

July 2, 2007

Dear Exhibitors:

We invite you to participate in the 2007 Annual Conference & Exhibition of Minnesota NAHRO (National Association of Housing and Redevelopment Officials). We anticipate about 300 attendees, who develop, manage, and finance affordable housing and community development programs throughout Minnesota.

The event will take place September 19-21, 2007 at the St. Cloud Civic Center in St. Cloud, MN. The Product and Service Exhibition will be held from 4:30 to 6:30pm on Wednesday, September 19, and 4:30 to 7:00pm on Thursday, September 20.

During the exhibition, your company or organization will have the opportunity to show products and services to the decision makers of housing and community development agencies. Our attendees look forward to finding out about a variety of industry resources all in one place. In addition, your company name, description, and contact information will be listed in the conference program, and you'll be able to network with clients throughout the conference events and workshops.

Enclosed you will find further information and a registration form. We sincerely hope that a representative from your company or organization will attend. **Booth space is limited, so please send in your registration information as soon as possible. Exhibitor registration is due by August 7, 2007.** If you have any questions, please contact Meg Stinchcomb, Events Coordinator, at (651) 675-4489 or [events@mnnahro.org](mailto:events@mnnahro.org).

Minnesota NAHRO is committed to bringing together successful conferences. Your time is valuable and we are working to create another rewarding experience for our exhibitors. Join us in providing an excellent exhibition for the affordable housing providers of Minnesota.

Sincerely,



Patricia A. Gustafson  
Executive Director, Minnesota NAHRO

**MINNESOTA NAHRO EXHIBITION**  
**RULES AND REGULATIONS**  
**2007 Minnesota NAHRO Annual Conference**  
**September 19-21, 2007**  
**St. Cloud Civic Center, St. Cloud, Minnesota**

**Exhibit Space**

Space in the Exhibit Hall will be assigned on a first-come, first-served basis on the day of the event. All large displays and booths will use a space on the perimeter of the room. All small table-top displays will use the center of the room. No exhibitors with similar products/services will set up next to one another.

**Space Rental is \$470.00. This fee includes:**

1. Exhibit registration for one person, one standard 8' table with skirting, and one chair, or an 8' space for your floor display. If your display requires more than 8ft, you may purchase an extra space for \$120.
2. Complimentary beverages and hors d'oeuvres in the Exhibit Hall.
3. Your company and contact information listed in the Conference Program.
4. You are welcome and encouraged to attend any of the Conference sessions & social events.
5. Complimentary Banquet Tickets included. We encourage you to attend the Banquet on Thursday, Sept. 20, where we will recognize our exhibitors. The Banquet directly follows Thursday's Exhibit Reception.
6. Door prizes to attract more conference participants. Prizes will be purchased and awarded by Minnesota NAHRO. To be eligible, Conference delegates must visit every booth in the Exhibit Hall. Exhibitors may also hand out samples, trinkets or mementos of insignificant value.

**Additional Options**

1. Access to electricity is available for \$30.00 per outlet. **Exhibitors provide their own extension cords.**
2. An extra table or an extra 8' space may be obtained for \$120 per table.
3. Additional people may attend the conference and staff the booth for \$150 per person.
4. The registration fee includes the Banquet on the evening of Thursday, September 20. The fee does not include other meals, which can be purchased from Minnesota NAHRO in a separate meal package.

**Exhibit Hours**

Exhibit hours will be from 4:30 p.m. to 6:30 p.m. on Wednesday, September 19, and 4:30 p.m. to 7:00 p.m. on Thursday, September 20. Host refreshments and hors d'oeuvres will be available at both events.

**Use of Space**

All demonstrations must be confined to the limits of the exhibit space. No exhibitor shall assign, sublet, or share the whole or any part of their space without the prior knowledge and consent of Minnesota NAHRO.

**Installation of Equipment**

Exhibitors may begin setting up their displays at 9:00 a.m. on Wednesday, September 19, 2007. Nothing shall be posted, tacked, or attached to the walls, columns, or other parts of the building. **Dismantling of exhibits must NOT occur until after the Banquet** on Thursday, September 20, and must be completed by 9:00 a.m. on Friday, September 21. If the designated set-up or tear-down hours are inadequate for your exhibit, please contact Meg Stinchcomb (651)675-4489 for more information.

**Restrictions**

Minnesota NAHRO reserves the right to restrict exhibits which, because of noise, method of operation or other reason may be considered objectionable.

**Contract for Space**

This signed registration form with full payment constitutes the complete agreement for the right to use space. In the event of fire, strike, or other circumstances beyond the control of Minnesota NAHRO, this contract shall not be binding. Minnesota NAHRO reserves the right to cancel any contract with any exhibitor at any time prior to or during the Conference.

**Lodging**

Lodging is available at Kelly Inn at group conference rates. Please see attached sheet for more information. To make reservations, call 1-320-253-0606 and mention that you are attending the Minnesota NAHRO Conference to receive the discount. The cut off date for guaranteed reservations is **August 18, 2007.**

