

LeadingAge Minnesota Assisted Living Conference with Tabletop Displays Aug. 16 & 17, 2023 Heritage Center of Brooklyn Center

Set-Up

Wednesday, Aug. 16 between 8:15 a.m. and 10 a.m.

Display Hours

Wednesday, Aug. 16: 10:15 – 10:45 a.m. and 1:45 – 2:15 p.m.

Thursday, Aug. 17: 10:45 – 11:15 a.m. and 2:15 – 2:45 p.m.

Tear Down

Thursday, Aug. 17 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 over 200 senior 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 - \$500
- Prospective Member - \$650

Location

Heritage Center of Brooklyn Center

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

Website: <https://heritagecenter.mn/>

Tabletop Cancellation Policy

If assigned space is canceled by the exhibitor on or before July 7, 2023, 50% of the total cost will be retained by LeadingAge Minnesota. If assigned space is canceled after July 7, 2023, all monies will be retained by LeadingAge Minnesota.

Health and Safety for Participants

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

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.

LeadingAge Minnesota Assisted Living Conference

Aug. 16 & 17, 2023

TABLETOP DISPLAY CONTRACT

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Phone: _____

Email: _____

BRIEF DESCRIPTION

In the space below, please write a short summary (no more than 75 words) of the products and/or services that your company provides. **This description will be used in the 2023 Assisted Living Conference app.** (You may also email this description text.) *Deadline for inclusion in the app is Friday, July 28, 2023.*

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	\$ _____ (\$500)
Prospective Member	\$ _____ (\$650)
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 within 30 days. We accept American Express, Discover, MasterCard, and Visa.