



GENERAL EXPOSITION INFORMATION 2010

Exposition

The Minnesota Quality Conference offers attendees an educational opportunity to learn from industry insiders and advance the use of quality principles, concepts and technologies. Attendees are seeking information in the areas of leadership, training, resources, equipment, and education.

Location

Earle Brown Heritage Center, 6155 Earle Brown Drive, Minneapolis, MN 55430

The Exposition will be located in the hall outside the Harvest Room. A limited number of exhibit spaces will be available. This location is the center of conference activities including registration, the keynote presentation, and luncheon.

Exhibit space will be assigned by order of payment receipt. Exhibit space fee is \$400. Individual exhibit spaces are 8' wide and 6' deep and include an 8' draped table with two chairs. Due to limited capacity and building layout, pipe and drape will not be offered. Electrical needs are provided through the Earle Brown Heritage Center (see attached form).

Exhibit personnel will come to your booth to check in exhibit staff.

Set-Up

Sunday, 03.07.10	2:00 PM – 5:00 PM
Monday, 03.08.10	6:00 AM – 7:00 AM

Exposition Hours (hours are subject to change)

Monday, 03.08.10	7:00 AM – 4:00 PM
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Social Functions in Exposition Hall

Morning and afternoon refreshments will be served in the exhibit area to provide a setting for open discussion between attendees and exhibitors

Estimated Times

Monday, 03.08.10	7:00 AM – 8:00 AM	
Registration/ Exhibits open	9:45 AM -10:15 AM	Break
	12:30 PM – 1:45 PM	Luncheon
	2:45 PM – 3:15 PM	Break

Tear-Down

Monday, 03.08.10	4:00 PM – 6:00 PM
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MINNESOTA QUALITY CONFERENCE

*EXPOSITION GUIDE
DESCRIPTION FORM*

A 50-word description of your company’s product(s) and/or service(s) is needed for the 2010 Exposition Guide which will be included in the Conference Proceedings. There are three options available for submission of this information.

By E-Mail: (preferred)

Please e-mail your 50-word description with your name and your company’s name to mnqualconf@mnasq.org.

By Mail:

Please mail this completed form to:
Minnesota Quality Conference
PO Box: 9370
N. St. Paul, MN 55109-0370

The 50-word description must be received no later than January 31, 2010 to be included in the 2010 Exposition Guide. However, we will put the exhibitor information on the website so the earlier we receive it, the more exposure the exhibitor will receive.

Company Name: _____

Submitted By: _____

Date: _____

50-Word Description:

Minnesota ASQ Conferences reserves the right to edit submitted descriptions.

DEADLINE
January 31, 2010



MINNESOTA QUALITY CONFERENCE

CONFERENCE EXHIBITOR And ADVERTISER REGISTRATION FORM

Please type or print exactly as you wish the information to appear in print.

EXHIBITOR INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Company Website: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail: _____

CONFERENCE ATTENDEES PACKET

Full Page (\$300)

CONFERENCE TABLETS

Exclusive (\$900) Shared (\$500)

Exhibit Space Fee (\$400)

LUNCH REGISTRATIONS

For additional personnel (one included with booth price)

Day	# Tickets	Cost
Monday	_____	@ \$30.00 each

Lunch Total \$ _____

Grand Total	\$ _____
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PAYMENT INFORMATION

Payment accepted by check or credit card.

Check

Visa MasterCard American Express Discover Card

NOTE: Credit Cards are taken via Acteva on line at www.mnasq.org.
Send checks to Minnesota Quality Conference, P.O. Box 9370, N. St. Paul 55109.

<p>DEADLINE January 31, 2010</p>



EXPOSITION POLICIES AND REGULATIONS

Shipping Instructions

All freight charges must be prepaid. The Facility has capabilities to receive display materials. Materials are to be shipped to the Earle Brown Heritage Center (EBHC) and should be clearly marked with the conference name "Minnesota Quality Conference" and the label "Exhibitor". Materials will be accepted by EBHC beginning Friday, March 5th, 2010.

