

November 16-17, 2006 DECC, Duluth

MN Association of Townships

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The Biggest Township Event of the Year!

Duluth is a scenic location that draws township officers from around the state. This is not only a conference, but a vacation! Training events in 2006 are higher than anticipated for an odd numbered year...and we anticipate that trend to continue with the Annual Conference. In 2003 (the last conference held in Duluth), we had over 400 township officers attend! **This is the best opportunity to market your products and services to township officials from across Minnesota!**

LOCATION / ACCOMODATIONS

The Duluth Entertainment Convention Center is the location for the 2006 Conference. Two hotels have been secured with rooms blocked by MAT. Please call the hotel to make your room reservations.

Holiday Inn — 218-722-1202
($\$82 + \text{tax} / \text{single or double occupancy}$)

Radisson Hotel — 218-727-8981
($\$72 + \text{tax} / \text{single or double occupancy}$)

Both hotels are connected to the DECC via a skywalk.



MN Association of Townships

2006



Invitation to Exhibit

The 2006 Minnesota Association of Townships Annual Conference and Exhibit Show

2006 Educational Conference & Annual Meeting

TOWNSHIP LEADERSHIP CITIZENSHIP

ALL HANDS ON DECK!

Port of Call Duluth
November 16-18, 2006
DECC in Duluth

QUICK NOTES:

- This year's theme is **Township, Leadership, Citizenship: All Hands on Deck!**
- Deadline for Early Exhibit Registration is October 18th.

Exhibit November 16-17, 2006

The Minnesota Association of Townships has sponsored this two and a half day Conference for over seven 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.

Again this year we will feature caricature artists centrally located in the exhibit hall and a special door prize drawing Thursday night along with multiple prize drawings Friday after the Exhibitor Dessert buffet.

Attendance at our Training Events has increased over the past three years so we do expect a great turnout at the beautiful DECC in Duluth!

Past Exhibitors

ADAPCO, Inc.
 Admin Minnesota Cooperative Purchasing
 Advanced Drainage Systems, Inc.
 Ayers Associates
 Bert's Truck Equipment, 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
 Dustcoating, Inc.
 Earl F. Andersen, Inc.
 EchoCheck
 Ehlers and Associates
 Election Systems & Software
 Federal Signal Corporation
 Federal Warning Systems
 Flanagan Sales, Inc.
 FS3, Inc.
 GAIA Group, Inc.
 Gopher Sign Company
 Gopher State One Call
 Hakanson Anderson Associates, Inc.
 J-Craft, Inc.
 John Oliver & Associates, Inc.
 John Deere Construction Equipment
 Johnston Fargo Culvert, Inc.
 The JPG Group
 Juran & Moody
 Kids Voting Minnesota
 LANDTEAM, Inc.
 LHB
 LM Products, Inc.
 Locators & Supplies, Inc.
 M-R Sign Company, Inc.
 Macqueen Equipment
 Matejcek Implements Company
 McCombs Frank Roos Associates, Inc.
 Midwest Playscapes, Inc.
 Minnesota Corn Growers Association
 MN Department of Natural Resources
 Minnesota Office of the State Auditor
 Minnesota Secretary of State
 Minnesota Soybean
 Minnesota State and Community Services
 MN State Fire Chiefs Association
 Newman Signs, Inc.
 Northland Securities, Inc.
 Northwoods Landscape & Recreation, Inc.
 Peterson Environmental Consulting, Inc.
 Prinsco, Inc.
 Public Financial Management, Inc.
 RDO Equipment Company
 Rieke Carol Muller Associates, Inc.
 RLK-Kuusisto, Ltd.
 Safety Signs
 Schoell & Madson, Inc.
 Springsted Incorporated
 Stepp Manufacturing Co.
 Sweeney Brothers Tractor, Inc.
 Synergy Graphics
 Team Lab Chemical Corporation
 Toltz, King, Duvall, Anderson & Associates
 Unique Paving Materials
 Univar USA, Inc.
 Waste Water Management Services
 Wells Fargo Public Finance
 Wiseth Smith Nolting & Associates
 Ziegler

Plus Many Others!

Showcase Services to Potential Customers!

- There are 1,786 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 throughout the state attended.
- You will receive a listing of all participants including name and mailing address for complete post-conference follow-up! You will also get the listing on CD.

Special Attractions / Events

- Exhibits will be located in the Edmund Fitzgerald Exhibit Hall adjacent to the 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 can be available in conjunction with your booth. (See Exhibit Information section for details)
- Based upon the continued positive 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.
- Caricature Artists will be centrally located in the Exhibit Hall to provide entertainment throughout Thursday evening.

On Friday, after lunch there will be a Dessert Buffet located amidst the Exhibit Booths.

Door Prizes will be drawn at this time also.

Special Features

- Hospitality Rooms are available on Thursday and Friday nights at the Holiday Inn. Indicate your interest on the application and details will be given to you via phone, fax, or email. Read on for more details.
- 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 and other utility services are available and can be secured through the DECC. An order form will be included with the Confirmation Package.

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"x44" 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 the DECC. 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 18. Exhibitors registering after October 18 will be charged \$600 per booth. Final exhibit booth space application deadline is October 30th.

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 13' 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 16 between 3:00 – 6:00pm. Dismantling can be done on Friday, November 17 between 2:00 – 5:00pm.

EXHIBIT SCHEDULE

Thursday(11/16)	
3:00pm-6:00pm	Booth Setup
6:30pm-9:30pm	Customer Viewing
Friday(11/17)	
7:00am-2:00pm	Customer Viewing
2:00pm-5:00pm	Booth Dismantling

Hospitality Suites

Hospitality Suites are available at the Holiday Inn and may be open as follows: Thursday, November 16 between 9:30pm and midnight; and Friday November 17 between 9:00pm and midnight. Information concerning this option can be requested via the Application Form included in this brochure. We will promote hospitality suites that occur in these hours.

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

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