

Vendor Request for Proposal

MCEA 2017 Conference



A CALL TO ACTION

Evolve, Grow, Respond

Proposal Information



Join us for the 2017 National Community Education Conference “Agents of Change: A Call to Action”, Sponsored by the Minnesota Community Education Conference. Join nearly 600 Community Education professionals at the Marriott Northwest in Brooklyn Park, Minnesota Wednesday, October 25 and Thursday, October 26, 2017 for the National Community Education Conference. Space at the conference is limited; complete your application today!

SET UP

Wednesday, October 25, 2017

8:00 am - 12:00 pm

VENDOR FAIR

Wednesday, October 25, 2017 from 12:00 pm-4:30 pm AND

Thursday, October 26, 2017 from 7:30 am -12:00 pm

VENDOR BOOTH

First booth \$375

Second booth \$225

Non-profit discount of \$75 (501c3 required)

MCEA member discount of \$75

Each vendor booth includes one 8x3 foot table with two chairs and a complimentary lunch on Wednesday and breakfast Thursday for one person. Electricity and internet are not included, but may be purchased for an additional cost. PLEASE SEE SEPARATE APPLICATION for information on ordering and billing information.

Sponsorship Opportunities

We have several opportunities to highlight your organization by sponsoring a break time, a speaker, or a hospitality event.

For more information on how you can participate in our sponsorship program, please contact Jean Johnson with MCEA at johnsonj@isd2144.org or 651-257-0752.

Extend Your Reach!

In addition to meeting face-to-face with our 600 attendees during the vendor fair, you can extend your reach to the full conference time by choosing to add on one or more of the following services:

Literature Display: \$75

Send 200 copies of your catalogs, fliers, and/or giveaways. We will display them for you near the registration table for conference attendees to take with them. Send materials to the MCEA Office by October 13, 2017. Any unclaimed materials at the end of the conference will be discarded.

Conference Packets Supplements \$175

If you would like to put your informational brochure into the hands of each attendee, we will stuff your informational brochure into the conference packets. Contact Melanie Schmidt for more information at 507-317-5386.

Program Book Advertising:

\$250 full page color ad 8 1/8" x 10 3/4"

\$125 half page color ad 8 1/8" x 5 3/8"

The conference book will be available online, on the app for attendees, and in print. Send your ad to Melissa Henderson hendersonm@district279.org by AUGUST 15, 2017, using InDesign, Photoshop, or a TIFF/EPS/PDF of at least 300 DPI.



Vendor Information



Presenter Name/s

Contact name: _____ Business name: _____
Mailing Address: _____ City/State/Zip: _____
Phone: (w) _____ (c) _____
Email address: _____ Fax _____
Website _____
Title: _____ Organization: _____

Does your booth require electricity? Please circle: Yes No

Does your booth require internet? Please circle: Hardwire Wireless None

If you require hardwire internet and/or electricity, please complete the second page of this form and submit directly to the Minneapolis Marriot Northwest.

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BOOTH	First Booth: \$375	Total _____
	Second Booth: \$225	Total _____
	MCEA discount: \$75	(minus) _____
	Non-profit discount: \$75	(minus) _____
	Add'l Lunch on Wednesday: \$25	Total _____
	Add'l Breakfast on Thursday: \$25	Total _____
AD	Number of Full Page _____ x \$250	Total _____
	Number of Half Page _____ x \$125	Total _____
Literature Display	\$75	Total _____
Conference Packets	\$175	Total _____

Grand Total _____

Vendor spaces are not reserved until form and payment are received by MCEA.

MCEA 13750 Lake Boulevard, Lindstrom, MN 55045

We look forward to seeing you in October!

For questions about the vendor fair, please contact Melanie Schmidt at
507.317.5386 or mschmi3@isd77.k12.mn.us

