



American Planning Association  
**Minnesota Chapter**

*Making Great Communities Happen*

## **2008 Minnesota State Planning Conference Exhibitor and Sponsor Information**

### **Exhibit Space**

This year's Minnesota State Planning Conference will be held at the DECC in Duluth. Exhibit space will be located in the Lake Superior Ballroom which will be the location for all meals, session breaks and key social events. Exhibit spaces will consist of an 8'x10' space and a table if needed. All exhibitors will receive an advertisement in the *Exhibitor and Sponsor Directory*. Additional equipment for each exhibit space can be ordered by contacting Mark Koegler at 612.252.7120 or [mkoegler@hkgi.com](mailto:mkoegler@hkgi.com).

Exhibitor set-up will be from 8:00 a.m. to 10:30 a.m. on Monday, September 22<sup>nd</sup>. Takedown can begin at 8:00 p.m. on Tuesday, September 23<sup>rd</sup>. All exhibitors should be out of the exhibit area by 11:00 p.m. on Tuesday. The exhibit area will be "officially" open from 10:30 a.m. on Monday throughout the conference up to the required takedown time. All sessions on Monday and Tuesday will be held immediately adjacent to the exhibit area. This location will make it easy for conference participants to stop in the exhibit hall randomly throughout the day.

***The cost of each exhibit space is \$400 for private sector firms and \$100 for government agencies and non-profit groups. Each exhibit space includes a table, chairs and standard 110 electrical power.***

Each exhibitor and sponsor will receive an advertisement in the *Exhibitor and Sponsor Directory*. This space may be used to display your logo, place an advertisement, and/or to provide a write-up on your business or agency. Advertising spaces in the directory measure 3½ inches high by 4½ inches wide. Please submit your advertising information electronically to Mark Koegler at [mkoegler@hkgi.com](mailto:mkoegler@hkgi.com) **no later than September 1<sup>st</sup>**. All files are required to be in either a .tiff or .jpeg format. Please contact Mark at 612.252.7120 if you have any questions.

### **Sponsor Opportunities**

You can help make this year's conference a success by becoming a sponsor. Sponsorships are available at the Silver Level (\$200.00), the Gold Level (\$300.00) and the Platinum Level (\$750.00). For maximum support of the organization, please consider being a sponsor even if you are also an exhibitor.

**The deadline for exhibit space registration and inclusion in the *Exhibitor and Sponsor Directory* is September 1, 2008. To reserve your space, please return your Exhibitor and Sponsor Form and payment prior to that date. Payment is required to reserve your space.**