your products and services directly to your target audience.
- In just two days, you can meet more than 1,000 decision-makers in the long-term care and senior living arena.
- You can choose to attend quality education programs offered to enhance your knowledge of older adult services for no additional cost.

If you want to ...

- cross-market your services to all facets of the senior and aging services continuum
- create brand awareness and enhance your company's image
- generate new sales leads
- meet with customers to build loyalty
- introduce new products and services
- assess the competition
- conduct pre-market evaluations

... then you must exhibit at LeadingAge Minnesota Institute in St. Paul.

Booth Price

LeadingAge Minnesota Members

Rate: \$1,710

Prospective Members

Rate: \$2,510

Become a Business Partner member and save \$800 on your 2020 booth fee!

In addition to saving \$800 on your 2020 booth fee, LeadingAge Minnesota's 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 LeadingAge Minnesota Business Partners. 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.**

Show Sponsor

LeadingAge Minnesota
2550 University Avenue West, Suite 350 South
St. Paul, MN 55114-1900
651.603.3548 or 800.462.5368
Fax: 651.645.0002
Web site: www.leadingagemn.org

Contact: Jenny Prosser, Vice President of
Conferences and Sales
Email: jprosser@leadingagemn.org

Decorator Service

GES
7000 Lindell Road
Las Vegas, NV 89118
763.488.5340
Contact: Danny Wraspir
Email: dwraspir@ges.com

Expo Location

Saint Paul RiverCentre
175 West Kellogg Boulevard
St. Paul, MN 55102
651.265.4830
Contact: Pat Lealos
Email: plealos@rivercentre.org

EXHIBIT AGENDA

Show Hours:

- Wednesday, Feb. 5: 10 a.m. - 3 p.m.
- Thursday, Feb. 6: 9 a.m. - 1 p.m.
- Friday, Feb. 7: No exhibits

Set-Up Hours:

Tuesday, Feb. 4: 1 - 7 p.m.
Wednesday, Feb. 5: 7 - 9 a.m. (Pre-approval by Jenny Prosser at LeadingAge Minnesota is required to setup on Wednesday morning.)

Teardown Hours:

Thursday, Feb. 6: 1 - 4 p.m.

Booth rental includes:

- event registration for up to six staff from your organization
- four hours of dedicated exhibit time
- the opportunity to schedule personal breakfast or afternoon meetings with customers and potential clients
- standard 10' deep by 10' wide booth with draping
- a 11" by 17" booth identification sign
- listing in the Institute Mobile App, which includes a description of the products/services your company represents
- listing on LeadingAge Minnesota's online expo directory
- a PDF catalog of names, titles and addresses of all participants at the Institute (provided electronically one week before show)
- opportunity to purchase a one-time use electronic list of attendee mailing information for a pre-show and/or post-show mailing
- security during all exhibit show hours
- access to over 1,000 key industry decision-makers
- the opportunity to attend educational programs and social events for no additional cost

Booth rental does NOT include:

- tables, chairs or other furniture for your booth – these items can be rented through GES or brought in by your company.
- booth carpeting – order through GES in advance for \$121.52.
- Electricity – order through RiverCentre in advance for \$110.

Exhibit Rules and Regulations

1. HOSPITALITY SUITES/RECEPTIONS

A signed exhibitor agrees to host hospitality suites and/or receptions at times that do not conflict with LeadingAge Minnesota scheduled education and social events. An exhibitor that violates this clause will be fined 50 percent of booth rental. No signs or invitations are to be posted or sent without prior approval. Please contact Jenny Prosser at LeadingAge Minnesota for suggested times, locations and approval.

2. ASSIGNMENT OF BOOTH SPACE

All booth requests will be handled on a first-come, first-served basis determined by the date of receipt of contract and payment. **No telephone reservations will be accepted.**

The preference given for booth locations is for guidance and is not guaranteed by LeadingAge Minnesota. LeadingAge Minnesota reserves the right to restrict entrance into the Institute of any exhibitor that it deems is not in the best interest of the event as a whole.

3. BOOTH FEES AND CANCELLATION POLICY

No booth space will be assigned without deposit or full payment for a booth. If assigned space is canceled or reduced by the exhibitor on or before Oct. 31, 2019, 50 percent of the total cost will be retained by LeadingAge Minnesota. If assigned space is canceled or reduced by the exhibitor after Oct. 31, 2019, all monies paid will be retained by LeadingAge Minnesota. All monies will be retained for weather-related cancellations over show dates. Checks should be made payable to: LeadingAge Minnesota and should be mailed to: 2550 University Avenue West, Suite 350 South, St. Paul MN 55114-1900, Attention: Accounting #4070.

