

REGISTRATION FOR EXHIBIT SPACE

Instructions: Complete all pages, save this document to your computer, and email it to office@moln.org, along with your company logo no later than **September 13, 2024**. The company information provided below will be published in materials given to each attendee. Please provide your information exactly as you would like it to be published.

| | | | |
|--|--|--|--|
| ORGANIZATION NAME: | | | |
| COMPANY DESCRIPTION: | | | |
| ADDRESS: | | | |
| CITY, STATE, ZIP | | | |
| LIST EXHIBITOR(S) YOU DO NOT WISH TO BE SETUP NEAR: | | | |
| | | | |

CONTACT FOR REGISTRATION:

| | | | |
|--------------------------|--|-----------------------|--|
| NAME & TITLE: | | | |
| EMAIL: | | DAYTIME PHONE: | |

REPRESENTATIVE(S) STAFFING TABLE & RECEIVING CORRESPONDENCE:

| | | | |
|--------------------------|--|-----------------------|--|
| NAME & TITLE: | | | |
| EMAIL: | | DAYTIME PHONE: | |
| NAME & TITLE: | | | |
| EMAIL: | | DAYTIME PHONE: | |

SPACE & SERVICES: Exhibits held on Thursday, October 17

Exhibitor registration fees include ONE 6-foot, skirted, tabletop display, chair(s), and tickets to participate in the breakfast, lunch and Exhibitor/Attendee social on Thursday for up to two (2) company representatives. Additional representatives staffing the exhibit table must register at \$75.00/person to participate. Electricity is available for an additional cost. A \$100 discount per table is provided to exhibitors securing two or more tables at the event.

- Exhibitor** - \$1,400.00 Number of Exhibit Tables/Spaces Needed _____
- Additional Representative(s)** – \$75.00/each Number of Additional Representatives _____
- Electricity** – \$50.00/each

PAYMENT: Check – MOLN staff will email an invoice to the contact above for payment

Credit Card – MOLN staff will email a secure payment link to the company to make payment online

REGISTRATION DEADLINE: September 13, 2024

Refund/Cancellation Policy: We encourage you to send a qualified substitute if you cannot attend. Exhibit fees, less a \$100.00 enrollment processing fee, will be refunded to exhibitors who cannot attend and notify the MOLN office in writing of the cancellation before September 1, 2024. No refunds will be made after September 1, 2024. There will be no refunds due to inclement weather.

OTHER EVENT DETAILS:

ELECTRICITY/POWER – \$50.00/booth

DO YOU NEED ELECTRICITY RUN TO YOUR BOOTH SPACE? YES NO

EXHIBITOR SETUP IS SCHEDULED for WEDNESDAY, October 16 from 3:00 - 6:00 PM

Load-in instructions will be provided in the confirmation correspondence. Boxes and packages may be sent to the hotel directly up to seven (7) days prior to the conference. Specific instructions will be provided in confirmation correspondence. Please watch for those details by email after registering.

LODGING INFORMATION:

Sleeping rooms have been blocked for the Minnesota Organization of Leaders in Nursing at the Holiday Inn & Suites Duluth – Downtown for October 16 and 17 at a rate of \$179.00 plus taxes for single or double occupancy. Parking is free for all registered guests. Sleeping rooms can be reserved online by visiting [Holiday Inn & Suites Duluth](#) or by calling the hotel directly at 218.722.1202 identifying yourself with the MOLN room block (Group Code: MOL). Reservations must be made on or before **September 16, 2024**.

DEADLINES: Exhibitor registration forms, payment, and all supporting/promotional materials are due by **September 13, 2024**. Exhibitors are selected on a first come, first served basis, so please return your registration form as soon as possible.

TERMS & CONDITIONS

Please read the following terms and conditions and email the entire document completed and signed to office@moln.org:

Eligibility: The technical exhibit area products and services are related to the healthcare field. MOLN reserves the right to reject applications for exhibit space from those exhibitors whose products or services do not meet this criterion.

Exhibitor Representatives: The exhibitor must provide 1-2 attendant(s) within the exhibit space during the open hours of the Conference. No more than two representatives will be allowed at your booth at any one time unless indicated on this form.

Liability and Security: The exhibitor must surrender space in the same condition as it was at the time of occupation. The exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands for injury or damage to property occurring in the exhibitor's booth or because of the acts of the exhibitor, their employees, or contractors. The exhibitor shall indemnify and hold MOLN harmless from and against liability and claims which may arise from or be assessed in connection with the exhibitor's involvement with the event. The exhibitor must make provisions for safeguarding its goods, materials, equipment, and display.

Subletting Space: The exhibitor may not assign, sublet, or apportion to others the whole or any part of the space allocated. No more than one company per exhibit booth will be allowed. Audio/visual and other sound and attention getting devices and effects are not permitted. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

Violations: Violations of any of these regulations by the exhibitor or its employees or agents shall, at the option of MOLN, annul the right to occupy space, and such an exhibitor shall forfeit to MOLN all monies paid.

Exhibitor Conduct: The general rule of the exhibit floor is to be a good neighbor. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including product/device demonstrators, are required to confine their activities within the exhibitor's booth space. Canvassing or distributing or advertising outside the exhibitor's own booth will not be permitted.

Private Events: Private events such as hospitality rooms are not allowed unless specifically approved by the Association. Apart from the specific display space for which an exhibitor company has contracted with the Association, no part of the Hotel and its grounds may be used by any organization other than the Association for display purposes of any kind or for events that include Association attendees. No entertainment may be scheduled to conflict with the Association's program hours or exhibit hours and may only be provided with permission from the Association.

Exhibitor Staff Registration: All exhibitor staff must be registered for the conference. If additional staff are needed to work in the exhibit hall, they must be registered as either exhibit hall only registrants or full conference attendees.

I agree to abide by the terms and conditions listed above and other considerations detailed in this agreement. *NOTE:* You may embed a scanned signature or simply type your name in the signature block below.

SIGNATURE: _____ **DATE:** _____