

LeadingAge Minnesota
Connect Conference with Tabletop Displays
Oct. 27-28, 2021
Earle Brown Heritage Center, Brooklyn Center

Set-Up

Wednesday, Oct. 27 between 9 a.m. and 10 a.m.

Display Hours

Wednesday, Oct. 27: 10:15 – 10:45 a.m. and 2:45 – 3:15 p.m.

Thursday, Oct. 28: 10:15 – 10:45 a.m. and 2:15 – 2:45 p.m.

Tear Down

Wednesday, Oct. 28 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 and assisted living leaders;
- listing in the conference app 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 and earn CEUs for no additional cost.

Tabletop Display Prices (40 tabletops available – act fast!)

- Member - \$400
- Prospective Member - \$550

Location

Earle Brown Heritage Center

6155 Earle Brown Drive, Brooklyn Center, MN 55430 ~ 763.569.6300

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

Tabletop Cancellation Policy

If assigned space is canceled by the exhibitor on or before Sept. 24, 2021, 50% of the total cost will be retained by LeadingAge Minnesota. If assigned space is canceled after Sept. 24, 2021, all monies will be retained by LeadingAge Minnesota.

Sign Up Today!

Please complete the one-page tabletop display contract. LeadingAge Minnesota will follow up with an assigned tabletop number and payment link to process with a credit card. Tabletop assignments are made on a first-come, first served basis based on the date of receipt of contract. Email the completed fillable form to Jenny Prosser at jprosser@leadingagemn.org.

Health and Safety Requirements for Participants

After a review of the latest official guidance and information related to COVID-19 and the Delta variant, and in consideration of the health and safety of those who will be attending the Connect Conference we will require the following from participants:

- **Participants are required to wear a face covering at all times, regardless of vaccination status, while entering and inside the Earle Brown Heritage Center, except when actively eating or drinking.** We suggest bringing your own mask. LeadingAge Minnesota will have disposable masks available on-site for those who need one.
- **All registered attendees are required to verify or present proof of COVID-19 vaccination** through a HIPAA-compliant process online. We will provide additional details to registered attendees through a separate communication. Please contact LeadingAge Minnesota at education@leadingagemn.org should you wish to seek approval for an exemption or exception to this policy.

LeadingAge Minnesota will follow the health and safety practices mandated by the site hosting the conference, or by applicable federal, state, and local authorities whichever requires the most protection. Those practices and others will be determined close to the date of the event and may become more or less strict between registration and the event.

All participants will be required to acknowledge any personal risk by attending the conference upon registration.

LeadingAge Minnesota Connect Conference

Oct. 27-28, 2021

TABLETOP DISPLAY CONTRACT

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

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 2021 Connect Conference app.** (You may also email this description text.) *Deadline for inclusion in the app is Friday, Oct. 8, 2021.*

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.

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

COMPLETE TO DETERMINE AMOUNT DUE

Member	\$ _____ (\$400)
Prospective Member	\$ _____ (\$550)
Electricity	\$ _____ (\$80)
Additional Fee Per Person Over One	\$ _____ (\$200 member, \$250 prospective member)

Total Amount Due \$ _____

STAFF PERSON/S ATTENDING AND STAFFING YOUR DISPLAY:

Name/s _____

Title/s _____

Email/s _____

Email this completed fillable form to Jenny Prosser at jprosser@leadingagemn.org. LeadingAge Minnesota will follow up via email with an assigned tabletop number and payment link to process with a credit card. We accept American Express, Discover, MasterCard, and Visa.