In the event of conflicts or conditions beyond its control, LeadingAge Minnesota reserves the right to rearrange the floor plan. Also, LeadingAge Minnesota may relocate any exhibit at any time with the understanding that, if the exhibitor does not agree with such relocation, his/her full payment for exhibit space will be refunded provided the company chooses not to exhibit.

Any space not claimed and occupied for which no special arrangements have been made prior to 9 a.m. on Wednesday, Feb. 5, 2020, may be resold or reassigned by LeadingAge Minnesota without obligation on the part of LeadingAge Minnesota for any refund whatsoever.

4. SUBLETTING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business. However, an exhibitor may use equipment or the product of another exhibitor in this booth for the purpose of better product presentation of its own product, but may not give credit to that manufacturer. Any exhibiting company violating this rule will be asked to correct the violation or will forfeit their booth space without any refund of monies paid.

5. INSTALLATION OF EXHIBITS

Installation of exhibits at the RiverCentre is **Tuesday, Feb. 4, from 1 - 7 p.m.**

If erection of any exhibit has not started by 7 p.m. on Tuesday, LeadingAge Minnesota shall order the exhibit to be erected and the exhibitor billed for all charges incurred. If the exhibitor will be temporarily delayed to setup their booth, he/she must contact LeadingAge Minnesota's staff by phone to make other arrangements. **All exhibitors must be fully operational by 9 a.m. on Wednesday, Feb. 5, 2020.**

6. CONTRACTOR SERVICES

Exhibitor service kits will be emailed approximately eight weeks before the Institute. LeadingAge Minnesota has designated GES as the official show contractor. GES will provide all show services other than supervision. The exhibitor shall provide only owned materials and equipment to be used in the exhibit space. All other items used in the booth are to be provided by GES.

Only employees who appear on the exhibiting company's payroll may staff the exhibit booth.

They must be fully identified by wearing the official LeadingAge Minnesota badge for security throughout the event. Each exhibitor is responsible for picking up his/her own badge from the LeadingAge Minnesota registration desk.

All agents/representatives that are performing services at the RiverCentre directly for an exhibitor other than the exhibitor's employees must provide LeadingAge Minnesota with Certificates of Insurance by Jan. 10, 2020. If Certificates of Insurance are not received, LeadingAge Minnesota reserves the right to deny those persons access to the exhibit floor.

GES will receive direct and advance shipments and van loads, handle freight and provide rigging, labor and equipment. All services not ordered in advance must be procured through the GES service desk, which will be maintained in the expo hall at the RiverCentre. LeadingAge Minnesota shall have the right to remove the exhibitor and any unauthorized contractors from the exhibit floor for violation of this rule.

7. REMOVAL OF EXHIBITS

All exhibits will close promptly at 1 p.m. Thursday, Feb. 6. For safety reasons as well as maintaining a professional and courteous atmosphere, **any exhibitor closing or leaving their booth prior to 1 p.m. will be fined 25 percent of booth rental.**

Each exhibitor will complete arrangements for removal of material from the exhibit area in accordance with the instructions provided in the exhibitor service kit. These arrangements can be made at the exhibitor service desk. **All exhibits must be dismantled and packed by 4 p.m. Thursday, Feb. 6.**

8. STORAGE OF CRATES AND BOXES

GES will handle and provide storage space for crates, boxes, etc. during the expo and will return properly marked stored materials at the completion of the show. They will supply tags to be attached to each piece stored. No boards will be accepted for storage unless securely tied into bundles and tagged.

Fire regulations require that wrapping materials such as paper, excelsior, etc. must be completely enclosed within the packing boxes. Materials not in accordance with these regulations will be considered refuse.

9. BOOTH CONSTRUCTION AND ARRANGEMENT

LeadingAge Minnesota will provide and arrange for the erection of necessary draped backgrounds of uniform style.

