

36th ANNUAL MN-DONA Lakes Area Directors of Nursing Fall Conference



Exhibit Prospectus

**October 9-10, 2019
Breezy Point Resort
Breezy Point, Minnesota**

**Long Term Care --
The Future Is Us**

Exhibitor Alert

The 36th Annual MN-DONA Lakes Area Directors of Nursing Conference
is October 9-10, 2019 at Breezy Point Resort, Breezy Point, Minnesota

This is your opportunity to exhibit your products and services to a highly influential group of decision makers in the long term care industry. Last year our attendance was over 180 directors and assistant directors of nursing from throughout Minnesota. As an exhibitor you will receive the list of participants.

Exhibit Hours:

Wednesday, October 9	11:00 a.m. - 4:00 p.m.	Set-Up
	4:00 p.m. - 6:15 p.m.	Exhibits Open/Reception
	6:15 p.m. - 8:45 p.m.	Dinner/Vendor Scholarship Awards/
Thursday, October 10	9:45 a.m. - 11:15 a.m.	Exhibits Open
	11:15 a.m. - 12:00 p.m.	Exhibits Move-Out

Sponsors

There are many opportunities for our vendors to help make the Fall Conference a spectacular event, such as sponsoring an educational session, or providing prizes or giveaways to Conference attendees. We also have maintained the **"Take a Chance on Education"** drawings where donations are accepted and members can purchase tickets to enter into a drawing for the various items. We encourage members to donate things that DONs and ADONs would like to win. Proceeds are being used to support educational scholarships. It has continued to be very successful.

To learn more about sponsor opportunities at the conference, contact Cathy at Best Meetings Inc., 800.958.8875, 952.858.8875, or cathy@bestmeetings.com

For a more formal sponsorship opportunity, including scholarships and year-round sponsor recognition, please go to the MN-DONA website at www.mndona.org and download the MN-DONA Sponsorship Program Information.



Prize donations from vendors are always welcome! We will provide you with more information on the process for prizes in your exhibit kit.

For Sponsors/Exhibitors Only

Increase your visibility -- Advertise in the on-site program!

Ad Size	MN-DONA Sponsor/Patron Members	Non-Members
1/2 page	\$180	\$290
Full page	\$235	\$410

