



LeadingAge[®]
Minnesota

EXHIBITOR PROSPECTUS



2024 Institute & Expo

Feb. 7-8 • RiverCentre • St. Paul

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:

- 168 free-standing care centers
- 43 hospital-attached care centers
- 748 senior housing providers
- 163 corporate members owning or managing two or more senior communities
- 47 adult day centers
- 36 home and community-based service providers
- 192 business partners
- 26 honorary members
- 32 associate member companies
- 220 individual members
- Represents over 16,600 care center beds and more than 41,100 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 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 800 provider decision-makers out of an average overall attendance of approximately 2,500 attendees. The Institute attracts all disciplines within the long-term care and senior housing profession. This two-day event features over 70 educational programs and an 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 1,400 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 2,500 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 800 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.

10x10 and 8x10 Booth Fees

LeadingAge Minnesota Member:

Early Bird: \$1,850 (by 8-31-23)

Regular Rate: \$1,950 (on or after 9-1-23)

Prospective Member:

Early Bird: \$2,650 (by 8-31-23)

Regular Rate: \$2,750 (on or after 9-1-23)

Become a Business Partner member and save \$800 on your 2024 booth fee!

In addition to saving \$800 on your 2024 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 receive the member booth rate.



Exhibit Agenda

Show Hours:

Wednesday, Feb. 7:

11 a.m. - 3 p.m.

Thursday, Feb. 8:

9 a.m. - 12:30 p.m.

Set-Up Hours:

Tuesday, Feb. 6:

1 - 5:30 p.m.

Wednesday, Feb. 7:

7 - 10 a.m.

Teardown Hours:

Thursday, Feb. 8:

12:30 - 3:30 p.m.

Booth rental includes:

- event registration for up to six staff from your organization
- four hours of dedicated exhibit time
- booth identification sign
- directory listing in the Institute Mobile App
- a PDF catalog of names, titles, and addresses of all participants at the Institute (provided electronically one week before show)
- Excel formatted pre-show and post-show lists for one-time use
- security during all exhibit show hours
- access to over 800 key 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 Fern or brought in by your company.
- booth carpeting – order through Fern.
- electricity – order through RiverCentre.

EXPO CONTRACT

[Click on this link](#) to submit your booth contract electronically.

Show Sponsor

LeadingAge Minnesota
3001 Broadway Street NE, Suite 300
Minneapolis, MN 55413
651.603.3548 or 800.462.5368
Web site: www.leadingagemn.org
Contact: Jenny Prosser, Vice President
of Events, Education & Experiences
Email: jprosser@leadingagemn.org

Decorator Service

Fern
645 Linn Street
Cincinnati, Ohio 45203
800.774.1251
Website: www.fernexpo.com
Contact: Jessica Mulheron, Customer
Service Representative
Email: jmulheron@fernexpo.com

Expo Location

Saint Paul RiverCentre
175 West Kellogg Boulevard
St. Paul, MN 55102
651.265.4831
Contact: Tyler Ichella
Email: tyler.ichella@rivercentre.org

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, 2023, 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, 2023, 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: 3001 Broadway Street NE, Suite 300, Minneapolis, MN 55413, Attention: Accounting #4074.

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 10 a.m. on Wednesday, Feb. 7, 2024, 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. 6, from 1 - 5:30 p.m.

If erection of any exhibit has not started by 5:30 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 10 a.m. on Wednesday, Feb. 7, 2024.

6. CONTRACTOR SERVICES

Exhibitor service kits will be emailed approximately eight weeks before the Institute. LeadingAge Minnesota has designated Fern as the official show contractor. Fern 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 Fern.

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. 8, 2024. If Certificates of Insurance are not received, LeadingAge Minnesota reserves the right to deny those persons access to the exhibit floor.

Fern 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 Fern 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 12:30 p.m. Thursday, Feb. 8. For safety reasons as well as maintaining a professional and courteous atmosphere, any exhibitor closing or leaving their booth prior to 12:30 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 3:30 p.m. on Thursday, Feb. 8.

8. STORAGE OF CRATES AND BOXES

Fern 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 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. Fern 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, MH Culinary Group, nor the City of Saint Paul. For additional information or to receive written permission to sample product please contact Julia Hurtle at MH Culinary Group at 651.726.8804 or julia.hurtle@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. 7-8, 2024 in St. Paul.

2023 INSTITUTE EXHIBITORS

Stay a step ahead of your competition by signing up for 2024!