All booths will be provided with one 11" by 17" booth sign. Each exhibit must be confined by the spatial limits of its respective booth indicated on the floor plan. **Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors. Exhibitors will be asked to move their exhibit should there be any complaints.**

All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or LeadingAge Minnesota. Displays must conform to local building and fire department codes and regulations. LeadingAge Minnesota trusts exhibitors will create a professional atmosphere with their display. GES and LeadingAge Minnesota staff will inspect booth displays to make sure they meet the specified guidelines. Any exhibitor whose booth does not meet booth requirements will be asked to correct the violation immediately.

10. CARE OF EXHIBIT SPACE

Exhibitor shall be fully responsible to pay for any and all damages to property owned by LeadingAge Minnesota and/or the RiverCentre, its owners or managers, which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless LeadingAge Minnesota and the RiverCentre, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees that arise from or out of the exhibitor's occupancy and use of the exhibition premises or any part thereof.

11. EXHIBITOR'S REPRESENTATIVES

Each exhibitor must provide a representative(s) within the exhibit space during the open hours of the show listed under "Exhibit Agenda." **All representatives must appear on the company's official payroll** and must wear a badge and be in attendance during scheduled show hours. LeadingAge Minnesota expects all representatives to provide a professional atmosphere, helping participants see and understand the exhibitor's products and/or services.

LeadingAge Minnesota allows each exhibitor up

to six representatives to staff their booth. Every person over six will incur a \$100 registration fee per person.

12. ATTENDANCE

The exhibit is limited to individuals, business firms, manufacturers and dealers who have contracted and paid for space assignments or who are annual sponsors. Representatives of non-exhibiting firms will not be admitted to the exhibit floor or conference site without payment in full of the non-exhibiting registration fee by their firm.

No admittance will be given to any person who has not been officially registered for the Institute by LeadingAge Minnesota. **No guests of exhibiting companies will be admitted on the exhibit floor – no exceptions.**

13. LIABILITY, SECURITY AND CANCELLATION

Each exhibitor must make provisions for the safeguarding of goods, materials, equipment and display at all times. General overall security service will be provided by LeadingAge Minnesota for the open expo hours, but LeadingAge Minnesota and the security service will not be responsible for loss of any materials by or for any cause. The exhibit hall will be locked all hours not specified in the "Exhibit Agenda" portion of this prospectus.

The exhibitor must surrender space occupied in the same condition it was at the time of occupation. To the extent permitted by law, the exhibitor is responsible for all damage to the exhibit hall and for any and all claims and demands on account of any injury, death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor or her/his employees, servants, agents, licensees or contractors. The exhibitor agrees to and shall indemnify and hold harmless LeadingAge Minnesota from and against any and all liability, claims or demands that may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor.

Neither LeadingAge Minnesota, its service contractors, the management of the RiverCentre, their agents, servants, contractors or employees are or shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, unless caused by or resulting from negligence of LeadingAge Minnesota, its service contractors or the management of the RiverCentre.

In case any part of the exhibit hall is destroyed or damaged, preventing LeadingAge Minnesota from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in case occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God (including weather), national emergency or other cause only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against LeadingAge Minnesota, its directors, officers, agents or employees for losses or damages that may arise in consequence of such liability to occupy assigned space.

14. SPECIAL VISUAL AND SOUND EFFECTS

Audiovisual and other sound and attention getting devices and effects will be permitted only in those locations and in such intensity as in the opinion of LeadingAge Minnesota do not interfere with the activities of neighboring exhibitors. Exhibitors are responsible for paying any licensing fees for music played in their booth that is not in the public domain. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

15. FOOD & BEVERAGE POLICY

Saint Paul RiverCentre and Roy Wilkins Auditorium retain the exclusive right to provide, control and retail all food and beverage services throughout the facilities. Exhibitors are not permitted to sell, distribute or provide samples of food and beverage products without written permission from Saint Paul RiverCentre in advance of the show. If a waiver is granted, any exhibitors giving away and/or selling food and beverage products must have a permit and all appropriate fees on file with the Minnesota Department of Health. Exhibitors will

also be fully responsible for any and all liabilities that may result from the consumption of their products and not Saint Paul RiverCentre, Roy Wilkins Auditorium, MHC Culinary Group, nor the City of Saint Paul. For additional information or to receive written permission to sample product please contact Jillian Alspach at MHC Culinary Group at 651.726.8807 or jalspach@rivercentrecatering.org.

