

# 2025 MCEA Annual Conference Vendor Registration

**Vendor registration officially opened Monday, December 2, 2024** for the 2025 MCEA Annual Conference at [Cragun's!](#)

## HOSPITALITY ROOMS IN THE SHORELINE SUITES

Again this year, vendor-hosted hospitality suites will be available in a block of rooms called the Shoreline Suites. The hospitality suites are for socializing **AFTER** the post-banquet reception ends around 10 PM on Thursday, January 23, 2025.

**Hosting a hospitality suite is optional.** Please read through this section and determine if a hospitality suite is right for your company.

**There are 21 rooms available in the Shoreline Suites** so these rooms will be available on a **first come, first served basis**. Once you've registered for the conference itself, you will be sent an email with a link from Cragun's to reserve your overnight room and you will be able to select one of the Shoreline Suites if your company is a) interested in hosting a hospitality suite on Thursday evening, and b) if one is still available.

**If you plan to host a hospitality suite, per Cragun's requirements, it will need to be used as an overnight room for at least one of your vendor attendees.**

You will be able to bring in outside food and beverage to the hospitality suites. Cragun's has offered to cater food and/or beverage to hospitality suites for any interested parties. Please note that Cragun's will assess an \$100 cleaning fee per room.

## VENDOR TABLES – SPORTS CENTRE RECEPTION

**We will have the same vendor fair set-up in the Sports Centre that we've had the past two years during the pre- and post-banquet reception.** When registering, you will have the option to select whether you'd like a vendor table for your company and if so, we will have a table available for you in the Sports Centre starting at 1pm on January 23, 2025. Tables will be set up around the perimeter of the Sports Centre and the exact table you choose will be on a first come, first served basis. MCEA staff will be on-site inside the Sports Centre for questions or help related to your table set-up. Each table will include a tablecloth and two chairs. We encourage you to use the table and the space surrounding it for any company signs, handouts, or other information that you'd like to share with MCEA members and other attendees.

For the 2025 conference, **there will not be any vendor-supplied games at the post-banquet reception in the Sports Centre.** If your company chooses to host a hospitality suite after the post-banquet reception, you are welcome to have a game in the hospitality suite if you'd like.

## RAFFLE – SPORTS CENTRE RECEPTION

MCEA will still be hosting a raffle and selling tickets during the pre-banquet reception with proceeds going to the annual MCEA scholarship drive. If you plan to bring an item for the raffle, there will be a table near the entrance of the Sports Centre where we will collect these items. Please have your company name and contact information attached to the raffle item.

### **NO OUTSIDE FOOD OR BEVERAGES IN SPORTS CENTRE**

There will be two cash bars set up and staffed for refreshments at the receptions, however, **no outside alcohol will be allowed in the Sports Centre**. Each registered attendee from your company will receive **four drink tickets at registration** for the evening in addition to any drink ticket bundles your company might have purchased during registration.

We also ask that you don't bring in any outside food to the reception. If you would like to have pre-wrapped candy on your vendor table, that has been approved by Cragun's staff.

### **VENDOR EVENT HOURS – ALL VENDOR EVENTS TAKE PLACE ON THURSDAY, JANUARY 23**

**The agenda for Thursday afternoon/evening is as follows:**

- 1:00 - 4:00 p.m. | Vendor Room Check-In (Lobby)
- 1:00 - 4:00 p.m. | Vendor Registration & Set-up for Reception (Sports Centre)
- 4:00 p.m. | Reception/Cash bar (Sports Centre)
- 6:00 p.m. | Awards Banquet (Dining Room)
- Post-Banquet Reception and Raffle Drawing **Ends at 10pm** (Sports Centre)
- 10:00 p.m. | Hospitality Suites

**Thank you for your support at this year's MCEA Annual Conference!**

Please contact Matt Cook ([mcook@mncounties.org](mailto:mcook@mncounties.org)) with any questions.