



Acting Locally to Protect Our Legendary Lands and Waters

Minnesota Invasive Species

Building upon efforts to manage terrestrial and aquatic invasive species, we announce the first statewide Minnesota Invasive Species Conference 2008.

Come exchange and learn the latest information on how to respond and manage invasive species in your area.

Conference 2008

**October 26-29, 2008
Duluth Entertainment and
Convention Center
Duluth, MN**

**Hosted by the
Minnesota Invasive Species
Advisory Council**

**Co-chaired by
The Minnesota Chapter of the
Soil and Water Conservation Society
and University of Minnesota
Sea Grant Program**

**For more information visit
www.minnesotaswcs.org**

**Exhibitor
Prospectus**



Minnesota Invasive Species Conference Exhibitor Prospectus

About the Conference—The first annual statewide conference on invasive species will focus on strengthening awareness and highlighting issues at the local level, as well as acting locally on prevention and management activities. This event promises to be a successful marketing and visibility event for you in 2008. Consider being a part of this important ground breaking event!

Conference Location—Duluth Entertainment Convention Center (DECC), Duluth, MN. A trade show with exhibits and posters will be held in the Edmund Fitzgerald Hall throughout the conference beginning the evening of October 26 and continuing October 27-28. Meals, refreshments and social functions will be held in the trade show area for more exposure to your products, services and programs throughout the two-plus day event.



Photo by Chris J. Benson

Pre-conference workshops will be held on Sunday, October 26. Plenary and technical concurrent sessions will be held on October 27-28. Post conference tours of research facilities and attractions are planned for October 29.

Who Will Attend—Approximately 250 professionals will attend including researchers; students; consultants; business and industry professionals; land and water managers; conservation organizations; environmental organizations; lake associations; coalition of lake associations representatives; county agriculture inspectors; crop consultants; and landscape and lawn professionals.

Exhibitor Benefits—Each exhibit booth purchased by a for profit business or organization will receive two conference registrations. (Additional staff needed to work the trade show will be required to pay the registration fee.) Exhibit spaces are 10' x 10' and include:

- 6' Skirted Table
- 2 Chairs
- 1 Wastebasket
- 1 Identification sign

An exhibitor badge will allow access to all conference functions. (Sunday pre-conference workshop registration and fee is separate.) Your company or organization will

be recognized in the conference program and on the Web site: www.minnesotaswcs.org. Trade show exhibitors who wish to be conference sponsors will receive additional promotional opportunities.

Accommodations—A block of rooms has been set aside for conference attendees at the Holiday Inn Hotel and Suites. Single/double occupancy is available for the low rate of \$74 plus applicable taxes. Visit the conference Web site for more details.

How to Reserve Exhibit Space—To be listed in the conference program, registration and payment must be received by September 15, 2008. Complete the attached form and forward to Nancy Herselius, Conference Administrator—PO Box 249, Bondurant, IA 50035; fax to 515.480.4240; or email info@mnisc.org. All exhibitors will be listed on the conference Web site.

When the booth reservation has been received, conference registration forms will be provided for those staffing the booth.

We request you provide your company logo in jpg

format and a 30-word description of your organization/company. Include the following information: organization name, contact person, address, telephone, email, and product information.

Exhibit Schedule

Sunday, October 26
Set up 2:00—5:00 p.m.

Monday, October 27
8:00 a.m.—5:00 p.m.

Tuesday, October 28
8:00 a.m.—4:00 p.m.
Tear down 4:00—6:00 p.m.

Exhibit Hall Events—Opening Reception on Sunday; Breaks on Monday and Tuesday; Lunch on Tuesday.

Sponsorships are also available!
Contact Nancy for options.

**Visit www.minnesotaswcs.org
for more conference information**

**2008 Minnesota Invasive
Species Conference
Duluth Entertainment
Convention Center
October 26-29, 2008**

**Application and
Contract for
Exhibit Space**



Company: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip _____

Daytime Phone: () _____ Fax: () _____

Email: _____

Booth Rental Fee (Please indicate the number of 10' x 10' booths you require.)

_____ Non-profit Organization @ \$100 (Does not include complimentary registrations.)	Totals \$ _____
_____ For Profit Business and Organizations @ \$400 (Includes two complimentary conference registrations.)	\$ _____
Total Booth Rental Fee	\$ _____

Payment must accompany the completed form.

Acceptance of this application by the Minnesota Invasive Species Conference management constitutes a contract. We agree to abide by the rules and regulations of the 2008 conference, which are printed on the reverse side of this page, and to all the conditions under which exhibit space is leased to the conference.

Signature _____

Title _____ Date _____

Payment Method Check payable to Minnesota Chapter SWCS

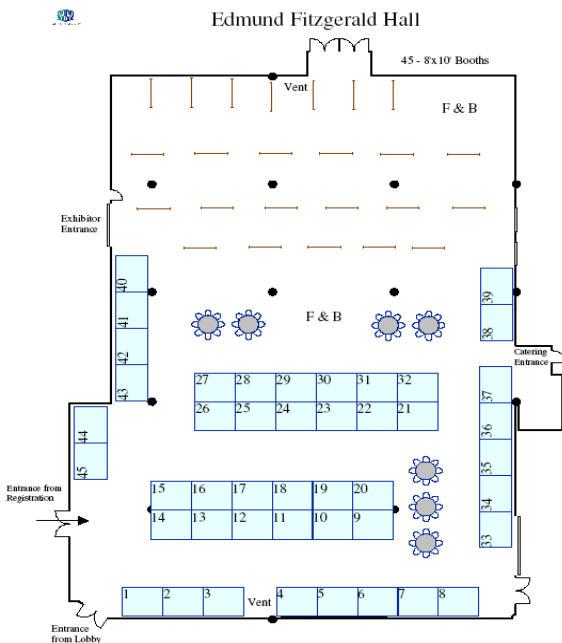
Credit Card: Visa Master Card

Card # _____

Expiration Date _____

Name on Card _____

Mail completed application to: Minnesota Invasive Species Conference, c/o Nancy Herselius, PO Box 249, Bondurant, IA 50035 or fax to 515.967.0299. Questions? Contact Nancy at info@mnisc.org or 515.480.2420.



