

November 18-19, 2004

St Cloud Civic Center

Plan on Exhibiting at the
Biggest Township
Gathering of the Year!



Everything you need to Exhibit at the 2004 Minnesota Association of Townships Educational Conference is included along with this Invitation to Exhibit.

- **Application for Exhibit Space**
- **Hotel Reservation Forms**
- **Information and Details of the Event**
- **Contact Information**

St Cloud is a wonderful location as it is centrally located which will draw from every corner of the state! Previous training events in 2004 have seen increased attendance compared to previous years and we anticipate that trend to continue with the Annual Conference. **This is the best opportunity to market your products and services to 500+ township officials at once!**

This year's theme is "**Townships: Cornerstone of Democracy**". The theme relates to the city of St Cloud as it is known as the "*Granite City of the World*". Our logo for the Conference is on the cover of this Invitation. Feel free to use the granite theme idea for your exhibit booth or handouts. There will be other granite themed items such as table decorations and signs throughout the weekend to tie everything together.

If you need any further information or assistance on exhibiting, please contact:

Scott Saloum

MN Association of Townships
PO Box 267
St. Michael, MN 55376
763-497-2330 • 1-800-228-0296
ssaloum@mntownships.org

More information on the Annual Conference and St Cloud can be found at: www.mntownships.org



An Invitation to Exhibit

At the
2004 Minnesota Association of Townships
Annual Conference and Exhibit Show



Educational Conference & Annual Meeting

November 18-19, 2004
St Cloud Civic Center
St Cloud, Minnesota



Part Exhibitors

- Admin Minnesota Cooperative Purchasing
- Advanced Drainage Systems, Inc.
- Ayers Associates
- Banyon Data Systems
- Bert's Truck Equipment, Inc.
- Bolton & Menk, Inc
- Bonestroo & Associates
- Boyer Sterling Trucks
- CenterPoint Energy Minnegasco
- Couri & MacArthur Law Office
- Crysteel Truck Equipment
- Connexus Energy
- Diamond Mowers
- DPRA, Inc.
- Dustcoating, Inc.
- Earl F. Andersen, Inc.
- Ehlers and Associates
- Election Systems & Software
- Environmental Dust Control, Inc.
- Federal Signal Heavy Duty Products
- General Code Publishers Corp.
- Global Election Systems, Inc.
- Gopher Sign Company
- Gopher State One Call
- H & L Mesabi
- Hakanson Anderson Associates, Inc.
- Interstate Detroit Diesel
- J-Craft, Inc.
- John Oliver & Associates, Inc.
- John Deere Construction Equipment
- Johnston Fargo Culvert, Inc.
- Juran & Moody
- Kids Voting Minnesota
- Lakeland Ford Truck Sales, Inc.
- LHB
- LM Products, Inc.
- B.A. Liesch Associates, Inc.
- M-R Sign Company
- Macqueen Equipment
- Matejiek Implements Company
- McCombs Frank Roos Associates, Inc.
- Merrill Lynch
- Midwest Playscapes, Inc.
- Minnesota Asphalt Pavement Association
- Minnesota Corn Growers Association
- MN Department of Natural Resources
- Minnesota Soybean
- Minnesota State and Community Services
- MN State Fire Chiefs Association
- Newman Signs
- Northeast Technical Services, Inc.
- Northstar Corridor Development Authority
- Numerous State Agencies
- Peterson Environmental Consulting, Inc.
- Prinsco, Inc.
- Proheat Products, Inc.
- RDO Equipment Company
- Rieke Carol Muller Associates, Inc.
- RLK-Kuusisto, Ltd.
- Sensor Instruments Company
- Short Elliot Hendrickson
- Springsted Incorporated
- Stepp Manufacturing Co.
- Sweeney Brothers Tractor, Inc.
- Team Lab Chemical Corporation
- Toltz, King, Duvall, Anderson & Associates
- Traffic Technologies
- Unique Paving Materials
- U.S. Bank – Government Banking
- Visu-Sewer Clean & Seal, Inc.
- Waste Water Management Services
- Wells Fargo Public Finance
- WSB & Associates, Inc.
- Westwood Professional Services, Inc.
- Ziegler

The Minnesota Association of Townships has sponsored this two and a half day Conference for over six decades! Township officials from across the state take part in workshops that address current township issues and concerns. Exhibits are an integral part of this event, with attendees finding it an expeditious way to compare options and make purchases.

Your Potential Customers will be there!

- There are 1,784 townships in the State of Minnesota and last year their combined purchases exceeded \$100,000,000.
- It is the largest gathering of township decision-makers in Minnesota. Last year 500+ township officials from throughout the state attended.
- You will receive a listing of all participants including name and mailing address for complete post-conference follow-up!

