

Exhibitor Prospectus



**Minnesota State University Mankato
Edina Campus**

May We Suggest ...



Strategy Package: \$400

Achieve your goals by purchasing this enhanced exhibitor package. This option includes our single booth package plus all of the marketing items below, enabling you to reach more of your audience.

- Your choice of a prime location on the exhibit floor
- Half-page advertisement in the Convention On-Site Program
- Company logo on MNSHA's home page with a link to your home page for a six-month period

2024 MNSHA Convention | April 27, 2024
Space is limited, sign up before all the spots are filled!



Location

Minnesota State University Mankato Edina Campus
7700 France Ave S #500
Edina, MN 55435

Exhibit Hall Hours - Tentative

Saturday, April 27

6:30 am - 7:15 am

*7:15 am - 5:00 pm

Exhibitor Setup

Exhibits Open

Exhibitor Checklist and Deadlines



March 3

Guarantee your recognition in the On-Site Program by purchasing your display space, ads, sponsorships and marketing opportunities.



March 31

Deadline to receive reduced exhibitor rate.



April 8

Cancellation deadline. Requests received in writing will receive a refund of 75%.

Contact Information

Emily Aust
emily.k.aust@gmail.com
Telephone: 855-727-2836
Fax: 412-366-8804

Other Important Information

- **Exhibitor Information** will be sent 30-45 days prior to the event. Please review them carefully for shipping instructions.

Display Space & Marketing Opportunities

Exhibitor Opportunities

Single Space: \$200

Display space includes one table (5'x3' with MSU table cloth), two chairs, wastebasket and signage. One complimentary Convention registration and one complimentary post Convention attendee mailing list is also included.

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- Half-page advertisement in the Convention On-Site Program
- Company logo on MNSHA's home page with a link to your home page for a six-month period

Non-Profit or Home-Based Space: \$100

Display space includes one table (5'x3' with MSU table cloth), two chairs, wastebasket and signage. This display space *does not* include one complimentary Convention registration or a Convention attendee mailing list.

*Note: The **non-profit rate** is available to those filing as 501(c) who are exhibiting to promote **FREE** services/information for individuals with disabilities. Proof of non-profit status or similar IRS documentation must accompany the exhibitor application. Applications without proof of tax status will be placed on hold and coded as incomplete. Your booth space will not be reserved until your application is complete. **Home-based** is defined as a business that is involved in direct selling of merchandise such as Mary Kay and Discovery Toys out of their home.*

Take-One Display: \$75

Can't attend the Convention but would still like a presence? Select a Take-One Display to showcase your product, catalogs or printed materials (without a representative). Extra products or materials will not be returned. Receive recognition on the Exhibitor Page of the MNSHA website and the On-Site Program. This display space *does not* include one complimentary Convention registration or a Convention attendee mailing list.

Marketing Opportunities

Badges for Convention Attendees: \$500

Your company logo will be placed on all attendee badges. This is a first-come, first-served opportunity. As the exclusive badge sponsor, your company will be responsible to provide the logo for placement on the attendee badge. Sizing and email instructions will be provided with your exhibitor confirmation.

Bags for Convention Attendees: \$350

Be the company that is in the hands of every attendee by providing the carrying totes. The bags should be strong enough to hold up to five pounds and made of a material other than paper. This is a first-come, first-served opportunity. As the exclusive bag sponsor, your company will be responsible to order and ship the bags as instructed by the MNSHA Office. Shipping instructions will be provided with your exhibitor confirmation.

Lanyards for Convention Attendees: \$150

Provide the attendee lanyards and see your company name in motion as the attendees wear your name. This is a first-come, first-served opportunity. As the exclusive lanyard sponsor, your company will be responsible to order and ship the lanyards as instructed by the MNSHA Office. Shipping instructions will be provided with your exhibitor confirmation.

Advertise in the On-Site Convention Program

¼ Page Ad (3.75" w x 5" h)\$100

Email attachments are preferred. Advertisements should be in the form of a gif, pdf or jpeg file. All hard copy ads must be submitted in "camera ready" art form.

Company Banner Ad Placed on the MNSHA Website

Banner Ad for MNSHA Website with email or web link \$250

Banner ads must be submitted by email to office@mnsa.org as either a jpeg or gif file. Ad size to be no larger than 234 x 60 pixels and any animation shall be limited to two cycles. Banner ads will be displayed on the Convention information page.

Sponsorship Opportunities

Refreshment Break Sponsor: \$500

- Receive exclusive exposure with sign recognition
- Recognition on the MNSHA Convention web page
- Recognition in the On-Site Convention Program

Session Sponsor: \$250

- Receive exclusive exposure with sign recognition at the sponsored session
- Recognition on the MNSHA Convention web page
- Recognition in the On-Site Convention Program

Registration Information

Company Name
(preferred for badge and Convention materials):

Address: _____

Contact Information

Name: _____

Email: _____

Phone: _____

Payment Options

1) Check Enclosed ☐

Please make payable to MNSHA

2) Credit Card ☐

Visa, MasterCard, Discover or American Express

CREDIT CARD ACCOUNT NUMBER

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EXPIRATION DATE

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Name(s) for Convention Badges

Company Logo

All vendor logos will be displayed in the Onsite Program.

Please email company logo (jpeg file) to:

emily.k.aust@gmail.com.

Deadline: March 3

Registration Accepted by Mail or Fax

Send completed form to:

Craven Management Associates
700 McKnight Park Drive, Suite 708
Pittsburgh, PA 15237
FAX 412-366-8804

Questions? Email emily.k.aust@gmail.com
or call 855-727-2836.

MNSHA 2024 Exhibitor Response Form

April 27, Edina, MN

EXHIBITOR OPTIONS	QUANTITY	REGISTRATION FEE		TOTAL DUE
		BEFORE 3/31/2024	AFTER 3/31/2024	
EXHIBITOR OPPORTUNITIES				
Single Space		\$200	\$250	
Strategy Package		\$400	\$450	
Non-Profit/Home-Based Space		\$100	\$125	
Take-One Display		\$75	\$100	
MARKETING OPPORTUNITIES				
Badges for Convention Attendees		\$500		
Bags for Convention Attendees		\$350		
Lanyards for Convention Attendees		\$150		
On-Site Program 1/4 Page Ad		\$100		
Banner Ad on MNSHA website with email/ web link		\$250		
SPONSORSHIPS				
Refreshment Break Sponsor		\$500		
Session Sponsor		\$250		
TOTAL DUE				

THE EXHIBITOR AGREES TO THE FOLLOWING PROVISIONS:

It is agreed that failure on part of the exhibitor to meet booth payment in full shall automatically forfeit all rights, privileges and claims of any nature the exhibitor has, may have, including the forfeit of any payments previously made. Exhibitor assumes responsibility and agrees to defend MNSHA and Minnesota State University Mankato Edina Campus and their respective employees and agents against any claims or expenses arising out of the use of the Exhibit premises.

Cancellations received in writing and no later than April 8, 2024, will receive a 75% refund.