

Minneapolis Cyber Security Conference Vendor Questionnaire

If you have questions regarding this form, **please send an email to the address below**. If you need immediate assistance, please contact the hotel directly.

Alexa Rymniak – Catering Sales & Convention Services Manager
alexa.rymniak@sheratonbloomingtonhotel.com

1. **First and Last name:**

2. **Company:**

3. **Phone Number:**

4. **Email:**

5. **Will you need any electrical or Audio/Visual equipment at your vendor table? Y N**

a. If yes, please provide

details: _____

6. **Will you be shipping any packages to the hotel? Y N**

a. If yes, approximately how many and of what size?

b. Please be aware that all packages addressed to you will be added to your individual bill unless otherwise specified.

7. **We can accommodate 1-2 chairs at each vendor table. Will you require 1 or 2? 1 2**

8. Will you require a wastepaper basket for your table? Y N

9. Are there any additional items you will need for your table that you request the hotel will provide? Y N

a. If yes, please explain:

b. Please note that the hotel will be able to accommodate additional items only if specified in this document. We always do our best to assist with last-minute requests, however, we cannot guarantee any additional items will be available for use without prior notice.

Additional Information

- Items to note regarding your vendor table and surrounding area:
- The hotel agrees to provide a table, black linen and 1-2 chairs at no cost to you.
- You will be given access to the hotel’s WiFi at no cost to you.

Packages must be delivered to the hotel no earlier than Monday, April 7th, 2025.

- Sheraton Bloomington’s Shipping and Handling fee is \$10 per Vendor Package.
- Vendor packages that arrive to the hotel earlier than Monday, April 7th, 2025, will be charged an early delivery fee of \$5.00 per package.
- Additional miscellaneous items and/or Audio-Visual equipment rental will be evaluated and quoted at the time the hotel receives the request.
- ALL PACKAGES DELIVERED ARE AT THE VENDORS OWN RISK.
- SHERATON BLOOMINGTON HOTEL IS NOT RESPONSIBLE FOR DAMAGED, LOSS OR STOLEN ITEMS.

Shipping Details:

- Please label all packages with the following format:
 - o Sheraton Bloomington Hotel
 - o Attn: Alexa Rymniak
 - o For: Mpls Cyber Security Conference / VENDOR NAME
 - o 5601 West 78th Street
 - o Bloomington, MN 55439
- For multiple packages for one Vendor please label each box: 1 of 5, 2 of 5, 3 of 5... ETC.

Next Steps

After your questionnaire is received by the hotel, you will be sent a Sertifi link to enter payment information onto a Credit Card Authorization form. This form **will expire** on the submission deadline, April 29th. If you need a new form sent to you, please send me an email at the address listed at the top of this questionnaire.

Please keep in mind that you will need to enter your payment information as well as provide a signature on the form.

Your method of payment will not be charged upon completion of the form. You will be charged after the event has concluded and you will receive an itemized bill from the hotel.

If you need to make any changes to the information you provided on this form, please reach out to the hotel or the sales manager as soon as possible.

Thank you for your cooperation in the pre-con planning process. The Sheraton Bloomington Hotel and all staff are looking forward to hosting you and collaborating on a successful event! Please provide a signature along with the date of completion below to confirm that you understand and agree to the terms listed above.

Name:

Date:
