



2008 MEMO Fall Conference

“Leading 21st Century Learners”

October 2-4, 2008

Vendor Registration Information

Check the MEMO website for complete conference information.

(www.memoweb.org)

Location

Doubletree Hotel Minneapolis – Park Place
1500 Park Place Blvd.
Minneapolis, MN 55416
Phone: (952) 542-8600
Fax: (952) 542-8063

Space is limited, Please register Early

Hours

Set up: Thursday, October 2, 2008 – Any time after 3:00
Exhibit Hours: Thursday, October 2, 2008 – 6:00 – 9:00 P.M.
Friday, October 3, 2008 – 8:00 A.M. – 4:00 P.M.
Tear Down: Friday, October 3, 2008 – after 4:00 P.M.

Booth Information

Cost: Single Booth – 8’X10’ \$450

Includes: 1 - 8’ table with cloth & skirting
Electricity
Wireless DSL High Speed Internet
Full conference meals for 1 person
1 Year MEMO Membership

Cost: Double Booth – 16’X10’ \$850

Includes: 2 – 8’ tables with cloth & skirting
Electricity
Wireless DSL High Speed Internet
Full conference meals for 2 people
1 Year MEMO Membership

Security: Doors to the exhibit area will be locked at night and after exhibit times

Shipping: Packages may be shipped to the Doubletree after Monday, Sept. 29th.

Please label them:

Attn: MEMO Conference

Ship to: Doubletree Hotel Minneapolis – Park Place, 1500 Park Place Blvd.,
Minneapolis, MN 55416

Door prizes for the conference can be brought with you to the conference.

Items to be included in the attendees’ packets should be mailed to the hotel and marked:
“ATTN: MEMO Registration Chair”.

If you have questions, please contact Paul Moe at 320-761-6858 or moe@sartell.k12.mn.us

Vendor Registration Form

Company Name:		
Type of Product: (Circle all that apply) Books AV Computers Software Other		
Contact Name:		
Exhibitor Name(s): (For Name Badges)		
Address:	Phone #:	
	E-mail:	
	Web Page:	
Please check preferences:		
<input type="checkbox"/> Single Booth	\$450.00	\$
<input type="checkbox"/> Double Booth	\$850.00	\$
<input type="checkbox"/> Extra Table with skirting	\$60.00	\$
<input type="checkbox"/> Electricity		\$Included
Registration Total		\$
Additional Request:		
REGISTRATION: (Due by September 18, 2008) Space is limited, Please register early Return this registration form to:		Paul Moe 303 14th Street North, Sartell, MN 56377 320-761-6858 moe@sartell.k12.mn.us

One set of meals are included with your registration fee except for the Past President Dinner. Please check the boxes next to the meals you will be attending. Complete the Guest portion below (please also note meal choices as needed) for additional meal tickets.

<input type="checkbox"/> Thursday Antipasto & Fruit Hors d' oeuvres	\$20.00 X ___ (# of Guests)	\$
<input type="checkbox"/> Friday Deluxe Continental Breakfast Buffet	\$25.00 X ___ (# of Guests)	\$
Friday Luncheon: (choose one) <input type="checkbox"/> Chicken Marsala <input type="checkbox"/> Tender Beef Pot Roast <input type="checkbox"/> Vegetarian Pasta Primavera	\$30.00 X ___ (# of Guests)	\$
Friday Awards Banquet: (choose one) <input type="checkbox"/> Wild Rice Stuffed Chicken Breast <input type="checkbox"/> Jerk Grilled Pork Chop <input type="checkbox"/> Roasted Vegetable Meal	\$35.00 X ___ (# of Guests)	\$
<input type="checkbox"/> Saturday Deluxe Continental Breakfast Buffet	\$15.00 X ___ (# of Guests)	\$
Saturday Luncheon: (choose one) <input type="checkbox"/> Citrus Baked Salmon <input type="checkbox"/> Mesquite Grilled Pork Chop <input type="checkbox"/> Roasted Vegetarian Strudel	\$30.00 X ___ (# of Guests)	\$
Additional Meals Total		\$

Program Advertising

Advertising space is available in the 2008 MEMO Conference Program
(Advertising requests must be submitted by August 1, 2008 and are given
priority based on receipt of registration)

Location in program	Cost
Full outside back page of program	\$250
Centerfold single page	\$250
Full inside page of back or front cover	\$200
Full page within program	\$125
Half page within program	\$75
Advertising subtotal:	\$_____
Registration subtotal:	\$_____
Additional Meals subtotal:	\$_____
Conference Total:	\$_____

Electronic format is preferred - in high quality .jpg or .pdf
Email to: Sally Mays at memosallymays@gmail.com

Advertising must be received by September 1, 2008.

Please send completed registration form and check made out to *MEMO* to:
Paul Moe
303 14th Street North
Sartell, MN 56377