16. VIOLATIONS

Violations of any of these regulations on the part of the exhibitor or the employees or agents of the exhibitor shall, at the option of LeadingAge Minnesota, annul the right to occupy space and/or be fined, and such exhibitor shall forfeit to LeadingAge Minnesota all monies paid.

Upon evidence of a violation, LeadingAge Minnesota may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all such expenses and all damages that LeadingAge Minnesota may incur and shall forfeit all monies paid or due LeadingAge Minnesota on account thereof. The exhibitor waives any right to service or written notice of LeadingAge Minnesota's intention to terminate this agreement and repossess space occupied by the exhibitor.

17. GENERAL

All matters and questions not covered by the regulations are subject to the decision of LeadingAge Minnesota. These regulations may be amended at any time by LeadingAge Minnesota, and all amendments shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, written notice will be given by LeadingAge Minnesota to such exhibitors as may be affected by them.

LeadingAge Minnesota staff will be available throughout the show to answer questions and help where needed.

**HURRY, SPACE SELLS
OUT QUICKLY!**
**Contact Jenny Prosser today at 651.603.3548,
800.462.5368 or jprosser@leadingagemn.org
to reserve your booth at
LeadingAge Minnesota's Institute & Expo
Feb. 5 - 7, 2020 in St. Paul.**

2019 Institute Exhibitors

Stay a step ahead of your competition by signing up for 2020!

ACADIA Pharmaceuticals Inc.
ActivStyle Inc.
Adapta
Adara Home Health
Advanced Health Institute
Advanced Wireless Communications
Aegis Therapies
AI CARE LLC
Aladtec
Align
AlixRx
All Ability Cycles, LLC
Allied Generators
Allina Health Home Care Services
Alzheimer's Association Minnesota-North Dakota
American HealthTech
American Medical Technologies
Anderson Companies
Anodyne Inc.
Apollo Corporation
ARKRAY USA Inc.
Arrowhead Medical Equipment & Supplies
Aufderworld Corporation
A'viands
Ayres Associates
Baker Tilly
Ban-Koe Companies
Basic American Medical Products
Bauer Design Build
Beacon Communications
Bestbath
Bethel University
Better Business Bureau of Minnesota & North Dakota
Big Stone Therapies
BKV Group
Bluespire Senior Marketing
Bluestone Physician Services
Bremer Bank
By the Yard
Calmoseptine Inc.
Carson's Senior Living
CBS Construction Services
Certain Shade of Green LLC
CFS Interiors & Flooring
Christensen Group Insurance
CISCOR
CliftonLarsonAllen LLP
ClipDifferent
Coborn's Pharmacy Services
Compeer Financial
Computer Integration Technologies Inc. (CIT)
Concordance Healthcare Solutions
Concordia University, St. Paul
Cunningham Group Architecture Inc.
Custom Medical Solutions
DAYTA Marketing
DermaRite Industries LLC
Direct Supply
ditty + rehkamp
Dougherty & Company LLC
DTB Systems Inc.
DTN Staffing
EasyShifts
ECP
Ecumen Hospice
EduCare by Mirabelle Management, LLC
Eide Bailly LLP
Eldermark Software
Eldre Solutions Group
Elim Preferred Services Inc.
eMenuCHOICE
Empira

Essential Decisions Inc. (EDI)
Essity
EZ Way Inc.
First Quality Products
Foodservice Express
Forbo Flooring
Functional Pathways
Genesis Rehab Services
Geritom Medical Inc.
GLTArchitects
GreatCall
Greystone Construction
Guardian Pharmacy
Health Care Insurance Services (HCIS)
Health Dimensions Group
Healthcare Purchasing Connection
Healthcare Services Group Inc.
HealthEast Medical Laboratory
Heartland Hospice
HeartLegacy, LLC
Henricksen
Herbert J. Sims & Company
Hillyard
Hoglund Bus Company
Home Care Assistance
Ideacom Mid-America
Imagewerks Marketing
Infection Prevention Education and Training
Infinity Rehab
In-House Senior Services
InPro Corporation
Intalere
Intellicents Inc.
inviacom
Joerns Healthcare
JustUs Health
Kaas Wilson Architects
Kent Precision Foods Group Inc.
Kraus-Anderson
Kronos Incorporated
Larson Building Inc.
LeadingAge MN Savings & Solutions Center
LeadingAge New York
LifeShare Technologies
Live 2 B Healthy
Lockton Companies
Marcus & Millichap | National Seniors Housing Group
Martin Bros. Distributing
MatrixCare
McKesson Medical Surgical
MedBridge
Medline
Med-Mizer Inc.
Midwest Electric & Generator Inc.
Miller Architects & Builders
Minnesota Association of Nutrition & Foodservice Professionals (ANFP)
Minnesota Department of Health - Vaccine Preventable Disease Section
Minnesota Directors of Nursing Administration (MN-DONA)
Minnesota Historical Society
Minnesota Network of Hospice & Palliative Care
Minnesota Valley Testing Laboratories
Moments Hospice
Momentum Healthcare
Mom's Meals NourishCare
Mortarr
Netsmart
New Horizon Foods Inc.
NOA Medical Industries
Nor-Son Construction

