

The 45th  
MINNESOTA ASSOCIATION OF WATERSHED DISTRICTS  
ANNUAL MEETING & TRADE SHOW  
December 1-2, 2016

**EXHIBITOR PROSPECTUS**

**LOCATION**

Arrowwood Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN 56308 PH: 320-762-1124

**EXHIBIT HOURS**

Thursday, December 1st , 6:00 pm – 9:30 pm  
Friday, December 2nd 9:00 am – 3:15 pm

**EXHIBIT PRICES**

Single Booth - \$400.00  
Additional Booths - \$350.00

**Booth Deadline: Booth registration and descriptions must be in by November 11<sup>th</sup>.**

**PLEASE NOTE: NO VENDOR DOOR PRIZES OR HOSPITALITY SUITES will be allowed due to the MN Gift ban law, which makes it illegal for public officials (watershed managers) to accept gifts or prizes!**

**AUDIENCE**

Managers of Minnesota Watershed Districts, Staff Members, and representatives of agencies and associations concerned with water planning and management.

**HOTEL INFORMATION**

Please see Hotel Reservation form for room rates and additional meals.

**FEE INFORMATION**

The booth fee includes 2 conference registrations per booth, one 6' draped table, 2 chairs. MEALS ARE INCLUDED for breakfast and lunch on Dec. 2nd. If you register additional booth personnel (maximum 4 per booth) then meals and conference registration are included in the additional fee. If you would like additional meals (ie: banquet tickets), please order on contract form. Internet is free. Electrical will be provided if requested. A phone line is an additional \$75.00.

**THE FUN ACTIVITIES!**

The Thursday Evening Welcome Reception, and Coffee Breaks! MAWD sponsored prize drawings during each of the breaks.

**EXHIBIT INSTALLATION AND REMOVAL**

Exhibitors will have access to the exhibit hall on Thursday, December 1<sup>st</sup> from 2 pm till 6 pm for set-up. Tables must be cleared and exhibits removed by 5 pm on Friday, December 2nd. **NO teardowns are allowed prior to 3:15 pm on the 2nd. If you tear down prior to 3:15 then there will be a \$100 fee incurred.** The loading dock is on the west side of the tennis court building.

**CANCELLATIONS**

Exhibitors who apply for space may cancel in writing prior to November 11th and receive a refund of the full booth amount, minus a \$75 non-refundable fee. Exhibitors who cancel after November 11th will not be eligible for a refund regardless of situation or circumstances.

**EXHIBIT SPACE PROCEDURES**

All exhibitors will be notified by mail of their space assignment. You may indicate booth preference, but we cannot guarantee your selection. Buss Productions reserves the right to assign and re-assign space deemed necessary or appropriate in the best interest of the event. Exhibitors are to arrange materials so as not to obstruct other displays. Surrounding space and aisles must be clear.

**ADS! ADS! ADS!**

Double your exposure and put an ad in the show program. Please see attached form.

**FLOOR PLAN ON THE REVERSE SIDE!!!**

**SPACE IS LIMITED – RESERVE YOUR TABLE(S) NOW!!**

For more information or questions, contact Heidi Buss  
651-917-2301 •email: hbuss@msn.com