



Minnesota State Journalism Convention

October 10, 2019 • University of Minnesota • Coffman Memorial Union

Company Name		
Company Contact Name		Contact Cell Phone
Company Street Address		
City	State	Zip
Phone		Fax
Sponsorship Contact Email		Website
Contract Authorizing Name		Contract Authorizing Email
Contract Authorizing Signature		

EXHIBITING/SPONSORSHIP CONTRACT

Delegates at the Minnesota State High School Press Association State Convention are students and advisers from all over the state. The number of students and advisers in attendance averages about 500.

All events will be in the Coffman Memorial Union at the University of Minnesota Twin Cities Campus in Minneapolis.

Deadline for all sponsorships is Friday, Sept. 27, 2019. Please call Ashley Tilley about available sponsorships after this date.

CONTRACT DETAILS

1. Location of exhibit space is determined at the discretion of MHSPA. Exhibits must be setup from 7:45 a.m. to 1 p.m. Thursday, Oct. 10, 2019. Exhibits must be taken down by 2 p.m. that day.
2. An exhibit table will consist of one 6-foot table, two chairs and a program.
3. Telephone, Internet and electricity arrangements must be made directly with the Coffman Memorial Union. MHSPA assumes no responsibility for expenses incurred for equipment, electrical, phone, Internet and other utility hookups or usage.
4. Exhibitor giveaways must be distributed from the exhibit booth space. No exhibitor may distribute materials which are potentially harmful to delegates or the convention headquarters. Sorry, no music allowed.
5. Sponsorship commitments cannot be altered or refunded once the contract is submitted to MHSPA. Late ads cannot be accepted.
6. Inviting other companies to sublease exhibit space is not permitted.
7. To register for the convention, please complete the contract and email it to Ashley Tilley, at MHSPA, along with payment. Prepayment is required to hold your sponsorship; if you would like to hold your sponsorship with a credit card, but actually pay by check, please note that in the payment section. If the check has not been received one week prior to the event, your card will be charged.

SPONSORSHIP/EXHIBITING OPTIONS

- \$1,000 Convention sponsorship**
 - Tabletop exhibit space
 - Mention and link in pre-convention email to advisers
 - Recognized in the convention program
 - Recognized on signage at the registration desk
 - Thank you from the podium
- \$500 Adviser luncheon**
 - Tabletop exhibit space
 - Acknowledgment at the luncheon
 - Flier to each adviser in attendance
- \$250 Tabletop exhibit space (limited availability)**
 - Includes 6' table and two chairs
- \$200 Flyer at the registration desk**
 - Given to each attendee
- \$100 1/8 page ad (limited availability)**
 - 1/8 page ad in the convention program (4 1/4" x 2 3/4")
 - All ads due by Sept. 13, 2019, to Ron Johnson, at MHSPA, ron@studentpress.org.

PAYMENT

Payment in full is required to reserve a sponsorship. Make checks and purchase orders payable to MHSPA Convention, Attention Ashley Tilley, 2829 University Ave. SE, Suite 720, Minneapolis, MN 55414. Sorry, no refunds.

Check enclosed #

MHSPA charges \$50 for any check that is returned for insufficient funds.

Visa Mastercard American Express Discover

Name on Card	
Card Number	Expiration Date
Signature	

TOTAL AMOUNT OWED: \$

EMAIL SIGNED CONTRACT TO

Ashley Tilley, MHSPA
ashley@studentpress.org

QUESTIONS?

Ashley Tilley, administrative assistant, MHSPA
612-200-9254, ashley@studentpress.org