

## 2008 Conference Information

The Minnesota Library Association's 2008 Conference is November 19-21, 2008 at the Sheraton Bloomington Hotel, 7800 Normandale Blvd. Bloomington, Minnesota. Exhibits will be in the Garden Court Area of the hotel.

### Wednesday, November 19

8:00 a.m. to 11:30 a.m.	Exhibit Move-In
12:00 noon to 12:30	Exhibit Grand Opening, lunch for exhibitors and attendees
2:15 p.m. to 2:45 p.m.	Break, Exhibit Hall, no-conflict time
4:00 p.m. to 6:00 p.m.	Reception, Exhibit Hall, no-conflict time

### Thursday, November 20

9:00a.m. to 1:00 p.m.	Exhibits Open
9:30 a.m. to 10:00 a.m.	Break, Exhibit Hall, no-conflict time
11:30 a.m. to 1:00 p.m.	Box Lunch for attendees and exhibitors, no-conflict time
4:30 p.m.	Exhibit Move-Out

Exhibit schedule times are approximate and are subject to change. Breaks each day are held in the Exhibit Hall. Conference name badges are required for admittance to the Exhibit Hall. Booths must be manned during the hours the exhibit is open. We will lock the exhibit hall during non-exhibit hours.

### Exhibit Fee

The Exhibit Fee includes:

- 8'x10' pipe and drape carpeted space
- ID sign
- One 6' draped table
- Conference lunches, and breaks for 2 people.
- Prices listed are for reservations that are confirmed before October 1, 2007.

**8' x 10' Standard Booth \$650, \$400 for a second booth**

### Booth Assignment

We will assign booths when your payment is received.

### Lodging Information

**A block of rooms has been reserved at the Sheraton Bloomington Hotel. You can reserve rooms by calling 1-866-837-4278 and ask for the Minnesota Library Association's Group rate. Group rates are available until October 15, 2008.**

### Assignment and Sublease

Exhibitors shall not sublet booths or any equipment provided, or assigns this lease in whole or in part

### Installation and Dismantling

Hubbell/Tyner is the Conference Service Company and will contact you with service form information once contracts are received.

**Responsibility for Loss or Damage**

Exhibitors assume all responsibility for damage caused by the exhibit to the person, property, or rights of other parties, including injury to doors, walls, decorations, or equipment of the center or exhibit contractors. Exhibitors will not hold MLA responsible for any loss by theft or damage.

**Payment**

We must received your payment in full by October 15, 2008.

**Refund Policy**

All refund requests must be in writing. A full refund will be given for cancellations received on or before August 31, 2008. No refunds will be made after October 1, 2008.

Any questions? Please contact:

Melissa Brechon, Exhibits Manager  
Carver County Library  
Voice: (952) 227-7601  
e-mail: [mbrechon@co.carver.mn.us](mailto:mbrechon@co.carver.mn.us)