North Central Bus and Equipment
Northland Securities Inc.
Northwest Respiratory Services, LLC
Northwood Industries Inc.
Omnicare, a CVS Health Company
Optima Products Inc.
Optum
Passion for Dining and Nutrition
Pathway Health
Paycor
Pharmerica
Pioneer Critical Power
Piper Jaffray & Co.
PointClickCare
Pope & Conner Consulting Inc.
Pope Architects Inc.
Preferred Podiatry Group, P.C.
PROCare HR
Professional Portable X-ray Inc.
Protocol 46
RehabCare
Reinhart FoodService
Reliable Medical Supply
Renovation Systems
ResidentRated
ResiDex Software
ResultsPlus from Metafile
RF Technologies
River Oaks of Minnesota
Ross Nesbit Agencies Inc.
RX2Live - Minnesota
Scoopplate.com
Select Rehabilitation, LLC
Senior Care Solutions Inc.
Senior LinkAge Line
Senior TV
Shannon Specialty Floors
Shingobee Builders Inc.
Smart-HR
SMT Health Systems
Sonus Interiors
Span-America
Sprint CapTel
St. Catherine University
St. Croix Hospice
Sterling LTC Pharmacy
Stratis Health
Studio 78 Platinum Design
Surfacequest
Sysco Minnesota
Telin Transportation Group
Temp Social Work
Textile Care Services
Thrifty White Pharmacy
Trossen Wright Plutowski Architects, PA
UCare
Unidine
United Bus Sales
University of Minnesota - Crookston
Upper Lakes Foods Inc.
US Foods
USI Insurance Services
Value First Inc.
Visual Inc.
w.d. frederickson Inc.
Warm Rain Corp.
Weis Builders Inc.
WellSky
Wipfli LLP
Wold Architects and Engineers
WTU Systems LLC
YHR Partners
Ziegler

2020 LEADINGAGE MINNESOTA INSTITUTE & EXPO

EXHIBITOR CONTRACT

February 5 & 6, 2020 • RiverCentre, St. Paul

Company Name _____

Address _____

City _____ State _____ Zip _____

Name _____ Title _____

Signature _____ Phone _____

All further contact is to be made with: _____ Email _____
(required)

BOOTH ASSIGNMENT

Please indicate your booth choices below. The preferences given are for guidance and are not guaranteed by LeadingAge Minnesota. **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:

Rate: \$1,710

Prospective Members:

Rate: \$2,510

Become a Business Partner member and save \$800 on your 2020 booth fee!

In addition to saving \$800 on your 2020 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. Contact Jenny Prosser at 651.603.3548 or jprosser@leadingagemn.org today for more information on the benefits and value 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. Payment is to be made at the time of purchase.

ELECTRICAL AND SPECIAL SERVICES

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

ARE YOU

- First time Institute Exhibitor
- Returning Institute Exhibitor

COMPLETE TO FIGURE AMOUNT DUE

LeadingAge Minnesota Member	\$ _____
Prospective Member	\$ _____
Corner Booth (\$100)	\$ _____
Pre-Show List (\$100)	\$ _____
Post-Show List (\$100)	\$ _____
Additional Categories (\$50 each)	\$ _____
Total Amount Due	\$ _____

METHOD OF PAYMENT

Payment is to be made at the time of purchase.

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: #4070. If you have any questions, please call Jenny Prosser, Vice President of Conferences and Sales, at 651.603.3548, 800.462.5368 or jprosser@leadingagemn.org.

- 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. Jenny Prosser will be in touch with you regarding who to call to make payment with your credit card.*