Actual ad sizes: 1/2 page = 7" W x 4 1/2" H
Full page = 7" W x 10" H

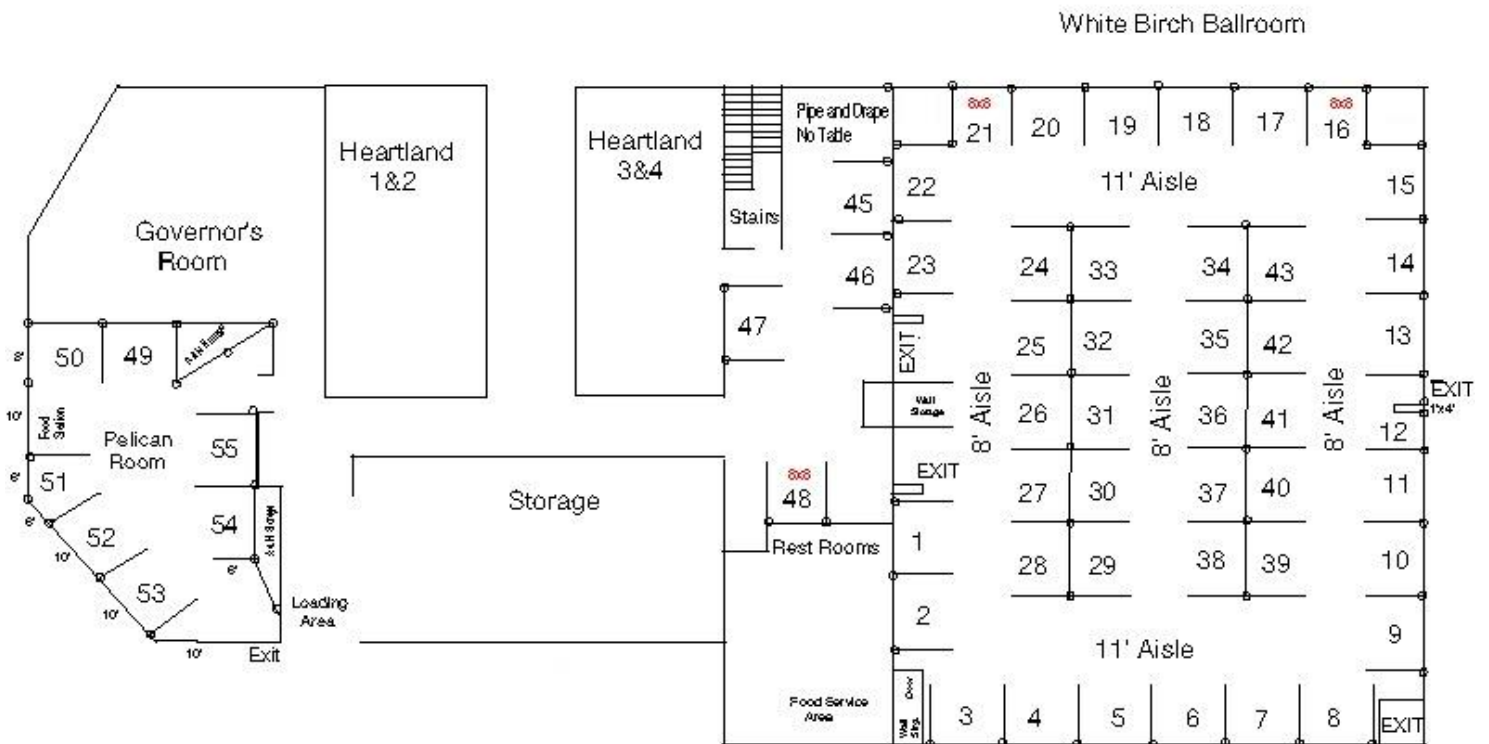


A high resolution .eps or .jpg file of 300 dpi or more must be submitted to Best Meetings Inc. by September 10, 2019. Email your ad to: cathy@bestmeetings.com

Questions? Call Best Meetings Inc. at 952/858-8875 or 800/958-8875 or Email cathy@bestmeetings.com

Exhibit Floor Plan

MN-DONA Lakes Area Directors of Nursing Fall Conference October 9-10, 2019 Breezy Point Resort



Note: Booth's #45, 46, 47 and 48 are located in an unsecured area. Booth 3 is partial blocked by booth #2 side panel

2019 EXHIBIT APPLICATION/CONTRACT

Please print information as you want it to appear in the on-site program.

Company _____

Address _____

City/State/Zip _____

Phone (____) _____ Fax # (____) _____

Product/Service _____

Authorized Signature _____ Title _____

Exhibitor Information Contact Person (*please print*) _____ Email _____

On-site Program Contact Person (*please print*) _____ Email _____

Space location: _____ 1st _____ 2nd _____ 3rd _____ 4th _____

If your choices are already assigned, you will be assigned as close as possible to the above. Sponsors are given priority on booth selection.

We do not wish to be in the proximity of the following companies who may display: **(This is important so you are not next to a competitor.)**

Exhibit space is 8' x 10'. Included in your exhibit fee is one draped table, one chair, and one exhibitor identification sign. All exhibitors will get a list of conference attendees prior to the conference and a final list after the conference, a listing in the on-site program materials and may also attend the dinner and opening keynote session (if you are staying on-property at Breezy Point Resort or purchase a meal ticket). Space will be assigned on a first-come, first-served basis.

8' x 10' Booth

Sponsors (Platinum, Gold, Silver, Bronze, Copper) Complimentary
 Patron Sponsors \$825
 Non-Sponsors \$950

Payment Information

Booth Space \$ _____
 Ad in on-site program \$ _____
 Ad size _____
 TOTAL DUE \$ _____

Method of Payment

____ Check ____ Credit Card
 Card Number _____
 Expiration Date ____/____ Name on Card _____
 Full Address (where credit card bill is sent) _____

 Signature _____
 Card Holders Phone _____
 Card Holders Email _____

Make checks payable to:
 MN-DONA
 c/o Best Meetings Inc.
 2626 E 82nd St, Suite 270, Bloomington MN 55425

If you have questions, please call Best Meetings Inc., Conference Managers, at 952/858-8875 or 800/958-8875
 Fax: 952.858.8950
 Tax ID# 93-1039840

For Internal Use Only

 Date Received

 Check #
 \$ _____
 Amount

 Space Assigned

 Accepted by

EXHIBITOR RULES AND REGULATIONS

October 9-10, 2019 Breezy Point Resort, Brainerd MN

Dated: April 2019

Exhibit Dates and Hours

Set-up -	October 9, 2019	11:00 a.m. - 4:00 p.m.
Exhibits -	October 9, 2019	4:00 p.m. - 6:15 p.m.
Exhibits -	October 10, 2019	9:45 a.m. - 11:15 a.m.
Tear-down -	October 10, 2019	11:15 a.m. - 12:00 p.m.

