



Business Tour Agreement

The South Central Tour of Manufacturing Partnership invites all manufacturing businesses from across South Central Minnesota to participate in the 2018 Tour of Manufacturing. This year we will be expanding the experience and hosting over 2 days; **Thursday, October 4th from 9:00 am—3:00pm** (focusing on the student population of South Central Minnesota) and **Saturday, October 6th from 9:00 am to 1:00 pm.** (focusing on job seekers). The events will be open to everyone. The event is similar to a "Parade of Homes" that is FREE to students, job seekers and the general public. Community members will be able to stop by throughout the day for a self-guided tour or a guided tour of any of the participating manufacturers.

To promote the Tour of Manufacturing and participating businesses, a special full color, glossy magazine will be inserted into area newspapers and provided to students from area schools and universities, with a total distribution of more than 31,000 across the nine counties of South Central Minnesota. The cost to participate in the Tour of Manufacturing is \$500, which includes a full page, full color profile of your business in the magazine. To participate, please send in this Agreement (Step 1 below) by **August 10, 2018.**

STEP 1: Send this participation agreement by August 10, 2018 to Jessica Miller at Jessica.miller@state.mn.us or Diane Halvorson, diane@workforcecouncil.org. A follow up email will be sent to all participating manufacturers with specifics about content for the magazine.

Company Name _____

Primary Contact _____ Secondary Contact _____

Primary Email Address _____ Secondary Email Address _____

Billing Address _____ City _____ State _____ Zip _____

Phone number _____

Check which tour options apply:

- Participating as a tour site on Thursday, October 4th from 9am to 3pm
- Participating as a tour site on Saturday, October 6th from 9am to 1pm
- Guided Tours (Circle: Every half hour or hour. Highly suggested 30-45 mins).
- Tour Hours (specify if different from standard publicized times) _____
- Self Guided Tours with employees available to answer questions
- Virtual tour or video and presentation of company

Check any that apply:

- Handicap Accessible tours (explain if parts of tours are not accessible) _____
- Age restrictions (Can students/children attend?) _____
- Waiver needed? _____
- Register to win/door prizes provided
- Refreshments served
- Employment Applications available

Cost: \$500, includes the full page profile ad, listing on the map, a link on the tourofmanufacturing.com website, and other promotions.

- Invoice my business
- Check Enclosed (Send to SC Workforce Council, 706 N. Victory Dr., Mankato, MN 56001)

Signature _____ Date _____

STEP 2: Email the following Profile Materials (we will do layout) by **August 20, 2018** to: Jessica Miller at Jessica.miller@state.mn.us or Diane Halvorson at diane@workforcecouncil.org.

Company Description: In a word document, please provide copy about your company, its history, role in the community and state, the products and services it produces and the people it employs, including the number of employees and types of career opportunities. Please write copy in third person - utilizing they rather than we. (Maximum words: 300)

Driving Directions: In a word document, please indicate any special parking requirements or entrances you want people to use. You can also provide a small map to help visitors locate your business (Maximum words: 50 or less)

Logo: Please send your logo - 300 dpi or high res (3" or larger), preferably eps (other file types may work, but must be high res)

Photos: Please send a maximum of 4 photos - 300 dpi or high res (3" or larger), preferably eps (other file types may work, but must be high res)

Sponsored by:



CPAs & BUSINESS ADVISORS



Brought to you by:

- City of Blue Earth/Faribault County
- City of Fairmont
- City of LeSueur
- Eide Bailly
- Greater Mankato Growth
- MN Dept. of Employment & Economic Development
- MnCEME
- New Ulm Chamber of Commerce
- South Central College
- South Central WorkForce Council
- Waseca Chamber of Commerce

If you have any questions about the Tour of Manufacturing, please call Jessica Miller at 507-344-2610 or Jessica.miller@state.mn.us; or Diane Halvorson at 507-345-2408 or diane@workforcecouncil.org.