



**2019 MNAFEE Leadership Conference April 11-12, 2019**  
**St. Cloud River's Edge Convention Center, 10 Fourth Avenue So**  
**St. Cloud, MN 56301**

## **Resource Fair Rules and Information**

1. The Minnesota Association for Family and Early Education: The words "MNAFEE Conference Coordinator," as used herein shall mean the Conference Coordinator of Outreach Services. In the enforcement and interpretation of the following rules and regulations, the decision of the Conference Coordinator is final.
2. **Eligible Exhibits:** MNAFEE Conference Coordinator reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor, or representatives, with or without giving cause.
3. **Installation/showing/dismantling:** Dates and hours for installation, showing, and dismantling will be specified. Exhibitors will not be permitted to dismantle their exhibits until after the Exhibit is officially closed "unless special arrangements have been made." All storage and handling charges for failure to remove exhibit materials from the exhibit floor at the conclusion of the conference shall be paid for by the exhibitor.
4. **Liability:** Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against MNAFEE; nor other contractors for loss, theft, damage of any nature or character, including any damage to business by reason of the failure to hold the conference as scheduled; nor for any action of any nature of MNAFEE, committees, employees, or subcontractors.
5. **Damage to Property:** Exhibitors are liable for any damage caused to building floors, walls, columns, or to standard table equipment, or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard table equipment.
6. **Unoccupied Space:** MNAFEE reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make payment in full by the specified date, to rent paid space to any other exhibitor or use paid space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the space rental invoice should MNAFEE not resell the space.
7. **Fire, safety and health:** The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety, and Health Ordinances regarding the installation and operation of equipment. Only fireproof materials should be used in displays and the necessary fire precautions will be the responsibility of the exhibitor. **Generators are not allowed in the conference center** per the Fire Marshall. Electrical connections must be purchased from Conference Center through the MNAFEE registration site for \$75.
8. **Exhibitor Responsibility:** Exhibitor agrees to indemnify MNAFEE against and hold it harmless for any claims arising out of the acts of negligence of exhibitors, their agents, or employees. Each exhibitor must keep at least one attendant at the table during all show hours unless arrangements are made in advance with the MNAFEE exhibit coordinator.

9. **Relocation of Exhibits:** MNAFEE reserves the right to alter locations of exhibitors.
10. **Shipping and Storage** - Exhibitors may transport all materials to the St. Cloud River's Edge Convention Center on the first day of the conference only. There are carts available to help you carry items. Storage is limited to under your exhibit table during the conference. Materials shipped to the St. Cloud River's Edge Convention Center on the first day of the conference must be clearly labeled: **Minnesota Family & Early Childhood Education Leadership Conference, St. Cloud River's Edge Convention Center, 10 Fourth Ave. So., St. Cloud, MN 56301**. Direct specific inquiries regarding shipping or rules and regulations to the River's Edge Convention Center, 320-255-7272 or 800-450-7272. The River's Edge Convention Center Fax # is 320-255-986
11. **Installations of Displays** - Display set-up can begin at 6:00 a.m. on Thursday, April 11. Breakfast and Exhibits will be open to participants starting at 7:30 am, and the welcome and keynote begin at 8:15 am. The schedule on Friday, April 12 is the same except the workshops begin at 8:45 am.
12. **Removal of Exhibits** - Exhibits should be removed by 2:30 p.m. on Friday Exhibitors are responsible for the cleaning of their display area.
13. **Exhibit Viewing** - Displays must be available for viewing on Thursday, April 11 from 7:30 a.m. – 6:00 p.m. with the exhibitor's option to display on Friday, April 12 from 7:30 a.m. – 12:00 p.m.
14. **Exhibitor Basics** - Each exhibitor will receive an assigned space, a ½ table, 4' x 30", one or two 8'x 30" tables. Each full table will have a tablecloth and two or more chairs. Banners, signs or other hanging material can be displayed on the front of the exhibitor's table only. Electrical service is available for \$70 which is assessed by the convention center. Please indicate your needs when you [register online](#). Any dispensing and/or sale of food or beverage by exhibitors is prohibited.
15. **Fees** - Fees are **\$100/half-table, \$200/whole table or \$300/two tables**. *(To help us cover the cost of food, a separate charge of \$35.00/person per day will be added for both "For Profit" & Non-Profit Exhibitors who would like to purchase conference meals and snacks.)* The Conference Planning Committee reserves the right to reject requests for exhibit space. Once an exhibit has been accepted, exhibit fees are non-refundable. *(Food charges will be refunded only if the refund request is received one week prior to the event.)*