

**NOVEMBER 17-18, 2005 ARROWWOOD RESORT**

**MN Association of Townships**

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**LOCATION / ACCOMODATIONS**

Alexandria: Easy to get to, Hard to leave, is the location for this year's Conference. All exhibits and Conference events will take place at the **Arrowwood Resort and Conference Center** located in Alexandria on Lake Darling. This 28,800 square foot conference center is user-friendly and includes a drive-in entrance to the exhibit area.

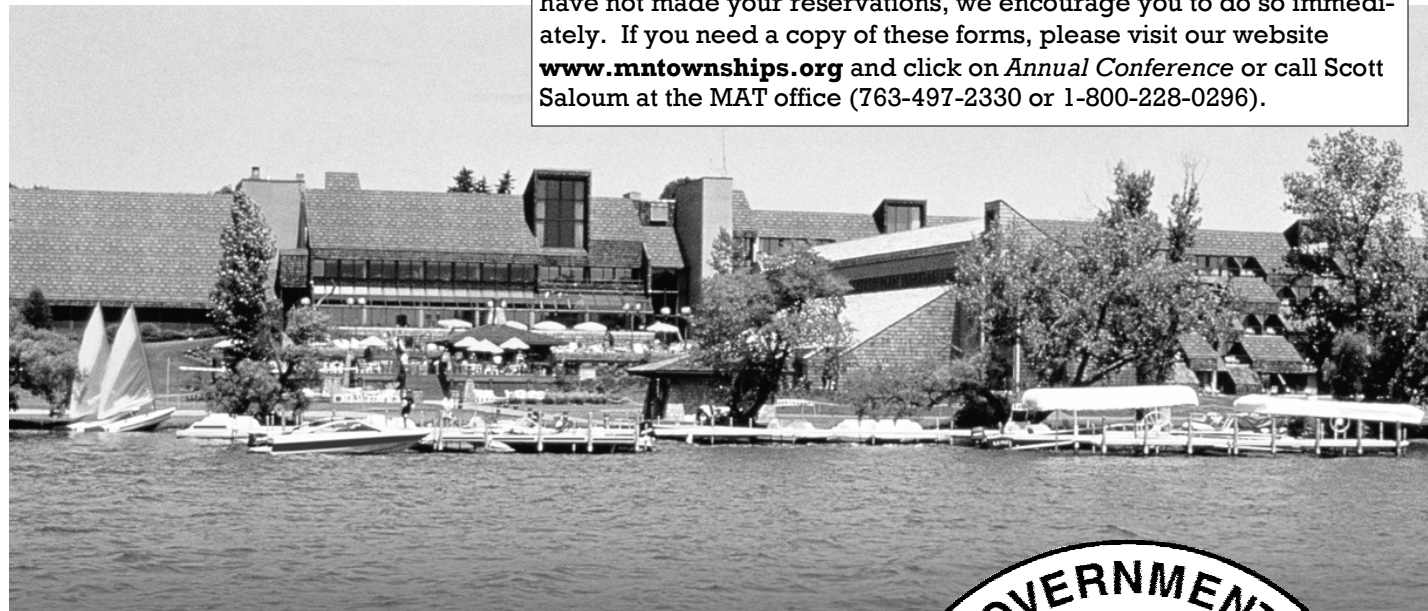
Blocks of sleeping rooms are still available at the following hotels:

**Arrowwood Resort** > 866-FUN-LAND (866-386-5263)  
(\$89 +tax / single or double occupancy)

**Country Inn & Suites** > 320-763-9900  
(\$79-\$89 +tax / single or double occupancy)

**Holiday Inn** > 320-763-6577  
(\$74.95 +tax / single or double occupancy)

Please call the property directly and reserve your room(s). The registration deadline for all the properties is October 17, 2005. 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](http://www.mntownships.org) and click on *Annual Conference* or call Scott Saloum at the MAT office (763-497-2330 or 1-800-228-0296).



**THE BIGGEST TOWNSHIP  
EVENT OF THE YEAR!**

Alexandria is a beautiful location that is centrally located and offers fun for the whole family. Training events in 2005 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!**



MN ASSOCIATION OF TOWNSHIPS

**2005**

**INVITATION TO EXHIBIT**

**At the 2005 Minnesota Association of Townships Annual Conference and Exhibit Show**

**NOVEMBER 17-18, 2005**

**ARROWWOOD RESORT & CONFERENCE CENTER**

**ALEXANDRIA, MINNESOTA**



**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 open communications for future purchases.

Attendance at our Training Events has increased over the past two years so we do expect a great turnout at the centrally located Arrowwood Resort!

