



Organization

Organization name

Contact Name

Street Address

Phone

City, State, Zip

E-mail

Booth Fee

*Payment for the spring meeting is due in full by February 25, 2010.
MAPA federal tax ID number is 41-1312088.*

Please circle appropriate fee: Standard Booth.....\$750 Non-Profit Booth.....\$500

Payment Method - By Check

Mail this form with payment to:
600 S. Highway 169, Suite 1680, St. Louis Park, MN 55426

Payment Method - Online

Visit www.mnacadpa.org and follow the link to use our online registration service.
MAPA can only accept credit cards from organizations that register online.

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.

Spring Conference Schedule

6:00 a.m. - 7:00 a.m.	Exhibitor Registration/Set up
7:00 a.m. - 1:30 p.m.	Exhibit Hall is Open
8:00 a.m. - 10:00 a.m.	General Education Sessions
10:00 a.m. - 10:30 a.m.	Visit the Exhibits/Break
10:30 a.m. - 12:00 p.m.	General Education Sessions
12:00 p.m. - 1:15p.m.	Lunch and Visit the Exhibits
1:30 p.m.	Exhibitor Tear Down
1:15 p.m. - 5:00 p.m.	General Education Sessions

Key Personnel & Contact Information

Jane Case, Exhibits Manager and Arlene Lensing, Administrator.
Questions? Call MAPA at (952) 562-8700 . Fax (952) 542-0135 . office@mnacadpa.org

Meeting Site/Accommodations

Hilton Minneapolis/St. Paul Airport Mall of America
3800 American Blvd. East, Bloomington, MN 55425
Phone: (952)854-2100. Website: www.msairport.hilton.com

A room block has been arranged with the Hilton for \$99.00/standard. Ask for the Minnesota Academy of Physician Assistants (MAPA) room block rate.

Booth Description & 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. Contact Becky at (952) 548-0996. 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.

Rules

Exhibitor agrees to abide by rules, regulations and restrictions outlined in this prospectus.

Exhibit Regulations

- * MAPA will not guarantee the security of your unattended booths.
- * All exhibits must be installed and ready by 7:00 a.m. 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.

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.