



Minnesota Sheriffs' Association

PSAP 9-1-1 COMMUNICATIONS CONFERENCE

EXHIBITOR DATES: MARCH 18 - 19, 2025
ARROWWOOD RESORT; ALEXANDRIA, MN

EXHIBITOR'S PROSPECTUS

CONFERENCE DETAILS: The Conference and Exhibition will be held at the Arrowwood Resort; Alexandria, MN. **The registration fee is \$725.00** and includes the following: one 8' draped table, two chairs, and electricity (if specified on the registration form). If you need additional space, please contact us.

Admission to all vendor activities (including meals on Tuesday evening and Wednesday lunch) for two exhibitors during the exhibit hours are also included. Additional exhibitor attendees must remit payment as specified on the exhibitor registration form.

ELECTRICAL: Electrical hookup is available and must be reserved on the registration form and is included in the registration fee. If you require more than a standard 110 outlet, please contact the MSA office to make specific arrangements prior to the conference.

INTERNET: Free wireless internet is available at the conference center.

SETUP TIME: Vendors may start setting up their displays beginning at 2:00pm on Tuesday afternoon. IF you need additional time to setup your display, please indicate this on the online registration form.

EXHIBIT TIMES:

Tuesday, March 18, 2025

- 2:00 – 5:00pm **Registration & Setup**
- 5:30 – 7:30pm **Exhibitor Reception & Dinner** (Dinner 6:30 - 7:30pm)
- 8:00 – 11:00pm **Professional Networking** (no fee for vendors)

Wednesday March 19, 2025

- 10:00 **Hall opens for Exhibitors**
- 11:45 – 1:00 **Exhibitor Break & Lunch** (Raffle Drawings will be held at approximately 12:45 pm)
- 1:00pm **Exhibitor Tear Down**

PASSPORT: Attendees will be given a Passport to have vendors initial. *All exhibitors will be listed on the passport.* Once the card is completed, the passports will be entered in a drawing for a prize. Drawings for prizes will be made following lunch on Wednesday. We encourage our exhibitors to contribute prizes for this drawing.

Sponsorships are available for this conference and are listed on the following page.

SPONSORSHIPS:

Tuesday night dinner in vendor hall:	\$ 1,000.00 (can be split)
Breaks	\$ 250.00
Lunches	\$ 500.00 (can have multiple sponsors)
Banquet	\$ 750.00 (can have multiple sponsors)
Banquet Drink Tickets	\$ 500.00 (can have multiple sponsors)
Speaker	\$ 1,000.00
Professional Networking	\$ 500.00

All event sponsorships will be recognized during conference. Please contact Heather Stephens at MSA (hstephens@mnsheriffs.org) for more information on sponsorships.

Exhibitors are invited to attend the Professional Networking gathering on Tuesday evening in The Rafters Lounge.

SHIPMENTS: Exhibitor displays may be sent directly to the hotel at: 2100 Arrowwood Lane NW, Alexandria, MN 56308. Please mark all shipments: MSA 911 Conference. For full pallets and heavy objects, you will need to make arrangements beforehand with Arrowwood Resort.

All vendors are responsible for making return shipping arrangements before they leave the premises. All outbound shipments must be picked up by Thursday morning. Any questions regarding shipments should be directed to Arrowwood Resort (320-762-1124).

LODGING RESERVATIONS: Room reservations must be made by completing the online Arrowwood Resort Reservation form found on the MSA website. Arrowwood will not accept calls to redeem the reduced rate for this conference; you must register with our link online for your lodging.

CANCELLATION: All cancellations must be made no later than 48 hours prior to the event. No refunds or credits will be issued for cancellation requests on or after the first date of the event. No refunds or credits will be issued for no-shows.

PAYMENT INFORMATION: Online registrations can either pay by credit card or select "Send an Invoice", where you will be sent a confirmation email and invoice shortly after registering. Checks should be made out to the Minnesota Sheriffs' Association.

Minnesota Sheriffs' Association
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