



## Exhibitor Contract

**La Leche League of Minnesota and the Dakotas  
Area Conference  
April 28 and 29, 2017  
Marriott Minneapolis West  
St. Louis Park, MN**

### **EXHIBIT HOURS**

Friday, April 28: 7:30 a.m. - 4:30 p.m.  
Saturday, April 29: 8:30 a.m. - 4:45 p.m.

### **EXHIBIT PRICE OPTIONS**

#### **Gold: \$200**

Includes:

8 foot table in the exhibit hall for both day  
1/2 page ad in the program booklet  
Free session attendance for exhibitors (no meals)  
Opportunity to sell items

#### **Silver: \$150**

(Available for non-profit and social service organizations)

Includes:

8 foot table in the exhibit hall for both days  
1/4 page ad in the program booklet  
Free session attendance for exhibitors (no meals)  
Opportunity to sell items

#### **Bronze: \$75**

(Available for artisans, craft sellers, etc.)

Includes:

6 foot table in the exhibit hall for both days  
Free session attendance for exhibitors (no meals)  
Opportunity to sell items

Send Exhibitor Contract and payment by March 17th, 2017 to: LLL of Minnesota/Dakotas, Felicia Notvedt, 6436 108<sup>th</sup> Trail N, Brooklyn Park, MN 55445. Questions can be e-mailed to <fnotvedt@gmail.com>.

Exhibit space will not be reserved unless LLL of Minnesota/Dakotas has received full payment.  
**Make all checks payable to LLL of Minnesota/Dakotas.**

# Exhibitor Contract

## SET UP AND TAKE DOWN

Set-up of exhibits will begin one hour before the day begins, at 6:30 a.m. on Friday and 7:30 a.m. on Saturday and take-down should be completed within 30 minutes of the end of the last session. We prefer exhibits not be taken down before the official closing at 4:30 p.m. Friday/ 4:45 p.m. Saturday. It is the responsibility of each Exhibitor to have his/her own exhibit set up prior to the opening of the Exhibit Area and taken down immediately after its close. Exhibit space not occupied by the close of the set-up period will be forfeited by Exhibitor. LLL may resell, reassign, or use any such forfeited space.

## EXHIBIT TABLE

The exhibit table will include one skirted table (6 or 8 feet) and two chairs. Each exhibitor is required to provide a sign displaying the full name or an accepted well-known abbreviation of the organization's name.

## CANCELLATION

After 4/14/17, exhibit fees will not be refunded for cancelled exhibits.

## MEALS/CONFERENCE ATTENDANCE

To keep exhibitor prices down, **coffee, meals, and snacks are not included**. Please bring your own food and drinks or plan to go off-site. You may attend sessions and are expected to staff your table during all breaks and meals.

## EXHIBITOR CONTENT

The Exhibitor agrees to exhibit only those items or services normally supplied or manufactured by said exhibitor in the normal course of business and agrees to comply with the conditions and policies set forth in the "Guidelines for Exhibitors" outlined at <http://www.llofmndas.org/exhibit-with-us1.html>. La Leche League reserves the right to make any changes it deems necessary and retains the right to control, remove, prohibit, and/or refuse any exhibitor material(s) and/or item(s) which it considers inappropriate or unacceptable.

The Exhibitor agrees not to assign, sublet, or apportion any part of the allotted exhibit space assigned, inside or outside the Exhibit Area. Undignified methods of attracting attention including, but not limited to, loudspeakers, loud noise/music, flashing lights, etc., are prohibited.

## CONTRACTED SERVICES

The Exhibitor agrees to accept the terms and conditions contained in the agreements between the Marriott Minneapolis West and La Leche League of Minnesota/Dakotas on matters and questions not covered in this contract. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save La Leche League of Minnesota/Dakotas, LLLI, and the Marriott Minneapolis West their officers and employees, against all claims to person or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof.

La Leche League is not responsible for theft or damage to exhibit or materials. Exhibitors are responsible for security of their own exhibits. Exhibitor assumes the entire cost of insurance. LLL is not liable for any injury or damages resulting from the use of any product or information sold by or provided by any advertisers or exhibitors.



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### La Leche League of Minnesota and the Dakotas

Please fill out this form and send along with payment to the address listed above. **DEADLINE: March 17, 2017**

Exhibiting Company/Organization			
Contact Name	Position		
List all personnel working at booth			
Phone	Email		
Address			
City	State	Zip	
Products/Services to be exhibited or advertised:			
Our Exhibit category is: (circle one)	Gold	Silver	Bronze
Exhibit Fees: Gold: \$200 (includes 1/2 page ad) Silver (nonprofit and social service organizations, includes 1/4 page ad): \$150 Bronze (artisan/craft seller): \$75	Amount Included:  \$		

**AGREEMENT:** In signing and returning this form, the Exhibitor agrees to comply with the policies, rules, and requirements set forth in this contract and the “Guidelines for Exhibitors.”

Furthermore, you acknowledge that exhibitors are not able to participate in the coffee, snacks, or meals that will be available for conference attendees. Exhibitors may attend sessions.

Signature	Title	Date
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Do you have a product or service you'd like to **donate** to be used as a door prize at our conference? If so, please note what you would like to donate here and one of our team members will contact you. Your donation is tax deductible.

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**Thank you so much for your support of La Leche League of Minnesota and the Dakotas. Your involvement helps us continue to support breastfeeding families all over Minnesota, North Dakota, and South Dakota.**