Special Attractions Provide high Customer Visibility

- Exhibits will be located in the Terry Haws Center immediately adjacent to the Conference registration and information desks – a central hub for participant activity!
- Thursday evening's exhibit opening kicks-off the Conference for attending delegates! Refreshments will be available.
- After Friday's lunch, a wonderful dessert buffet will be located amidst the exhibit booths.
- A large vehicle/equipment display area will be available in conjunction with your booth. (See Exhibit Information section for details)
- Based upon enthusiastic response received from Conference exhibitors and participants in past years, the following features are once again being provided:
 - A SPECIAL DOOR PRIZE DRAWING on Thursday evening. A portion of your exhibit fee will be used by the Association to purchase the door prize.
 - FRIDAY MORNING REFRESHMENT BREAKS will be served in the exhibit area.
- Exhibitor Bingo Card requiring attendees to visit each booth and obtain your signature to be eligible for numerous door prizes. Drawings for these prizes will be held on Friday.
- Exhibit Guide will be given to each attendee and includes your company's name, address, phone number, website, and description of products or services.

Special Features

- Hospitality Rooms are available on Thursday and Friday nights at the Kelly Inn or Radisson. Indicate your interest on the application and details will be sent to you under separate cover.
- Exhibit fees include two tickets for Friday's lunch.
- Companies not able to exhibit can provide financial support to this event. Those contributing more than \$150 receive special acknowledgement in the Conference Program.
- Electricity is available, but must be ordered from the Civic Center for an additional charge. See Application for more details.

NOTE: Township officials are not included in the definition of "local official" by the Minnesota Ethics Law. Therefore, exhibitors are not prohibited from sponsoring hospitality suites, contributing door prizes and distributing small 'give away' items in their booths!

Exhibit Information

Booths

Exhibit booths are 8'x10' with an 8' high flame-proof, draped back wall and 3' high side dividers. A 7"x35" one-line company identification sign will be supplied. An 8' draped exhibit table, two side chairs and a wastebasket will also be provided. Other furnishings, shipping, erection and dismantling services can be arranged through A&N Convention Services, Inc. You will receive order forms through which you can request other furnishings and special needs at various charges in your Booth Confirmation Package from MAT.

Application Fees/Deadlines

A special Early Application Fee of \$500 is available to exhibitors until October 18. Exhibitors registering after October 18 will be charged \$600 per booth. Final exhibit booth space application deadline is November 1st.

Large Vehicle/Equipment Displays

Space is available for vehicles and equipment displays adjacent to your exhibit booth at an additional cost of \$300. Exhibitors interested in this options should check-off the appropriate box (and provide us with the dimensions of your vehicle/equipment) on the Application Form. Details regarding space access and vehicle preparation requirements will be provided in your confirmation package.

Space Assignments

Configuration of the exhibit area will be based on the exact number/type of exhibitors. All booth assignments will be made by MAT.

Installation and Dismantling

Exhibits can be installed on Thursday, November 18 between 3:00 – 6:00pm. Dismantling can be done on Friday, November 19 between 2:00 – 5:00pm.

Exhibit Schedule:

Thursday (11/18)	3:00-6:00pm	Booth Setup
Thursday (11/18)	6:30-10:00pm	Customer Viewing
Friday (11/19)	7:00am-2:00pm	Customer Viewing
Friday (11/19)	2:00-5:00pm	Booth Dismantling

Location / Accommodations

St Cloud, the Granite City of the World, is the city for this year's Conference. All exhibits and Conference events will take place at the **St Cloud Civic Center** located in downtown St Cloud along the Mississippi River. This 100,000 square foot convention center is user-friendly and includes a drive-in entrance to the exhibit area.

Blocks of sleeping rooms are still available at the following hotels:

- **Best Western Kelly Inn** > 320-253-0606 (\$69 +tax / single or double occupancy)
- **Radisson Suite Hotel** > 320-654-1661 (\$89 +tax / single or double occupancy)

Reservation forms for both properties are included with this Invitation to Exhibit. As noted on these forms, the registration deadline for both is October 18, 2004. If you have not made your reservations, we encourage you to do so immediately. If you need a copy of these forms, please visit our website www.mntownships.org and click on *Annual Conference* or call Scott Saloum at the MAT office (763-497-2330 or 1-800-228-0296).

Hospitality Suites

Hospitality Suites are available at the Best Western Kelly Inn and Radisson hotels and may be open as follows: November 18 between 10:00pm and midnight; and Friday November 19 between 9:00pm and midnight. Information concerning this option can be requested via the Application Form included in this brochure.

Certificates of Insurance

Exhibitors are not employees of the Minnesota Association of Townships (MAT); and, therefore, must supply a "Certificate of Insurance" for commercial general liability in the amount of at least \$500,000. In addition, proof of Workers Compensation Insurance is required. All exhibitors must supply these two Certificates of Insurance with their application for exhibit space.

For Further Information

All Questions should be addressed to:

Scott Saloum
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