ASSIGNMENT OF BOOTH SPACE - Priority for all booth requests will be established based on sponsorship level and the date of receipt of the Exhibit Application/Contract and full payment. MN-DONA (Minnesota Lakes Area Directors of Nursing Conference) reserves the right to restrict entrance into the exhibit area of any exhibitor which it deems is not in the best interest of the Conference as a whole.

RATES AND REFUNDS - Cancellations will receive a refund of 50% of the amount paid if notice is received in writing prior to September 6, 2019. After September 6, 2019, no refunds will be made.

Exhibitors will not be permitted to set up their exhibits until full payment has been received. Any space not claimed and occupied by 4:00 p.m., Wednesday, October 10, 2018 may be resold or reassigned by MN-DONA Lakes Area Directors of Nursing Conference without obligation on the part of the MN-DONA Lakes Area Directors of Nursing Conference for any refund whatsoever unless special arrangements have been made before that time.

Checks should be made payable to MN-DONA and should be mailed to: MN-DONA, c/o Best Meetings Inc., 2626 E. 82nd Street, Suite 270, Bloomington, MN 55425.

In the event of conflicts regarding space requests or conditions beyond its control, the MN-DONA Lakes Area Directors of Nursing Conference reserves the right to rearrange the floor plan. Also, the MN-DONA Lakes Area Directors of Nursing Conference may relocate any exhibit at any time with the understanding that if the exhibitor does not agree with such relocation, his deposit and/or full payment for exhibit space will be refunded.

SUBLETTING OF BOOTH SPACE - Exhibitors may not sublet, assign, or apportion to others the whole or any part of the space allotted, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business. However, an exhibitor may use equipment or the product of another exhibitor in his booth for the purpose of better product/service presentation of his own product/service, but may not give credit to that manufacturer.

ADVANCE SHIPMENTS - Advance shipping information will be included in the Exhibit Kit mailed to exhibitors at least four weeks prior to the show.

TEAR DOWN OF EXHIBITS - All exhibits will close at 11:15 a.m., October 10, 2019. The exact schedule will be included in the exhibitor preparation kit. EXHIBITS MAY NOT BE DISMANTLED OR BOXES PACKED BEFORE OFFICIAL CLOSE OF THE SHOW. Each exhibitor will complete arrangements for removal of his material from Breezy Point Resort in accordance with the instructions provided in the Exhibit Kit. The exhibit area must be cleared by 12:00 Noon, October 10, 2019. Any items remaining after 12:00 Noon will be removed by Breezy Point Resort at the exhibitor's expense unless other arrangements have been confirmed in writing with the MN-DONA Lakes Area Directors of Nursing Conference.

ARRANGEMENT OF EXHIBITS - The MN-DONA Lakes Area Directors of Nursing Conference will provide and arrange for the erection of necessary draped backgrounds and sides of uniform style. A sign is provided for each exhibitor. Each exhibit must be confined to the spatial limits of its respective booth indicated on the floor plan. No part of any display may be over eight feet in height. The back one-half of the booth space may be occupied from the floor up to eight feet in height. The front one-half of the rented space may be occupied from the floor up to 48 inches only. Any deviation must be submitted to the MN-DONA Lakes Area Directors of Nursing Conference for prior approval. All exposed parts of a display must be finished so as not be objectionable to other exhibitors. All materials must conform to local building and fire department codes and all local fire authority regulations must be observed.

Exhibitors must meet the requirements of the Americans with Disabilities Act (ADA).

GENERAL BUILDING POLICIES - Nothing shall be taped, posted, tacked, nailed, screwed or otherwise affixed to floors or other parts of the building or furniture. No helium balloons may be distributed inside the facility. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building.

Exhibitors cannot distribute food, including popcorn, and beverages in the Exhibit Hall unless approval has been obtained from the MN-DONA Lakes Area Directors of Nursing Conference.

Breezy Point Resort does not allow exhibitors to bring in their own network because it interferes with the in-house wireless system.

