



## **MSA 2017 Fall Conference**

Join us for the annual Minnesota Society of Anesthesiologists Fall Conference!

This year's event will be held Saturday, November 18<sup>th</sup> at Intercontinental St. Paul Riverfront. The conference brings together anesthesiologists from around the state who are leaders in the discipline and who are interested in staying up-to-date with the latest research, technology and best practices.

Please consider exhibiting at the event to showcase the great things your company is doing in the field of anesthesiology. With nearly 100 anesthesiologists and other allied professionals expected to be in attendance, this is a high-impact opportunity for your organization. Register today as an exhibitor using the registration form below to showcase your organization. Our space is limited, and has sold out each of the last two events – be sure to register early. We hope to see you there!

### **Meeting Specifics**

**Date:** Saturday, November 18, 2017

**Time:** 8:00am – 2:00pm

**Location:** Intercontinental St. Paul Riverfront  
11 Kellogg Blvd E  
St. Paul, MN 55101  
651-292-1900

**Fees:** Register to exhibit at the Fall Conference for \$750

**Questions?** Contact the MSA Office at 414-389-8612 or [office@msaconnect.org](mailto:office@msaconnect.org) for more information.

**Please Complete the Following Registration Application by November 6, 2017**

**Minnesota Society of Anesthesiologists (MSA)**  
6737 W Washington St, Ste 4210  
Milwaukee, WI 53214  
(P): 414-389-8612 • (F): 414-276-7704  
[office@msaconnect.org](mailto:office@msaconnect.org) • [www.msaconnect.org](http://www.msaconnect.org)



**REGISTRATION APPLICATION**

**Registration Deadline: November 6, 2017**

Mail or fax your completed registration form with check payment to: 6737 W Washington St, Ste 4210, Milwaukee, WI 53214 or **FAX:** 414-276-7704

Please make checks payable to the **Minnesota Society of Anesthesiologists** or **MSA**. (Tax ID#: 41-0884371)

**Registration Information:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Published Company Information:**

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Company Description:** \_\_\_\_\_

\_\_\_\_\_

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**Company Website:** \_\_\_\_\_

**Company Logo:** Please provide a high-quality logo for use in MSA published materials. For best results please submit your logo in .png, .jpg or .eps format.

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**Published Company Information:**

All exhibitor registrations include two individual registrations for your on-site staff. These registrations include access to the event, a printed name badge and access to meal, snack and coffee breaks. Please provide information about who will be attending the event on your organization's behalf.

**On-site Exhibitor 1 Name:** \_\_\_\_\_

**On-site Exhibitor 1 E-mail:** \_\_\_\_\_

**On-site Exhibitor 2 Name:** \_\_\_\_\_

**On-site Exhibitor 2 E-mail:** \_\_\_\_\_

**Other Information:**

**Direct Competitors:** \_\_\_\_\_

\_\_\_ I would like access to electricity (additional fee applies)

\_\_\_ **I accept the Terms and Conditions outlined on the following page.**

**Signature:** \_\_\_\_\_

**Exhibitor Fees: (Check ONE)**

- Fall Conference ONLY: \$750**  
November 6, 2017  
Intercontinental St. Paul Riverfront  
St. Paul, MN

**Method of Payment:** Only check payment is accepted for exhibitor fees. To pay by credit card, visit [www.msacconnect.org](http://www.msacconnect.org).

\_\_\_ Check payment enclosed.

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## MSA EXHIBITOR TERMS AND CONDITIONS

**Final exhibitor information and payment are due by November 6, 2017 at midnight CDT. Full payment is required, and application is not considered complete until payment is made. Make checks payable to the Minnesota Society of Anesthesiologists (MSA) and mail to: 6737 W Washington St, Ste 4210, Milwaukee, WI 53214. Exhibitor space will be confirmed upon full payment. No space will be assigned without a receipt of the total cost paid in full. Space will be reserved on a first come, first serve basis.**

**Logo Visibility:** Your company's logo will be used in the meeting materials. In order to take full advantage of this benefit, you must send your company's logo to the MSA office by **November 1st at midnight CDT** in .png, .jpg or .eps format. Please email logos to [office@msaconnect.org](mailto:office@msaconnect.org). If logos are not received by the due date, they will not be included in the meeting materials.

**Exhibit Space:** Each exhibit will include one skirted 6' table and two chairs. All exhibition materials must fit in that area. All road case and/or boxes must not be seen or cleared from the area. Exhibit tables will be assigned as payment is received. Electricity is available upon request. Electricity must be requested no later than **November 1st at midnight CDT**. No more than two representatives for each exhibiting company will be allowed in the exhibit area at any one time. To protect the safety and security of all guests and hotel property, exhibitor agrees that it will not use any items in the function space that create any amplified noise, smell or visual effect, other than decorations, without advance notification and written approval by MSA.

**Exhibit hours:** All tabletops must be set up by 7:00am. Exhibitors are expected to be in attendance the entire length of exhibit hours.

**Exhibitor Attendance:** Each exhibit tabletop includes two complimentary registrations to the exhibiting event. Each additional exhibitor onsite must be a paid registrant. Exhibitor representatives outside of the two complimentary registrations are welcome to register either online before the conference or onsite. If registering additional exhibitors onsite, exhibitor must pay at the door – invoices will not be sent.

**Cancellation Policy:** Cancellations from the exhibitors must be received in writing. Cancellations received before **November 1, 2017** will receive a 90% refund; cancellations received on or after **November 1, 2017** will receive no refund. Cancellations should be sent to [office@msaconnect.org](mailto:office@msaconnect.org). If the MSA Conference should be cancelled for any reason, full 100% refund will be given to exhibitor.

**Security:** The exhibit area is unsecured. Personal property is at the sole risk of the owner. Exhibitors are responsible for safekeeping of their personal property.

**Liability:** Each exhibitor will be responsible for the space leased during the convention, will keep it free from hazards to persons on the premises and will surrender space in the same condition as it was at the time of occupation. The MSA and its members will not be responsible for any injury that may occur due to exhibit operators, their associates or employees. It is agreed that in no case shall MSA and its members be responsible for any loss, theft or damage by fire, or any injury to any person or article. Each exhibitor is responsible for complying with all federal, state, local and conference facility fire and safety codes. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. Any shipping fees and parking fees incurred by the exhibitor are solely the responsibility of the exhibitor.

**General:** All matters and questions not covered by these regulations are subject to the decision of MSA. These regulations may be amended at any time by MSA and all amendments that may be made shall be equally binding on all parties allocated by them, as are the original regulations. In the event of any amendment of addition to these regulations, written notice will be given by MSA to such exhibitor as may be affected by them.

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