



Agricultural Marketing and Development 651-201-6539

Minnesota Pavilion Space Application

Use this form to reserve space at wholesale food tradeshow with a MDA/MN Pavilion.

First Name/MI	Last Name	Phone	
Company Name	Email		
Mailing Address	City	State	Zip

The Minnesota Department of Agriculture (MDA) hosts MN Pavilions at domestic and international trade events. Companies that are headquartered here, and those that grow, make, or process food and agricultural products in Minnesota are invited to participate. Contact Brian Erickson at **brian.j.erickson@state.mn.us** or 651-201-6539 to confirm space availability prior to submitting this application.

To reserve space, check the appropriate box and mail this form with a check to:
The Minnesota Department of Agriculture, Finance and Budget Division, 625 N. Robert St., St. Paul, MN 55155-2538

This form serves as your invoice.

✓	EVENTS	DATES	LOCATION	BOOTH COST **
			TOTAL =	

MDA contracts-for booth space at many domestic and international trade events. When that space is secured, we then divide that space and offer it to Minnesota companies, who get to choose booths based on seniority at individual events. Space can be saved with a signed MN Pavilion form, until 9 months prior to any event. At that point, a 25% down payment is necessary, or the space will be forfeited to the next company in line. At 90 days prior to any event, full payment/balance is due to the MDA, or space will be forfeited with no reimbursement. Prior to 90 days from any event, MDA would attempt to fill any cancellations with other companies and will offer reimbursement only if we are successful in replacing the cancelled booth contract. The price listed applies to companies with 500 or fewer employees. Price is generally set at 50% of overall event cost. For many events, the discounted booth price only applies to the first booth (usually 100 SQF) purchased. MDA may make additional space available at retail price at our discretion, based on event space demand. Booth splitting may be possible; please contact us for payment details if a half-booth is desired. Minnesota Pavilion booth prices are subject to revision.

I, the undersigned, agree to submit timely evaluation forms with sales information to MDA following events and again after 6 months – 1 year, as requested. I understand any funds submitted with this form may only be refunded as per guidance provided above. I hereby grant permission to the Minnesota Department of Agriculture to take and use video and photographs and/or digital images of me for use in printed educational publications or materials, agency outreach materials, electronic publications, websites, or social media sites. I authorize the use of these images without compensation to me. All footage, negatives, prints, and digital reproductions shall be the property of the MDA. I attest that the information submitted with this form is true, complete & accurate.

Applicant Signature _____ Date _____

TO BE COMPLETED BY THE MINNESOTA DEPARTMENT OF AGRICULTURE

\$ _____ DEPOSIT TO REVENUE ACCOUNT: 2000/B0432641/B046R18 DATE RECEIVED _____