EXHIBITOR'S REPRESENTATIVES - Each exhibitor must provide one or two persons responsible for the exhibit within the exhibit space during the open hours of the show as defined under "Exhibit Dates and Hours." Not more than two representatives of an individual exhibitor for each booth space shall be allowed in the exhibit area at any one time. All booth personnel must be bona fide employees of the exhibitor or

representatives who receive commission, brokerage, or salary from the exhibitor, but excluding representatives who maintain and own inventories of merchandise for resale. Live models may be hired and will be admitted to the exhibit floor only in costume approved by the MN-DONA Lakes Area Directors of Nursing Conference. False certification of individuals as exhibitors' representatives, misuse of exhibitors' badges, or any other method or device used to assist unauthorized personnel in gaining admittance to the exhibit floor will be just cause for expelling the violator from the exhibition area or banning them from future entrance on the exhibit floor, or removing their exhibit from the floor without obligation on the part of the MN-DONA Lakes Area Directors of Nursing Conference for the refund of any fees. Upon the exercise of this authority by the MN-DONA Lakes Area Directors of Nursing Conference, the exhibitor, for themselves, their employees and agents, waives any rights for claims or damage against the MN-DONA Lakes Area Directors of Nursing Conference arising out of the enforcement of this paragraph.

The official MN-DONA Lakes Area Directors of Nursing Conference badge must be worn whenever a representative is on the exhibit floor. The authorized representative designated by the exhibitor in its pre-registration form as being in charge of the exhibitor's exhibit shall represent the exhibitor in connection with set-up, operation and dismantling of such exhibit. This representative shall be responsible for knowing the exhibition contract and the rules and regulations of the MN-DONA Lakes Area Directors of Nursing Conference.

LIABILITY AND SECURITY - Each exhibiting firm must make provisions for the safeguarding of their goods, materials, equipment and display at all times. MN-DONA and Breezy Point Resort will not be responsible for loss of any material by or for any cause.

Neither the MN-DONA Lakes Area Directors of Nursing Conference, its service contractors, the management of the show, nor Breezy Point Resort, its agents, contractors, or employees, are or shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, or theft of any property or money, unless caused by or resulting from the negligence of the MN-DONA Lakes Area Directors of Nursing Conference, the management of the convention, the service contractors, or the owners of Breezy Point Resort or its respective agents and employees as the case may be. In case any part of the exhibit area is destroyed or damaged so as to prevent the MN-DONA Lakes Area Directors of Nursing Conference from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in case occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency or other cause beyond the control of the MN-DONA Lakes Area Directors of Nursing Conference, the exhibitor will be charged for space only for the period space was or could have been occupied by the exhibitor and exhibitor hereby waives any claim against the MN-DONA Lakes Area Directors of Nursing Conference, its directors, officers, agents or employees for losses or damages which may arise in consequence of such liability to occupy assigned space.

Exhibitors are responsible for damage they cause to Breezy Point Resort walls, ceiling tiles and floors, including labor charges to remove stains or adhesives from the walls or floors. Exhibitors will be billed for such damage with the dollar amount of the damage determined by Breezy Point Resort.

SPECIAL VISUAL AND SOUND EFFECTS - Audio-visual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the MN-DONA Lakes Area Directors of Nursing Conference Manager, do not interfere with the activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

CANCELLATION - If the show premises are destroyed or damaged, or if the convention is interrupted, discontinued by strike, lockout, injunction, act of war, act of God, state of emergency or for any other reason, the MN-DONA Lakes Area Directors of Nursing Conference may terminate this Agreement. In the event of such a termination, the exhibitor agrees to hold the MN-DONA Lakes Area Directors of Nursing Conference, its employees, successors and assigns harmless from any liability for damage or injury caused therefrom.

VIOLATIONS - Violations of any of these regulations on the part of the exhibitor or their employees or agents shall, at the option of the MN-DONA Lakes Area Directors of Nursing Conference, annul the right to occupy space and such exhibitor shall forfeit to the MN-DONA Lakes Area Directors of Nursing Conference, all monies paid.

The Exhibit Space Application Contract and these Rules and Regulations together constitute the entire agreement between the parties. Except as otherwise provided in this Agreement, any modifications to this Agreement must be in writing and signed. Any provision of this Agreement found to be invalid will be severable and the remainder of the Agreement will remain effective.

All matters and questions not covered by the Rules and Regulations are subject to the decision of the MN-DONA Lakes Area Directors of Nursing Conference. These Rules and Regulations may be amended at any time by the MN-DONA Lakes Area Directors of Nursing Conference, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original Rules and Regulations. In the event of any amendment or additions to the Rules and Regulations, written notice will be given by the MN-DONA Lakes Area Directors of Nursing Conference to such exhibitors as may be affected by them.



VENDOR FORM ONLY WED NIGHT, 10/9/19

MN DIRECTORS OF NURSING

October 9-10, 2019

PREFERRED LODGING HELD UNTIL: September 18, 2019 If Breezy Point Resort runs short of lodging space they will contact you with alternate lodging information.

