



MINNESOTA EROSION CONTROL ASSOCIATION

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DATE: October 19, 2009
TO: Prospective MECA Conference Exhibitors
FROM: Carolyn Dindorf, Program Coordinator
SUBJECT: **Exhibitor Booth Reservations and Sponsorship Opportunities**
22nd Annual MECA Erosion Control Conference
March 11 and 12, 2009 - Holiday Inn Hotel & Suites - St. Cloud, MN

It's time again to register for a booth at the Minnesota Erosion Control Association (MECA) annual conference! The MECA trade show is the largest of its kind in the Midwest and will be open to conference attendees as well as those that purchase the Trade Show Only pass. The trade show gives you an opportunity to get more exposure for your products and services. This is a wonderful opportunity to meet with many of the practitioners of our industry in a fast-paced, fun-filled event. We had 300 – 400 attendees in 2008 and 2009. Don't miss out on this great opportunity to showcase your products.

NEW FOR 2010!

Thursday evening social held in the Exhibit Hall – with complimentary appetizers and beverages.
Space to display large equipment
Premium booth space – there are 11 booths located adjacent to Hotel Suites

EXHIBITOR OPTIONS (see prices below)

1. Regular booth
2. Equipment display area – Large equipment can be displayed in an area adjacent to the booths
3. Premium booth space - outside a hotel suite (spaces 1 – 11)*

**Note: You must reserve the hotel suite separately through the Holiday Inn. See room number on the Exhibit area diagram. The suite includes a nice outside seating area as well as a separate seating area inside, all located right behind your booth.*

	<u>Set-up</u>	<u>Tear Down</u>	<u>Show Hours</u>
Wednesday	5:00 p.m.	-	-
Thursday	6:00 a.m.	-	7:00 a.m. – 7:00 p.m.
Friday	-	after 1:00 p.m.	7:00 a.m. – 1:00 p.m.

Exhibitor Fee includes: One registration with lunches and refreshments, 6 foot table with pipe and drape. Electricity is available for \$25. Internet access is available at no extra cost.

NOTE: MECA membership runs from March 1 to February 28. You must have renewed your membership for 2010 to receive the member rate. To reserve booth space, please contact the MECA office at 763-478-3267 or submit the provided registration form. You may also register on-line after November 9 at www.mnerosion.org.

REMINDERS

Make your hotel room reservations early at the special conference rate of \$94.95 for a single/double room and \$104.95 for a suite. These prices do not include tax. The room block will be released after February 20, 2010 and costs will go up substantially. To receive the special rate, please mention the MECA conference. If booking the room online, please enter the code MGM. Individuals may call 1-800-HOLIDAY toll free to make reservations or call the hotel directly at 320-253-9000. Set-up and tear down of exhibits will be restricted to designated times, unless previous arrangements have been made. As a courtesy to those attending the general session, early tear down of displays WILL NOT be allowed.

MECA 22nd Annual Erosion Control Conference

Exhibitor Registration & Contract Form

Organization _____
Information used for "Exhibitors List" provided to attendees – Please Print
 Address _____
 City _____ Phone (____) _____
 State/Province _____ Postal Code _____ USA / Canada / Other Fax (____) _____
 Email _____ Web Site _____

Specific products, services and territory intended to be promoted are: (check to use last year's description)

DISPLAY STAFF: (FOR PRINTING OF BADGES)

Name: _____ Title: _____
 Name: _____ Title: _____

Exhibit Space Assignment (see separate exhibit hall layout form for options)

Please indicate the number for the exhibit space you would like. Space will be assigned based on date of registration and availability. If the indicated choices are not available, MECA will assign you an exhibit space.

First Choice _____ **Second Choice** _____ **Large Equipment Display** _____

EXHIBITOR BOOTH REGISTRATION

	# Required	Cost each	Total Cost
Exhibit Space (Member)		\$355	
Exhibit Space (Non-member)		\$455	
Business Membership fee		\$100	
Additional Staff (Member)		\$165	
Additional Staff (Non-member)		\$195	
Electricity		\$25	
Suite Booth Space (additional fee)		\$100	
TOTAL:			

Payment type:

Check PO _____ **Make checks payable to MECA**
 Credit Card number _____, expiration date _____
 VISA Mastercard

It is understood that:

- * **Payment must be received within 30 days of registration to secure your spot.**
- * Exhibit space cancelled after February 26, 2010 is nonrefundable.
- * Exhibitor must adhere to the rules and regulations set forth by MECA and the Holiday Inn Hotel.
- * Show management reserves the right to accept or reject any request for exhibit space; to assign or re-assign exhibit space as deemed appropriate to the best interest of the show; and to govern the construction, arrangement and appearance of exhibitor displays.
- * Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless MECA and the Holiday Inn Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitor also agrees to provide general liability insurance coverage.

AUTHORIZED SIGNATURE _____ **TITLE** _____

Please remit signed contract and payment to: MECA, 215 Hamel Road, Hamel, MN 55340