



MCFOA CONFERENCE AND EXHIBIT SHOW

Conference: March 22-25, 2022

Show: Thursday, March 24

Kelly Inn / River's Edge Convention Center, St. Cloud, MN

EXHIBITOR INFORMATION

For the Conference Program & Exhibit Guide

Must be returned by Feb. 11, 2022 to guarantee inclusion in Guide

email to: gmrhland@stcloudstate.edu

Please provide the information that you would like included in the Conference Program & Exhibit Guide:

Company Name:

Web Address:

Complete Address(including city, state and zip):

Contact Person:

Title:

Email address:

Phone Number:

Company product or service description. **It should be no longer than 6 lines in 10 pt. Arial (approx. 75 words)**

Please review and be aware of any changes to the following

ELECTRICITY, PHONE OR HARDWIRE INTERNET IN YOUR BOOTH: If electric, phone or hardwire internet is needed, please contact the Rivers Edge Convention Center: Bill Dunsmor @ Bill.Dunsmoor@ci.stcloud.mn.us

INTERNET ACCESS: THE Kelly Inn / River's Edge Convention Center WILL HAVE FREE WIRELESS INTERNET AVAILABLE THROUGHOUT THE EXHIBIT HALL. Remember, this is free public wi-fi access, and streaming videos may be slow!

ADDITIONAL FURNISHINGS, SHIPPING, SET UP, ETC: Order through A & N. **A & N will be sending you an email with shipping, additional booth furnishings and set up information. If you need to reach them right away, you can contact them at 612-804-0841.**

THURSDAY BUFFET LUNCHES: Two lunches are included with the booth package - others can be purchased for \$35 each.

THURSDAY BANQUET TICKETS: Please let us know if you would like to order any tickets @ \$45 each.

SILENT AUCTION: Let us know if you would like to participate in the Silent Auction. The form is attached.

DOOR PRIZES: Let us know if you decide that you would like to donate an item for the Door Prize drawings.

If you have any questions, please do not hesitate to email me at gmrhland@stcloudstate.edu or call 320-308-5759