*** NO RESERVATIONS TAKEN WITHOUT THIS FORM *
*NO Phone Reservations Will Be Taken!***

To view room types – please go to this web-site:

<http://www.breezypointresort.com/vacation/looding/index.html>

PLEASE WRITE LEGIBLY!!

NAME: _____

COMPANY NAME: _____

STREET: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYTIME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

Plan "B": WED-Night Lodging; 3 Meals (WEDS DINNER, THURS BREAKFAST AND BOX LUNCH), Meeting Breaks, Meeting space, Service Charge & Sales Tax. Golf is available at a discounted rate.

DOUBLE OCCUPANCY = \$145.00 **per person**
SINGLE OCCUPANCY = \$212.00

ROOMMATE (s): (everyone must stay the same nights)

Please, send all reservation forms together. (If not received together, Breezy Point Resort cannot guarantee your specific requests)

CANCELLATION POLICY: * 21-DAY CANCEL REQUIRED *

* **NO refunds** given for cancellations received after September 18, 2019 or for No-shows

* \$25 service charge for cancellations is non-refundable

2 NIGHT REQUESTS RECEIVE PRIORITY

ARRIVAL DATE: _____ **DEPART DATE:** _____

of NIGHTS: _____

SPECIAL REQUEST: (dietary, handicap, & etc...)

COMMUTERS: (NON-OVERNIGHT GUESTS) For guests not staying at Breezy Point Resort, meal tickets may be purchased. Indicate # of each ticket or the full meal package.

* **Include full pre-payment with this form**
* Prices include service charge & sales tax
* **Sorry, no refunds available for commuter meals.**
*Pick tickets up at Front Desk

INDIVIDUAL MEALS:

_____ Wed Dinner.. \$32.00	_____ Thu Lunch ... \$22.00
_____ Thu Breakfast...\$14.00	_____ Fri Breakfast \$14.00
_____ Thu Dinner...\$32.00	_____ Fri Lunch...\$20.00

_____ **FULL MEAL PACKAGE:** \$134.00 per person
Includes: Weds Dinner; Thurs Breakfast, Lunch & Dinner; Friday Breakfast & Lunch, Service charge & Tax.

TOTAL for Commuter Meals \$ _____

ADVANCE DEPOSIT: FULL PACKAGE PRE-PAYMENT
(Required to guarantee reservation)

TOTAL PRE-PAYMENT AMOUNT: \$ _____

PAYMENT TYPE:
CHECK = Mail with this reservation form
P.O or VOUCHER = Resort needs copy on file
CREDIT CARD = debited upon receipt of this form
(Visa, MC, American Express & Discover)

CARDHOLDER NAME: _____

Signature: _____

CARD # _____

EXP DATE: _____

VENDOR HOSPITALITY ROOMS:
For Hospitality Room or food/beverage arrangements;
Call Bonnie at 1-800-432-3777 (press 5 - ext. # 7189)

QUESTIONS or to EMAIL FORMS

Mary's e-mail:
mmorris@breezypointresort.com

MAIL completed forms:
Breezy Point Resort
9252 Breezy Point Drive
Breezy Point, MN 56472

PLEASE ONLY SEND FORM ONCE!

After your reservation has been processed, you will receive an email confirmation from Breezy Point Resort.

2018 Exhibitors

3 M Critical & Chronic Care Solutions
Advanced Health Institute
Apollo Corporation
Arkray USA, Inc.
Avanir Pharmaceuticals
Bethel University
Cardinal Health
Coborn's Pharmacy Services
Corner Home Medical
Custom Medical Solutions
DermaRite Industries
Elim Preferred Services
EZ Way, Inc.
First Quality Products
Guardian Pharmacy MN
Handi Medical Supply
HealthEast Medical Laboratory
HPC Healthcare Purchasing
Connection
In-House Senior Services
Joerns Healthcare
Lakewood Health System
LeadingAge Minnesota
McKesson Medical-Surgical
Medline Industries, Inc.
Mobilex USA

Northwest Respiratory Services
Novo Nordisk, Inc.
Omnicare/a CVS Health Company
Option Care
Pathway Health Services
Pharmerica
PrimeTime
Professional Portable X-Ray, Inc.
RX Care Assurance
Sanford Health Healthcare
Accessories
Scrubs Direct LLC
Scrubs on Wheels
Senior Care Solutions
SMT Health Systems
SPAN-America
St. Croix Hospice
Sterling Long Term Care Pharmacy
Stratis Health
TENA/Essity
Thrifty White Pharmacy Services