



2025 MNAFEE Leadership Conference April 10-11, 2025
St. Cloud River's Edge Convention Center
10 Fourth Avenue So St. Cloud, MN 56301

Vendor 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 Vendors:** 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 display in whole or in part, or any vendor, or representatives, with or without giving cause.
3. **Installation/showing/dismantling:** Dates and hours for installation, showing, and dismantling will be specified. Vendors will not be permitted to dismantle their displays until after the Vendor Hall is officially closed "unless special arrangements have been made." All storage and handling charges for failure to remove display materials from the vendor floor at the conclusion of the conference shall be paid for by the vendor.
4. **Liability:** Vendors must insure their own display. The vendor 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:** Vendors are liable for any damage caused to building floors, walls, columns, or to standard table equipment, or to other vendors' property. Vendors 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 vendor'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 vendor 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 vendor to pay the full amount specified in the space rental invoice should MNAFEE not resell the space.
7. **Fire, safety and health:** The vendor 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 vendor. **Generators are not allowed in the conference center per the Fire Marshall. Electrical connections must be purchased from the Conference Center through the MNAFEE registration site for \$75.**
8. **Vendor Responsibility:** Vendor agrees to indemnify MNAFEE against and hold it harmless for any claims arising out of the acts of negligence of vendor, their agents, or employees. Each vendor must keep at least one attendant at the table during all show hours unless arrangements are made in advance with the MNAFEE vendor coordinator.

9. **Relocation of Vendors:** MNAFEE reserves the right to alter locations of vendors.
10. **Shipping and Storage** - Vendors 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 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.
11. **Installations of Displays** - Display set-up can begin at 6:00 a.m. on Thursday, April 10. Breakfast and displays 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 11 is the same except the workshops begin at 8:45 am.
12. **Removal of Displays** - Displays should be removed by 2:30 p.m. on Friday vendors are responsible for the cleaning of their display area.
13. **Vendor Viewing** - Displays must be available for viewing on Thursday, April 10 from 7:30 a.m. – 6:00 p.m. with the vendor's option to display on Friday, April 11 from 7:30 a.m. – 12:00 p.m.
14. **Vendor Basics** - Each vendor 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 vendor'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 vendors is prohibited.
15. **Vendor Fees** - Fees are **\$125/half-table, \$250/whole table, \$400/two tables, \$75 nonprofit organization/half-table.** The Conference Planning Committee reserves the right to reject requests for vendor space. Once an vendor has been accepted, vendor fees are non-refundable.