Exhibitor Registration and Identification

The Exhibitor Liaison Official will receive copies of all preliminary and program announcements to facilitate Exhibit and conference registrations. Additional program forms will be available upon request. A form requesting designation of attending exhibit personnel is included below.

Finalization of Space Reservation

Contracts for Exposition space are subject to the approval of Exposition Management. Exposition Management reserves the right to offer or refuse space rental to potential Exhibitors. Booth assignments will be on a first-come first-serve basis except previous year's Exhibitors will be given priority for their assignments based upon number of years exhibiting.

Cancellation

Cancellation will result in forfeit of booth fees paid to date.

Installation of Exhibits

Any Exhibit not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of Exhibits, or the Exhibit may be reordered to be set up by the Meeting Planner. No refuse may be placed in aisles after the final cleaning. Please do not litter the floor in the booths or aisles after cleaning.

Dismantling

No packing or dismantling of Exhibits will be permitted prior to the published teardown time.

Insurance

Exhibitors wishing to insure their Exhibit materials, goods, and/or wares against theft, damage by fire, accident or loss of any kind, must do so at their own expense.

Liability

Neither Exposition Management, the Facility nor their agents assume responsibility for any loss or damage to booths, equipment, or personal belongings on site.

Violations

Violations of any of these Exposition Regulations on the part of the Exhibitor, its employees or agents, shall annul the right to occupy space. All monies which may have been paid will be forfeited.

Fire Protection

All materials used in the Exposition Area must be flameproof and fire resistant. All displays are subject to inspection by the Fire Prevention Bureau.

Conducting Exhibits

The character of the Exhibit is subject to the approval of the Minnesota ASQ Conferences. Exposition Management retains the right to refuse the application of Exhibitors not meeting standards required or expected, as well as the right to curtail Exhibits or parts of Exhibits which reflect unfavorably upon the character of the conference. Non-professional products or services are not to be displayed.

Payment of Booth Rental Fees

Final Payment is due on or before January 31, 2010. In the event space reservation is not finalized or final payment is not received, space reservation is subject to termination and any previous payment shall be forfeited. Exposition Management may then reassign the space to applicants on the waiting list. Any cancellation will result in forfeit of all fees paid to date.

Prohibited Practices

- Noisy electrical or other mechanical apparatus: earphones must be provided for operation of any slide or video equipment.
- Canvassing/distributing advertising materials outside the Exhibitor's own booth
- Solicitation of business, or conferences in the interest of business, except by Exhibitors
- Operation of unprotected X-ray equipment, UV sources, or sources of ionizing radiation
- The use of billboard advertisements and/or display of signs outside the Exhibit Area
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the Exposition area during the Conference
- Entry into another Exhibitor's booth, examination, or photographing of another Exhibitor's booth without permission

Booth Design and Use of Exhibit Space

All booths must conform to the standards set forth by the Health Care Exhibitors Association (HCEA) and Americans with Disabilities Act (ADA) as follows in part:

- No side walls or counters may exceed 48" in height, except in back 1/3 of booth.
- Backgrounds are limited to 8' in height and must not protrude from the back wall more than 48".
- Each Exhibit will be provided with a draped table and two chairs.
- Display material is restricted to a maximum height of 48" except for the back wall of the display which is limited to 8' in height and a depth of 48".
- No Exhibit may span an aisle by roofing or floor covering. Exposed or unfinished sides of Exhibit background must be draped to present an attractive appearance. The Facility, with the approval of the Exposition Management, will provide draping deemed necessary and charge the Exhibitor accordingly.
- The aisles are the property of all Exhibitors. Space must be left within each Exhibit Area to absorb the viewer.



EXPOSITION PERSONNEL REGISTRATION FORM

Badges will be required to enter the Minnesota ASQ Conferences Exposition. Exposition personnel badges may be obtained by completing the information below and returning the form to Kate Swanson, Conference Manager, at mnqualconf@mnasq.org or call 651-779-1824 no later than January, 31st, 2010. Badges will be available for pickup at the Exposition Management Kiosk during Exposition set up hours or general registration hours.