It is agreed that the space herein contracted for is subject to the following rules and regulations.

RENTAL CHARGE

Contract and full payment must be received by the Minnesota Chapter of the Soil and Water Conservation Society (MN SWCS) on or before September 15, 2008. All applications for space rental shall be mailed to Nancy Herselius, PO Box 249, Bondurant, Iowa 50035 or faxed to 515.967.0299. Checks are to be made payable to MN SWCS.

SPACE RESERVATION

Applications for space should be submitted on this contract with deposit. Return the completed original and retain a copy for your records. Each firm represented in the Duluth Entertainment Convention Center must have contracted for space.

CANCELLATIONS

Requests for booths may be cancelled without charge by written notice to the Conference Administrator provided that the notice is received no later than September 1, 2008. If space is cancelled after September 1, 2008, no return of payment will be made. It is agreed that if, for any cause which arises beyond the control of the Minnesota Invasive Species Conference, it becomes necessary to move an exhibitor to a different location, this will be made at the discretion of the Conference Administrator.

SPECIAL NON-ASSOCIATION SERVICE

Each booth will be provided with an installed drapery back drape and side dividers. Also provided will be one firm name sign.

Exhibitors will provide for their own booth furnishings. Booth furniture and furnishings will be available for rent at through the Duluth Entertainment Convention Center. A mailer of additional services and prices will be forwarded to each exhibitor.

SET-UP, TAKE-DOWN

Exhibitors at the Minnesota Invasive Species Conference must have their display in complete form by 5:00 p.m. on Sunday, October 26, 2008. Exhibitors not in place by this time will forfeit their space. Exhibit take-down will occur between 4:00 and 6:00 p.m. on Tuesday, October 28, 2008.

SPECIAL EXHIBIT RULES

- Exhibitors may not sublet their space, nor any part thereof.
- Audio visual equipment and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the exhibit management, do not interfere with the activities of neighboring exhibitors.
- Exhibits may not obstruct the view of neighboring exhibits, either those to the side or behind. Specifically, a 20-foot wide and-cap booth may not have a back display more than 10 feet wide, five feet from center. Also, the side of displays should not extend more than three feet from the rear of the display. Booth height limit is 12 feet.
- Any materials or display deemed inappropriate by the Minnesota Invasive Species Conference may be removed by the Conference Administrator. The Conference Administrator has the discretion to instruct exhibit changes or moves.

INSURANCE

Each exhibitor is required to be covered by Public Liability Insurance, naming the Minnesota Invasive Species Conference as

co-insured in the amount of not less than \$300,000 for injury to each person, not less than \$1,000,000 for each accident and not less than \$1,000,000 property damage for each accident, to protect against possible claims arising out of the operation of the booth.

Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours. The Conference insurance policies do not include fire and theft coverage for individual exhibit booths.

LIMITATION OF LIABILITY

Each exhibitor must make provision for the safe guarding of his goods, materials, equipment and display at all times, and wherever the same may be located within, on, or about the Exhibition Hall premises. Neither the MN SWCS, its subcontractors, or the Duluth Entertainment Convention Center will be responsible for property damage or loss by, or for, any cause, and exhibitor hereby waives any right to claim liability against them for the same.

The Exhibitor assumes full responsibility for property damage, personal injury, or death to any party by reason of Exhibitor's participation in the exhibition, or convention activities, and Exhibitor agrees to defend, indemnify, and hold the Minnesota Chapter of the Soil and Water Conservation Society, its subcontractors and the Duluth Entertainment Convention Center and the City of Duluth harmless from all liability which might occur from any act of God or any cause whatsoever arising out of Exhibitor's participation in the exhibition or in convention activities. The MN SWCS, its subcontractors, the Duluth Entertainment Convention Center and the City of Duluth will not be liable for injuries to any person or for damages to property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with Exhibitor's occupation of display space, and the Exhibitor agrees to defend indemnify and hold MN SWCS, its subcontractors and the Duluth Entertainment Convention Center and the City of Duluth harmless against all such claims.

The exhibitor expressly understands and agrees that the foregoing limitation of liability clauses apply not only during the exhibit hours, but also at all other hours of the day for the period extending from the commencement of installations until the final removal of all the Exhibitor's property and personnel from the Exhibition Hall and to any latent contingent damage, injuries, or liability arising or discovered at a later date as the results of or arising out of exhibitor's participation in the Exhibition.

The MN SWCS, its subcontractors or the Duluth Entertainment Convention Center and the City of Duluth will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during, and after the close of the Trade Show for any samples taken, or by other means given them by the Exhibitor representative.

AMENDMENT TO RULES

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject to the decision of the Minnesota Invasive Species Conference Executive Committee. These rules and regulations may be amended any time by the Executive Committee and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.