

July 2017

Dear Potential Conference Exhibitors:

It's that time of year again!

We hope your organization will consider participating as a conference exhibitor at the **Minnesota Association of Community Corrections Act Counties (MACCAC) Annual Conference at Grand View Lodge in Nisswa on September 20 - 22, 2017.**

MACCAC and each of its member counties rely on the vendors whose support makes the conference a success. MACCAC warmly thanks all the vendors who have participated in previous years.

General Sessions will be held in Grand View's conference center, as will all coffee breaks. There will be a vendor fair throughout the conference and a drawing for prizes on the last day.

There are three exhibiting levels available at the MACCAC Annual Conference (please see application for details).

*Please note that exhibit space in the conference center is limited and space will be reserved and assigned on a first-come, first-served basis. Each exhibit space includes one 8' table in the exhibit room, adjacent the main meeting room.

In addition, vendors may wish to become acquainted with MACCAC members in a relaxed social setting by participating in the social events planned during the conference.

MACCAC also welcomes you to increase your visibility at the conference by sponsoring or co-sponsoring any of these special events:

- Wednesday evening social hour including food and refreshments.
- Thursday night hospitality night including refreshments and door prize drawings.

Please see details on vendor application.

Vendors may set up their exhibit table any time beginning the morning of Thursday, September 21. We will provide set-up details closer to the conference.

LODGING RESERVATIONS: You are responsible for making your own lodging reservations at Grand View by August 20 using their [online lodging reservation form](#).

You can choose to stay at Grand View, which includes two nights lodging and all meals ([please see form for details](#)). If you're not staying overnight, please choose the non-lodging option to purchase the conference meal package from Grand View ([please see form for details](#)).

If you have any questions regarding the conference, please contact Ryan Erdmann, MACCAC Director, at 651-789-4345 or email erdmann@maccac.org.

We look forward to seeing you at the conference!



MACCAC ANNUAL CONFERENCE 2017

Exhibit Space Application

RESERVE YOUR SPACE EARLY!

Exhibit space is limited and granted on a first-come, first-served basis.



PLEASE PROVIDE YOUR COMPANY/ORGANIZATION'S INFORMATION AS IT SHOULD APPEAR IN CONFERENCE PROGRAM:

COMPANY/ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ WEB: _____

CONTACT NAME & EMAIL: (For office use only) _____

Exhibit Booth Fees

*Each exhibit space includes one 8' table in the exhibit room (adjacent the main meeting room) and listing in the conference program.

- LEVEL I:** Exhibitor space only..... \$150
- LEVEL II:** Exhibitor space and half-page ad in conference program \$200
- LEVEL III:** Exhibitor space and full-page ad in conference program \$250

AD SPECIFICATIONS for Levels II & III:

- Ads must be submitted in PC format.
- Ads must be black-and-white (grayscale) and saved as a .JPEG, .TIF or .EPS graphic file. PDFs are also accepted.
- Half-page ads should measure 4^{1/4}" wide x 3^{3/4}" high / Full-page ads should measure 4^{1/4}" wide x 7^{1/2}"
- Ads should have at least a 300 DPI resolution.

Please email your completed ad by Friday, August 25, to pizinger@mncounties.org.

PLEASE INDICATE IF YOU NEED:

Extension Cord (please include#): _____

Chairs (please include#): _____

Other: _____



Event Sponsorships

*Includes acknowledgment in the conference program.

YES, we are interested in increasing our visibility at the conference by sponsoring:

- WEDNESDAY EVENING SOCIAL HOUR**
Featuring food and refreshments.
- THURSDAY EVENING HOSPITALITY NIGHT**
Featuring refreshments and door prize drawings.

In the amount of:

- \$150 Bronze Level
- \$200 Silver Level
- \$250 Gold Level

Total Enclosed: \$ _____

(PLEASE INCLUDE BOOTH FEE AND SPONSORSHIP IN ONE PAYMENT).

PLEASE RETURN THIS FORM WITH PAYMENT BY FRIDAY, AUGUST 25.

**MACCAC Conference Exhibitor Application,
Attn: Becky Pizinger,
125 Charles Avenue, St. Paul, MN 55103-2108**

**Please make checks payable to:
Association of Minnesota Counties or AMC**