If you are interested in joining the conference attendees for lunch Monday, tickets are available for purchase as listed below. Full conference registrations are available by calling 651-779-1824 or visit our website for on line registration: www.mnasq.org.

Company Name: _____
Address: _____
City/State/Zip: _____

EXHIBIT PERSONNEL REGISTRATION Please limit personnel to three employees

Name	Title
_____	_____
_____	_____
_____	_____

DEADLINE
January 31, 2010

EARLE BROWN HERITAGE CENTER

**6155 Earle Brown Drive
Brooklyn Center, MN 55430**

(763) 569-6300 / (800) 524-0239

Fax (763) 569-6320

2010 CONVENTION SERVICES ORDER FORM

EVENT: _____

EVENT DATE: _____

COMPANY: _____

PHONE: _____

ADDRESS: _____

CONTACT: _____

CITY, STATE, ZIP _____

BOOTH #: _____

ELECTRICAL SERVICE: Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner and do not include connecting motors or special wiring. Connection from outlets to equipment is to be made by customers with customer's portable cord. All portable cords must be of the three (3) wire grounded type per the National Electrical Code. The National Electrical Code requires that all exposed non-current carrying parts of equipment, which are liable to be energized, shall be grounded. Portable cords must be rated for the current they will be carrying. Cords made of lamp cord (zip cord) are not allowed.

<u>ITEM</u>	<u>ADVANCE RATE (48 hours notice)</u>	<u>STANDARD RATE (No notice)</u>	<u>QUANTITY ORDERED</u>	<u>COST</u>
20 amp - 120 Volt	\$ 70.00	\$ 100.00	_____	\$ _____
50 amp - 208 Volt (single phase)	\$150.00	\$ 200.00	_____	\$ _____
50 amp - 208 Volt (3 phase)	\$250.00	*see staff for charge	_____	\$ _____
100 amp.	\$250.00	*see staff for charge	_____	\$ _____
200 amp.	\$400.00	*see staff for charge	_____	\$ _____
25' Portable Extension Cord	\$ 10.00	\$ 10.00	_____	\$ _____
Plug-in Strip (6 plug-ins per strip)	\$ 20.00	\$ 20.00	_____	\$ _____
TOTAL ELECTRICAL COST:				\$ _____

SERVICE ACCESSORIES (48 HOUR NOTICE):

32" LCD TV \$175.00 per day \$ _____

Phone & Line: (See staff for locations)

Advance Rate (48 hours notice) \$50 \$ _____

Standard Rate (No notice) \$75 \$ _____

High Speed Internet

Advance Rate (48 hours notice) \$150 \$ _____

Standard Rate (Not available; 48 hour notice is required)

TOTAL SERVICE COST: \$ _____

For relocation of existing phone lines or for installation of additional lines, charges will be assessed per foot and labor hour. See staff for estimate.

**LABOR FOR SPECIAL ELECTRICAL SERVICE
(48 HOUR NOTICE):**

Please call Operations Department at 763-569-6300 for quote.

TOTAL LABOR COST: \$ _____

TABLE SKIRTING – \$20 per additional skirted table not included in trade show package:

Number of Tables Ordered _____ @ \$20.00 each

TOTAL SKIRTING COST: \$ _____

Email address to send a copy of the receipt to:

Please send receipt by mail

ELECTRICAL	\$ _____
SERVICE ACCESSORIES	\$ _____
TABLE SKIRTING	\$ _____
SUB TOTAL	\$ _____
TAX (7.275%)	\$ _____
LABOR	\$ _____
GRAND TOTAL	\$ _____

PAYMENT INFORMATION:

Company Check # _____ Money Order # _____

MasterCard / Visa / AMEX Card # _____ Exp. Date _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

**NOTE: All charges are due and payable to the Earle Brown Heritage Center prior to installation.
ALL PRICES SUBJECT TO CHANGE**