



## **FREQUENTLY ASKED QUESTIONS**

### **Q. How do I get signed up for the conference?**

Check out this [exhibitor page](#) for the registration form and other forms you may need to complete! All exhibitors, whether MSNA members or not, will need to fill out the registration form. If you would like to purchase a kitchen, please 1) complete the bottom left section of the decorating form, 2) complete the electrical form, and 3) complete the Special Event License Form. We recommend partnering with Cenaiko, our tradeshow decorator, to ship your items. You can do so by reading the shipping instructions and completing the shipping form.

### **Q. I'm a current industry member. Do I need to fill out registration?**

Yes! Filling out the form ensures we receive your booth's information and functions as an acknowledgement that your company will be attending the exhibit show. Because you are an MSNA member, when you choose your registration type, please choose the appropriate option:

- I am currently a Premier or Elite industry member - \$0.00
- Industry Member Booth (I am a member at the 'Industry' (\$450) level) - \$775.00/\$975 after 7/11)
- Non-Industry Member Booth - \$1175

### **Q. Am I able to be invoiced?**

Yes! Once you complete the exhibitor registration, you can choose to be invoiced or you can pay by credit card. If you choose to be invoiced, you will enter the email address that you'd like the invoice to be sent to. Invoices can be paid by credit card or check. **All invoices must be paid prior to the conference in order to set up. Companies with non-paid invoices will not be allowed to set up and participate.**

### **Q. How much does a booth cost? When does early bird rates end?**

- Early bird prices end after July 11, 2022
- Non-Industry Member: \$1175 (\$1375 after 7/11/2022)
- Elite Industry Members: One booth is included with Elite and Premier members' memberships. Elite members can receive two additional booths for \$775 each.

All additional booths, for Elite or Premier members, are \$1175 (\$1375 after 7/11/2022)

- 'Industry' Level Members: Can purchase a booth for \$775 (\$975 after 7/11/2022)

### **Q. I need to register a few companies. How do I do this?**

If your companies are members (check out the members list [here](#)), they will need to fill out registration separately in order to receive their discounted booth rate. They should make note in the registration that they should be included in your company's booth area.

For non-members, you are able to purchase additional booths for non-members within the registration form. Be sure to include the company's 1) Manufacturer/Company Name, 2) Contact Person, 3) Contact Email, and 4) Contact Phone Number when you are asked. Please include ALL companies that will be included in your booth area, including members and non-members so we know who to include in your booth area.

### **Q. What is the cost difference between buying a booth as a member versus a non-member?**

- An Elite industry membership costs \$2300. Part of the membership [benefits](#) includes one exhibit show booth. Elite members also receive two discounted booths, \$775 each, if they would like to purchase additional booths. Additional booths are \$1175 (\$1375 after 7/11/2022).
- A Premier industry membership costs \$1200. Premier members receive one exhibit show booth, plus the [benefits](#) of industry membership, for only \$15 more than the non-member booth price. Additional booths are \$1175 (\$1375 after 7/11/2022).
- An 'Industry' level membership costs \$450. Industry level members are able to purchase a booth for \$775 (\$975 after 7/11/2022). Additional booths are \$1175 (\$1375 after 7/11/2022).

### **Q. How do I become a member?**

Please email [MSNA@fusionLP.org](mailto:MSNA@fusionLP.org) letting us know you would like to become a member, and at which level. Check out the levels and benefits [here](#)!

### **Q. Can I purchase a half-booth?**

- There isn't a half-booth option, but you can purchase a full booth and split the cost of the booth with another exhibitor and share the booth – you would be responsible for handling the reimbursement. As we need the information for both exhibitors, once the exhibitor registration form is filled out, please send

[MSNA@fusionLP.org](mailto:MSNA@fusionLP.org) the second exhibitor's information: Contact Name, Email, Phone (Cell), Company/Organization Name, Address, Business Website, and Broker Name, if applicable.

**Q. I need a kitchen area, since I will be serving food. What do I need to do?**

- To purchase a kitchen, navigate to the bottom of the decorating form (see forms [here](#)), indicating you will require a kitchen. You will also need to fill out the electrical form to purchase the applicable electric set-up for your kitchen.
- It is not required to purchase extra space for a kitchen, as the kitchen will be placed in your existing booth you have purchased. If you'd like additional space for your kitchen, you will have to pay for one extra booth.
- Since you will be serving food, you will also need to complete the Special Event License Form (no cost).

**Q. I need my items shipped. How do I do this?**

We recommend partnering with Cenaiko, our tradeshow decorator, to ship your items. You can do so by reading the shipping instructions and completing the shipping form, found both on this [page](#).

**Q. Do I get to select my booth placement?**

No, you do not need to worry about booth placement! Our team will place booths and notify you about your placement before the show.

**Q. Where do I register my booth staff?**

A separate form will be sent out in July for registering booth staff (free). Your booth has an unlimited # of booth staff, but we recommend no more than 2 booth staff at one time. Booth staff do not receive passes to the conference. If they would like to attend sessions at the conference, they should use this [form](#) to register as an attendee.

**Q. Where do I go to book my hotel? When is the deadline for receiving a discounted hotel room?**

Visit this [page](#) and select "Hotel Info." Please book your hotel room by July 7<sup>th</sup> to receive the room block rate.

**Q. I'd like to attend the whole conference. How do I register as an attendee?**

Visit this [page](#) for the attendee registration form and additional attendee details.

**Q. When does exhibitor registration close?**

July 29, 2022

**Q. Who do I contact with additional questions?**

Contact MSNA at 320-251-2344 or [MSNA@fusionLP.org](mailto:MSNA@fusionLP.org)