

MAPA Fall CME Conferences

October 2, 2009 - Alexandria, MN

November 13, 2009 - Mankato, MN

MAPA

600 South Highway 169, Suite 1680

St. Louis Park, MN 55426

(Phone) 952-562-8700 (Fax) 952-542-0135 www.mnacadpa.org

General Schedule

6:15 a.m. - 7:00 a.m.	Registration and Set-up
7:00 a.m. - 1:30 p.m.	Exhibit Hall is open
8 a.m. - 10 a.m.	General Education sessions
10:00 a.m. - 10:30 a.m.	Visit the Exhibit break
10:30 a.m. - 12:00 p.m.	General Education sessions
12:00 p.m. - 1:00 p.m.	Visit the Exhibits and lunch
1:30 pm	Exhibit tear down
1:00 - 5:00 pm	General Education session

Meeting Sites and Accommodations

October 2, 2009

Arrowwood Resort and Conference Center
2100 Arrowwood Lane Northwest, Alexandria, MN
Room block reserved for MAPA at the room rate of \$114.
Call 320-762-1124 or email Katrina.khemming@arrowwoodresort.com

November 13, 2009

Country Inn & Suites Hotel and Conference Center
1900 Premier Drive, Mankato, MN 56001
507-388-8555 Room block reserved for MAPA at the rate of \$84 for Standard Guest room

Preview - March 5, 2010

Spring Conference at the Airport Hilton, Bloomington, MN

Key Personnel

Jane Case, Exhibits Manager and Arlene Lensing, Administrator

Rules

Exhibitor agrees to abide by rules, regulations and restrictions outlined in this prospectus. Once reserved, it is expected that this information will be forwarded to any persons representing your organization at the meeting. Please forward this to the appropriate person within your organization if you have received it in error.

Booth Description and Rental Rates

Booths are comprised of a 6-foot table, draped and skirted in a carpeted hall. Booth electricity can be arranged with the facility for an extra fee. Space will not be reserved without full payment and requests for special payment arrangements must be made before the meeting date. Space can only be reserved through the MAPA exhibits manager or administrator in accordance with instructions in this prospectus. No booth thus secured may be subleased except with the consent of the exhibits manager.

Booth Location

Booths are chosen on a first come, first serve basis. Companies with multiple booths will be reserved. MAPA retains the right to change exhibit locations for causes beyond the control of MAPA or if it becomes advisable in the best judgment of the exhibits manager. All such changes will be discussed with the exhibiting firm in advance, if possible.

Space Cancellation

Cancellations received two full weeks before the start of the meeting will receive full refund minus a \$50.00 per booth administrative fee. After that date, a refund minus \$150.00 per booth will be given if the booth can be resold. If the booth cannot be resold, MAPA will retain 100% of the exhibitor's contract obligation.

Exhibit Regulations

- * MAPA will not guarantee the security of your unattended booths.
- * All exhibits must be installed and ready by 7:00 am on the day of exhibits.
- * No exhibit may be removed prior to the close of exhibit hall at 1:30 p.m.
- * Offensive promotions by exhibit personnel will not be tolerated.
- * Smoking and alcoholic beverages are not allowed in the exhibit area.
- * Orders may be taken, but exhibitors wanting to complete sales (money exchange) during the meeting must contact the exhibit manager for approval.
- * MAPA reserves the right to deny booth space to any company whose products do not contribute directly to the meeting registrant's medical practices.
- * Exhibitors who fail to observe conditions of this contract or who, in the opinion of the exhibits manager, conduct themselves unethically will be dismissed from the meeting without refund.

Shipping and Electrical Connection Info.

Arrowwood Resort and Conference Center, Alexandria. Contact Heather at 320-762-5249 or email hlarson@arrowwoodresort.com

Country Inn & Suites, Mankato. Contact Jenna at (507) 388-8555 or email JLManske@sandcompanies.com