**QUICK NOTES:**

- This year's theme is **Townships: Start Your Engines... You're In The Driver's Seat!**
- Deadline for Early Exhibit Registration is October 17th!



**PAST EXHIBITORS**

ADAPCO, Inc.  
 Admin Minnesota Cooperative Purchasing  
 Advanced Drainage Systems, Inc.  
 Ayers Associates  
 Bert's Truck Equipment, Inc.  
 Bolton & Menk, Inc.  
 Boyer Sterling Trucks  
 CenterPoint Energy Minnegasco  
 Couri, MacArthur & Ruppe PLLP Law Office  
 Crysteel Truck Equipment  
 Connexus Energy  
 Davies / Northern Water Works Supply  
 Diamond Mowers  
 DPRA, Inc.  
 Dustcoating, Inc.  
 Earl F. Andersen, Inc.  
 Ehlers and Associates  
 Election Systems & Software  
 Environmental Dust Control, Inc.  
 Federal Signal Corporation  
 Federal Warning Systems  
 FS3, Inc.  
 Global Election Systems, Inc.  
 Gopher Sign Company  
 Gopher State One Call  
 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.  
 Locators & Supplies, Inc.  
 M-R Sign Company, Inc.  
 Macqueen Equipment  
 Matejcek Implements Company  
 McCombs Frank Roos Associates, Inc.  
 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, Inc.  
 Northland Securities, Inc.  
 Northwoods Landscape & Recreation, Inc.  
 Numerous State Agencies  
 Peterson Environmental Consulting, Inc.  
 Prinsco, Inc.  
 Public Financial Management, Inc.  
 RDO Equipment Company  
 Rieke Caroll Muller Associates, Inc.  
 RLK-Kuusisto, Ltd.  
 Safety Signs  
 Schoell & Madson, Inc.  
 Sensor Instruments Company  
 Springsted Incorporated  
 Stepp Manufacturing Co.  
 Sweeney Brothers Tractor, Inc.  
 Synergy Graphics  
 Team Lab Chemical Corporation  
 Toltz, King, Duvall, Anderson & Associates  
 Traffic Technologies  
 Unique Paving Materials  
 Univar USA, Inc.  
 Visu-Sewer Clean & Seal, Inc.  
 Waste Water Management Services  
 Wells Fargo Public Finance  
 WSB & Associates, Inc.  
 Ziegler

**YOUR POTENTIAL CUSTOMERS WILL BE THERE!**

- There are 1,789 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 400+ 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 FOR HIGH VISIBILITY**

- Exhibits will be located in the Exhibit/Tennis Center near Conference registration and information – a central hub for participant activity!
- Thursday evening's exhibit opening kicks-off the Conference for attending delegates! Refreshments will be available.
- A large vehicle/equipment display area will be available in conjunction with your booth. (See Exhibit Information section for details)
- Based upon the positive response received from Conference exhibitors and participants in past years, the following features are once again being provided:

**After Friday's lunch, there will be a wonderful dessert buffet located amidst the exhibit booths!**

- 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 Arrowwood. Indicate your interest on the application and details will be given to you via phone, fax, or email.
- Exhibit fee includes 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 Arrowwood 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. We ask that displays do not exceed outside the booth. 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.

**Application Fees/Deadlines**

A special Early Application Fee of \$500 is available to exhibitors until October 17. Exhibitors registering after October 17 will be charged \$600 per booth. Final exhibit booth space application deadline is October 31st.

**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. Maximum door clearance is 14' high by 10' wide.

**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 17 between 3:00 – 6:00pm. Dismantling can be done on Friday, November 18 between 2:00 – 5:00pm.

<b>EXHIBIT SCHEDULE</b>	
<b>Thursday(11/17)</b>	
3:00-6:00pm	Booth Setup
6:30-9:30pm	Customer Viewing
<b>Friday(11/18)</b>	
7:00am-2:00pm	Customer Viewing
2:00-5:00pm	Booth Dismantling

**HOSPITALITY SUITES**

Hospitality Suites are available at the Arrowwood and may be open as follows: Thursday, November 17 between 9:30pm and midnight; and Friday November 18 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. Please note if they will be sent under separate cover.

**QUESTIONS, COMMENTS, SUGGESTIONS, AND HELP**

**Scott Saloum, Training and Communications**

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