

**2011 FALL MAINTENANCE EXPO
Exhibitor Agreement – INDOOR**

We hereby agree to participate in the 2011 MN Fall Maintenance Expo to be held October 5-6, 2011 and to pay the fee designated for the desired space allocation. We accept the conditions noted below for the exhibit.

Name of Firm (Exhibitor) _____

Address _____
Street City State Zip

Name of Representative Attending Expo _____

Phone Number (____) _____ Fax Number (____) _____

Email Address _____ *(please print legibly or enclose business card)*

Number of spaces requested: (please mark box) 8 x 10 Each space is \$400


Name(s) of any firm(s) you do NOT want to be placed next to: _____

IT IS UNDERSTOOD THAT:

- The Exhibitor agrees to provide a safe and informative display.
- Exhibit space is limited. Requests for exhibit space will be granted on a 'first come, first served' basis.
- A table, table cover, two chairs, and pipe & drape will be provided for each INDOOR vendor.
- Vendors must supply electrical extension cords.
- *Alcoholic beverages are not permitted on the premises of the Saint Cloud Public Works Facility.*
- It is the duty and responsibility of each exhibitor to install the exhibit on set-up day (October 4, 2011) from 10:00 AM - 4:00 PM or after 6:00 AM on October 5, 2011; monitor the exhibit during the Expo; and dismantle and remove the exhibit at the conclusion of the Expo on October 6, 2011.
- **NOTE: VENDOR CANCELLATIONS RECEIVED PRIOR TO AUGUST 31, 2011 WILL RECEIVE FULL REFUND. CANCELLATION REQUESTS RECEIVED AFTER THAT DATE CANNOT BE REFUNDED.**

Our check # _____ in the amount of \$ _____ is enclosed.

Credit Card Payment:

   Please check appropriate box

REQUIRED INFORMATION!

Card Number: _____ Expiration Date: _____

CVV Code (on back of card 3 digits) _____

Name as it appears on Credit Card: _____

Street Address _____

City _____ State _____ Zip Code _____

Mail completed *Exhibitor's Agreement* AND payment (made payable to "MN Fall Maintenance Expo") to:
Kathy Warren
MN Fall Expo
828 Greeley Street South
Stillwater MN 55082-5982

**BOTH THIS FORM & PAYMENT MUST BE RECEIVED
TO RESERVE SPACE**