

## Minnesota Pavilion Space Application

Use this form to reserve a space in a Minnesota Pavilion at wholesale food tradeshow.

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 in MN, or that grow, make, or process food and agricultural products in MN are invited to participate. Contact Brian Erickson at [brian.j.erickson@state.mn.us](mailto:brian.j.erickson@state.mn.us) or 651-201-6539 to confirm space availability prior to submitting this application.

To reserve space, complete and mail this form to: Minnesota Department of Agriculture, Finance and Budget Division, 625 N. Robert St., St. Paul, MN 55155-2538

This form serves as your invoice. Include this form with payment.

EVENTS	DATES	LOCATION	BOOTH COST **
TOTAL =			

MDA buys space at many domestic and international trade shows and sublets it to Minnesota companies at a discount. For a list of Pavilion opportunities, see our calendar. You can reserve space by submitting this form, until 9 months prior to any event. At that point, you must pay 25% down to hold your spot. Full payment is due to MDA 90 days prior to any event or we will release your space to another company. If we are unable to resell the space, you will forfeit any payments. We typically allow one discounted booth per company. However, if you want additional space, we may make it available at full retail cost. You may also be able to purchase a "half booth" at some events. Please contact Brian Erickson at 651-201-6539 or [brian.j.erickson@state.mn.us](mailto:brian.j.erickson@state.mn.us) for details. Booth pricing applies only to companies with 500 or fewer employees. MDA allows participation at certain events by larger companies, but the discount is reduced.

I, the undersigned, agree to submit evaluation forms and surveys to the MDA following the events as requested. I understand that payments submitted with this form are subject to the refund rules above. I hereby grant permission to the MDA to take and use video and photographs and/or digital images of me for use in printed or electronic publications or materials, including 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, and accurate.

Applicant Signature

Date

**TO BE COMPLETED BY THE MINNESOTA DEPARTMENT OF AGRICULTURE**

\$ \_\_\_\_\_ DEPOSIT TO REVENUE ACCOUNT: 2000/B0432641/B046R18

DATE RECEIVED