



MINNESOTA COUNCIL
ON FOUNDATIONS

Looking for more visibility for your services or programs?

Reserve some “face time” at the MCF 2019 Annual Conference today!

We invite you to be a part of the Minnesota Council on Foundations’ 2019 Annual Conference: Philanthropy in Action to be held January 17 – 18, 2019 at the Minneapolis Marriott Northwest. We anticipate more than 200 grantmakers from across Minnesota and the region to attend this premier event.

We have **two great ways** for your organization to participate:

1. **Become an exhibitor.** We are excited to host our conference at the Marriott Northwest as the location allows for greater interaction between exhibitors and attendees.
2. **Become a sponsor.** In addition to other great benefits, sponsor names and logos will appear throughout our marketing campaign of e-mail and surface correspondence reaching *more than 1700+ foundation professionals, trustees, and friends throughout Minnesota*. At the conference, sponsors will receive visibility on signs and conference materials.

Attendees of the conference will include trustees and staff members of foundations, corporations and corporate giving programs, tribes, institutions, government, or philanthropic entities that conduct grantmaking from across the state.

Marketing activities will reach all 1,700+ MCF individual members, including foundation staff and directors/trustees. Approximately 1,200 nonmember Minnesota foundations and corporate giving programs will also receive conference promotional materials inviting them to attend the statewide convening.

We encourage you to respond right away. Sponsorships and exhibit booths are awarded on a first-come, first-served, and space-available basis. Sponsor applications are due by November 2, 2018 to take advantage of all possible visibility opportunities. Exhibitor applications are due by December 1, 2018.

If you have any questions or need additional information, please contact Levi Weinhagen at 612.465.0718 or lweinhagen@mcf.org. We look forward to hearing from you.



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Sponsor Benefits

	PREMIER \$20,000	PLATINUM \$10,000	GOLD \$5,000	SILVER \$2,500
Top billing on all promotions	✓			
Named sponsor of keynote presentation; provide introduction	✓			
Named sponsor of one foundation type session; provide introduction		✓		
Logo and name featured:				
<ul style="list-style-type: none"> MCF Member email promotions with link 	✓	✓	✓ (name only)	✓ (name only)
<ul style="list-style-type: none"> MCF Member e-newsletter announcements 	✓ (name only)	✓ (name only)	✓ (name only)	✓ (name only)
<ul style="list-style-type: none"> Conference signage 	✓	✓	✓	✓ (name only)
<ul style="list-style-type: none"> Conference website with link 	✓	✓	✓	✓ (name only)
Acknowledgement from the podium	✓	✓	✓	✓
Complimentary conference registrations	4	3	2	2



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Exhibit Opportunities

We anticipate more than 200 grantmakers from across Minnesota and the region to attend this one-day, premier event. As an exhibitor, you will have an opportunity to meet with decision-making staff, trustees and volunteers in many positions within their organizations. As an exhibitor you will be located in the "Pre-Function Space" an open area directly outside the Ballroom visible and accessible to participants between conference events.

Benefits to You:

- ✓ Connect with philanthropy professionals from across the state and region
- ✓ Meet with new prospects and generate new leads
- ✓ Maximize your market exposure
- ✓ Discuss client needs and explain solutions you offer

Exhibitor Package Includes:

- ✓ One 6' skirted table
- ✓ Listing and link on the event website
- ✓ Exhibit fees do not include A/V needs, including electrical and Internet access. Forms for ordering these items will be provided.

EXHIBIT SPACE TERMS

Deadlines: Exhibitor agreements and payment in full are due by 12/15/18. An invoice, if requested, may only be sent upon the MCF office's receipt of a fully executed agreement. Exhibitor space will be confirmed upon full payment.

Exhibit Booth: Each exhibit area includes one 6' skirted table. Exhibit tables will be assigned as payment is received. The purchase of an exhibitor booth includes meals for booth representatives.

Booth assignments: Booths will be assigned after payment is received. Confirmations will be distributed by 12/15/18.

Exhibit hours: Exhibit hours will be 7:30AM to 4:00PM on Thursday, January 17, 2019 and 7:30AM to Noon on Friday, January 18, 2019. Times are subject to change at MCF's discretion.

Setup/teardown: Setup time will be 6:00AM to 7:30AM each day. Exhibit setup must be completed by 7:30AM. Exhibit teardown must be completed by 5:00PM on 01/17/2019 and 1:00PM on 1/18/2019. Times are subject to change at MCF's discretion.

Cancellation policy: Cancellations must be received in writing. The following refund schedule will apply:

75% refund	before 11/30/18
No Refund	12/1/18 and after

Liability: Each exhibitor will be responsible for the space leased during the convention and will keep it free from hazards to persons on the premises. The Minnesota Council on Foundations 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 the Minnesota Council on Foundations 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.

Food and Beverage: Due to state law, alcoholic beverages may not be brought into the Hotel. Any food or non-alcoholic beverages from outside sources are not allowed to be brought into the hotel.

SPONSORSHIP OPPORTUNITIES

Premier (\$20,000) Platinum (\$10,000) Gold (\$5,000) Silver (\$2,500)

Other Amount _____

EXHIBIT OPTIONS

NONMEMBER (\$375) MEMBER (\$250)

Exhibitor Attendee 1 (name and email)*:

Exhibitor Attendee 2 (name and email)*:

** Your exhibit fee includes meals for each representative on 1/17/2019 & 1/18/2019. Conference admission is not included.*

COMPANY INFORMATION

Organization:

Name of Contact Person:

Title of Contact Person:

Address:

City:

State:

Zip:

E-Mail:

Website:

PAYMENT INFORMATION

Check enclosed Please invoice me

Credit Card: Visa or MasterCard

Card Number:

Exp. Date:

Name (as it appears on the card):

Organization Name (if corporate card):

Business Address (if different than above):

City:

State:

Zip Code:

Cardholder Signature:

PLEASE SUBMIT COMPLETED FORM TO lweinhagen@mcf.org