



**High Tech  
& In Touch**

# Vendor & Sponsorship Opportunities

*Want your business or organization to be represented at the MCEA Fall Conference?  
Take advantage of our vendor and/or sponsorship opportunities!*

## VENDOR FAIR INFO & FEES

**One Day Only!** October 28, 8:00AM-4:00PM  
*Set up begins at 7:00AM.*

Traditional Vendor Booth: \$225 (8'x30" skirted table)  
Second Table: \$100 (8'x30" skirted table)

Non-profit Discount: \$50 off (501(c)(3) required)  
Additional breakfast or lunch Thursday: \$30 each

Each vendor booth includes one complimentary breakfast.  
Building electricity and wired internet are not included, but may be purchased for an additional cost.

**See Vendor Registration Form for information on ordering and billing.**

## EXTEND YOUR REACH!

In addition to meeting face-to-face with our 500 attendees during the Vendor Fair, you can extend your reach to the full conference by choosing to add on one or more of the following services:

### LITERATURE DISPLAY: \$75

Send 200 copies of your catalogs, flyers 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 15, 2021. *Any unclaimed materials at the end of the conference will be discarded.*

### CONFERENCE PACK 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 507-207-3044. Please send 400 brochures to the MCEA Office by October 15, 2021.

### CONFERENCE ADVERTISING:

- \$250 - Full-page color ad (8.125x10.75")
- \$125 - Half-page color ad (8.125x5.375")
- \$75 - Quarter-page color ad (4.0625x 5.375")

The conference advertising will be available online, on the app for attendees and in print. Send your production-ready ad to Jen Clark at [jclark@edenpr.org](mailto:jclark@edenpr.org) by September 25, 2021. *Acceptable file types: .indd, .psd, .ai, .tiff, .eps, .pdf and must be at least 300 DPI.*

### OTHER 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 Melanie Schmidt at [mschmi3@isd77.k12.mn.us](mailto:mschmi3@isd77.k12.mn.us).

*Questions? Contact Melanie Schmidt at 507-207-3044 or [MSCHMI3@ISD77.K12.MN.US](mailto:MSCHMI3@ISD77.K12.MN.US).*

*Please send flyers/display literature and checks payable to MCEA to:  
MCEA attn: Jean Johnson • 29330 Olinda Trail • Linstrom, MN 55045*

## SPONSORSHIP FEES

### PLATINUM - \$5,000

Business Membership  
Vendor space (Prime location)  
Print and social media ads as appropriate  
Electronic ad on MCEA website home page for 1 year  
Full-page MCEA Directory ad  
Acknowledgment at lunch during Fall conference  
One email blast to membership  
Thursday breakfast

### GOLD - \$3,000

Business Membership  
Vendor space (Close to prime location)  
Print and social media ads as appropriate  
Electronic ad on MCEA website home page for 6 months  
Half-page MCEA Directory ad  
Thursday breakfast

### SILVER - \$2,000

Business Membership  
Vendor space (Standard location)  
Print and social media ads as appropriate  
Thursday breakfast

### BRONZE - \$1,500

Business Membership  
Vendor space (Standard location)  
Listing in MCEA Directory  
Thursday breakfast

### BUSINESS MEMBER - \$450

Listing in MCEA Directory



# 2021 Vendor & Sponsorship Registration Form

MCEA Fall Conference - Oct. 28, 2021 at the Minneapolis Marriott, NW in Brooklyn Park.  
Please see Vendor and Sponsorship Opportunities for full descriptions of what's included in each level.

Please send flyers/display literature and checks payable to MCEA to:  
MCEA attn: Jean Johnson • 29330 Olinda Trail • Linstrom, MN 55045

## CONTACT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Company/Organization \_\_\_\_\_  
Title \_\_\_\_\_ Website \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

## BILLING ADDRESS

Street Address \_\_\_\_\_  
(Address 2) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Country \_\_\_\_\_

<b>VENDOR FAIR</b>	One Day Conference Experience .....	\$225	\$ _____
	Second Table .....	\$100	\$ _____
	Additional Breakfast on Thursday _____ X	\$30	\$ _____
	Additional Luncheon Thursday _____ X	\$30	\$ _____

## EXTEND YOUR REACH *(Please see Vendor Opportunities for full descriptions)*

Literature Display .....	\$75	\$ _____
Conference Pack Supplements .....	\$175	\$ _____
Conference Program Ad (Full Page).....	\$250	\$ _____
Conference Program Ad (Half Page) .....	\$125	\$ _____
Conference Program Ad (Quarter Page) .....	\$75	\$ _____

**VENDOR BOOTH DISCOUNT** Non-profit discount - 501(c)3 required (-\$50) \$ \_\_\_\_\_

## SPONSORSHIP CHOICES *(Please see Sponsorship Form for full descriptions of levels)*

Platinum .....	\$5,000	\$ _____
Gold .....	\$3,000	\$ _____
Silver .....	\$2,000	\$ _____
Bronze.....	\$1,000	\$ _____
Business Member .....	\$450	\$ _____

## ELECTRICITY & INTERNET

Will you be purchasing electricity from the Minneapolis Marriott Northwest? \_\_\_\_\_ Yes (+\$55) \_\_\_\_\_ No  
Will you be purchasing hardwired internet from the Minneapolis Marriott Northwest? \_\_\_\_\_ Hardwired\* (+\$135) \_\_\_\_\_ No\*\*

*\* If you require electricity and/or hardwired internet, Melanie Schmidt will provide you with information to purchase directly through Minneapolis Marriott Northwest. \*\* Wireless is included at no charge*

VENDOR SPACES ARE NOT RESERVED UNTIL COMPLETED FORM AND PAYMENT ARE RECEIVED BY MCEA. **GRAND TOTAL** \_\_\_\_\_

## WE ARE HAPPY TO ANSWER YOUR QUESTIONS.

**Vendor Fair:** Melanie Schmidt • 507-207-3044 • mschmi3@isd77.k12.mn.us

**Other Sponsorships Opportunities:** Melanie Schmidt • 507-207-3044 • mschmi3@isd77.k12.mn.us

**Conference Program Ad Specs:** Jen Clark • jclark@edenpr.org

**MCEA Office:** Jean Johnson • 651-257-0752 • jjohnson@isd2144.org