



MINNESOTA CORRECTIONS ASSOCIATION  
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Dear Director:

It is our pleasure as the Minnesota Corrections Association Exhibitor Resource Fair Co-Chairs, Kurt Heideman and Raul Sanchez, to welcome you to the 2018 MCA Fall Training Institute as MCA Celebrates 85 years!

We invite you to exhibit your products, programs, and services to federal, state, county, private correctional institutions and community corrections professionals at the annual MCA Fall Training Institute. The 2018 conference will take place at the DECC in beautiful Duluth, Minnesota October 25-26 with the actual exhibitors resource fair being held on Wednesday, October 24, and Thursday, October 25, 2018.

The Resource Fair exhibit fees will include an eight-foot black-skirted table, two chairs, complimentary electric\* (if indicated in registration prior to 10/1), lunch Wednesday and Thursday, and a fantastic exhibitor's space!  
\*If electric is arranged for on-site, exhibitor will pay DECC directly.

MCA will kick off the conference with an 85<sup>th</sup> Anniversary Event on Tuesday evening with hors d'oeuvres, networking, and Awards Ceremony to mention just a few of the highlights for this evening event. Wednesday will be our Exhibitor Hosted Hospitality Night (see page 2 for more details) and Thursday evening will be at Grandma's Sports Garden with dinner, music by Good for Gary, and sandwiches served later in the evening that you may choose to attend (optional).

The vendor exhibit fee is for 2 exhibitor attendees and also includes your conference attendance. The cost is \$600 (if paid by August 1, 2018), \$700 (after August 1<sup>st</sup>) and \$800 for late registrations (after October 1<sup>st</sup>).

If you would like to reserve a table for the MCA Resource Fair, register on-line. Once your registration is entered, you will receive an invoice via e-mail. You can pay by credit card or check. State of Minnesota agencies may pay MCA through the SWIFT system. If your agency has a Purchase Order system, give the invoice you are emailed to your agency for payment processing. MCA does not need a copy of the PO since an invoice is automatically generated. Registrations must be paid by August 1, 2018, to take advantage of the discounted rate.

**\*\*\*\*\*SPECIAL EARLY RATE\*\*\*\*\***  
**\$600 FOR REGISTRATIONS PAID BY 8/1/18**  
**\$700 FOR PAYMENTS MADE AFTER 8/1/18**  
**\$800 FOR LATE REGISTRATIONS AFTER 10/1/18**

Registration and full payment need to be received no later than September 1, 2018 in order to hold your exhibit space.

If anyone else in your organization is interested in attending our conference programs, individual conference registration will be open on the MCA website soon.

**Hotel Reservations:** Hotel reservations are not included in your Exhibitor Registration.

To make reservations you may contact the following hotels **by 9/23/18** and ask for the MCA rate:

**Canal Park Lodge:** 218-279-6000

**The Inn on Lake Superior:** 218-726-1111 or 888-668-4352

**The Suites Hotel at Waterfront Plaza:** 218-727-4663 or 800-794-1716 (ask for group name MN Corrections 2018)

**Pier B:** 218-481-8888

**Holiday Inn & Suites:** 218-722-1202

**Edgewater Hotel & Waterpark** (hotel option for those bringing the family!) 218-728-3601 800-777-7925

**Exhibitor Hospitality Networking Event:** Along with the Exhibitor's Resource Fair, an exciting exhibitor hospitality/networking event will take place at Clyde's Iron Works on Wednesday evening (details below).

We look forward to seeing you at the MCA Fall Training Institute!

If you have any additional questions, please contact Kurt Heideman at [Kurt.E.Heideman@state.mn.us](mailto:Kurt.E.Heideman@state.mn.us) or Raul Sanchez at [Raul.Sanchez@co.ramsey.mn.us](mailto:Raul.Sanchez@co.ramsey.mn.us).



**2018 Annual Training Institute**  
**Exhibitors Hospitality Event**  
**October 24, 2018 | 6pm-11pm**  
(Free Shuttle Service Provided 5pm-11:30pm)



Wednesday's *Exhibitors Hospitality Event* will happen at **Clyde Iron Works!**



2920 W Michigan St, Duluth, MN 55806



It will be a fun filled night of celebrating MCA's exhibitors through networking, food and singing!

Tentative schedule:

6:00 p.m. Doors open

8:00 p.m. Karaoke

11:00 p.m. Event ends

Shuttle Service will be provided to and from the event.

Due to the city laws in Duluth related to food and drink, exhibitors are unable to bring in their own food and beverage to an Exhibitors Hospitality Night. We apologize for any frustration that this may cause. However, we hope this arrangement for hospitality night will allow you to be at your table (with the food from the tier level you make your donation towards-see below) for an enjoyable evening. You are welcome to do special orders of alcohol directly through Clyde's.

A few notes:

- Table assignments are first come, first serve.
- When making your donation for the event, denote which number table you would like to reserve for the event.
- Debbie Beltz will confirm table numbers with the event organizers.
- Once your table number is confirmed, use your table number when ordering drinks directly from Clyde's (MCA is unable to purchase alcohol).

To purchase alcohol for this event, contact Clyde Iron Works directly

Toni at [Events@ClydeIronWorks.com](mailto:Events@ClydeIronWorks.com) | 218-727-1150

Ordered liquor will be placed at your assigned table along with your food.

**You are welcome to decorate your assigned table as you would like  
(be creative/have fun)!**

**We look forward to reconnecting with you, our valuable partners!**

**Let's make this the best MCA ever!**

**\*Hospitality Event Donation-TIER Levels**

The menu below will be the items that will be ordered for your tier. The amount ordered will be based on your donation.		
Tier 1 (Donation of \$1001+)	Tier 2 (Donation of \$501-\$1000)	Tier 3 (Donation of \$100-\$500)
<p><b>What you get at your table:</b>                      200 Wings                      100 Meatballs                      200 Pinwheels                      Clyde's Chips (Serves 50)                      Veggie Platter (Serves 50)                      Fruit Platter (Serves 50)</p> <p><b>You also get:</b>                      Exhibitor logo at food table, on event big screen, and on all MCA social media, advertisement in the conference program (program printing deadline for donations made by 9/1/18) and all MCA e-blast for the conference</p>	<p><b>What you get at your table:</b>                      Meat/cheese/cracker platters (Serves 100)                      100 Caprese Skewers                      100 Pretzel Bites                      Snack Mix (Serves 50)</p> <p><b>You also get:</b>                      Exhibitor logo at food table and on event big screen, advertisement in the conference program (program printing deadline for donations made by 9/1/18)</p>	<p><b>What you get at your table:</b>                      Clyde's Chips w/Parm sauce (Serves 50)                      Snack Mix (Serves 50)                      100 Pinwheels</p> <p><b>You also get:</b>                      Exhibitor logo at food table</p>

MCA 2018 | Wednesday (10/24) Hospitality and Networking Event | Clyde Iron Works-Duluth, MN

