

July 2019

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 25 - 27, 2019**.



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 26. 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 26 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 Carli Stark, MACCAC Director, at 651-789-4345 or email cstark@mncounties.org.

**We look forward to seeing you at the
conference!**



MACCAC Annual Conference 2019

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 to 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 23, 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 23.

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***