A Place for Mom	Functional Pathways	Odom Rehab
AB/CD Cleaning Services LLC	Genoa Healthcare LLC	Omnicare, a CVS Health Company
Acadia Pharmaceuticals	Geritom Medical	OpenEye
Accelerated Care Plus	Girard's Business Solutions Inc.	Optima Products Inc.
Accushield	Graham-Field	Optum
AdaptHealth Minnesota - St. Paul	Greenlight Energy Conservation	Ovitsky Vision Care
Adara Home Health	Guardian Pharmacy Minnesota	Parkinson's Foundation
Advanced Entry	Guldmann Inc.	Passion for Dining and Nutrition
Advanced Health Institute	Health Dimensions Group	Pathway Health
Advanced Wireless Communications	HealthCare Interactive Inc.	Paychex
Aegis Therapies	Healthcare Purchasing Connection	Paycor
Align Senior Care Consulting	Healthcare Services Group	Peerlytics
AlixRx	HealthDirect Pharmacy Services	Penner Patient Care
Allina Health Home Care Services	HealthPartners Community Senior Care	PharMerica
American Medical Technologies	Hoglund Bus Company	Piper Sandler & Co.
Apollo Corporation	Homestyle Direct	PointClickCare
ARKRAY USA	Horizon Equipment	Pope & Conner Consulting Inc.
Assembly Health	Icon	Pope Design Group
Assured Security	IEA Inc.	Powerback Rehabilitation
Aufderworld Corporation	Impact Medical	PROCare HR
Aveanna Healthcare	Ingenuity Marketing Group, LLC	Professional Portable X-ray Inc.
Ban-Koe Companies	In-House Senior Services	Quick Test Lab Diagnostics, LLC
Bauer Design Build	InPro Corporation	Radius Living Rx
Bestbath	Intellicents	Rainbow Health
Bethel University	Kent Precision Foods Group	ReliaMed
Better Business Bureau of Minnesota & North Dakota	Knute Nelson Home Health Care and Hospice	ResiDex Software
Big Stone Therapies	Kraus-Anderson	ResultsPlus from Metafile
Blue Stone Therapy	Larson Building Inc.	River Oaks of Minnesota
Bluestone Physician Services	LeadingAge	Select Rehabilitation
Boelter Companies	LeadingAge Minnesota Insurance Solutions	Senior Care Solutions
Bremer Bank	LeadingAge MN Savings & Solutions Center	Servpro of Minnetonka
By the Yard Inc.	Lotus Pharmacy	Servpro of St. Cloud
Calmoseptine Inc.	M Health Fairview Reference Laboratories	ShiftMed
Carefeed	Marco	Sodexo Seniors
CBS Construction Services	Marcus Construction	Span-America
CFS Interiors & Flooring	Martin Bros. Distributing	St. Catherine University
Christensen Group	MatrixCare	St. Croix Hospice
CliftonLarsonAllen LLP	MdKesson Medical-Surgical	Sterling Long Term Care Pharmacy
Coborn's Pharmacy Services	MDS Solutions, a Division of Key Rehabilitation Inc.	Superior Health Quality Alliance/Stratis Health
Colliers Securities	Medication Management Partners	Symmetry Hand Hygiene - Buckeye
Community Living Solutions	Medline	Synergy Care
Compass Community Living	Miller Architects & Builders	Sysco Minnesota
Cura Hospitality	Minnesota Association of Nutrition and Foodservice Professionals	Tapestry Health
Custom Medical Solutions	Minnesota Board of Executives for Long Term Services and Supports	Tarkett
DBS Group	Minnesota Board on Aging/Senior LinkAge Line	TCP Software
Direct Supply	Minnesota Directors of Nursing Administration (MN-DONA)	Temp Social Work
Donlar Construction Company	Minnesota Valley Testing Laboratories	Textile Care Services
DTB Systems	Moments Hospice	Thrifty White Pharmacy
EasyShifts	Mom's Meals	UCare
ECP	Nesbit Agencies	United Bus Sales Inc.
ECSI System Integrators	New Horizon Foods	Upper Lakes Foods
Ecumen Hospice	NEXDINE Hospitality	US Foods
EduCare & OnTrack	Nor-Son Construction	Vaaler Insurance, A Marsh McLennan Agency LLC Company
Eide Bailly LLP	North Central Bus & Equipment	Value First
Elim Preferred Services	Northland Securities	VRI
eMenuCHOICE	Northwest Respiratory Services, LLC	VSI Construction
ESHYFT	Notify Nurse Call and Simply Connect	Western Governors University
Essity	Nura Pain Clinics	Wipfli LLP
Euvoia Senior Services Consulting		Wold Architects and Engineers
EZ Way Inc.		YHR Partners
FOX Rehabilitation		Ziegler