



# Minnesota Business Women

*New Beginnings Conference/Business Expo 2010*



## **Exhibitor/Vendor Registration for Business Expo**

Crowne Plaza, Brooklyn Center, MN  
2200 Freeway Blvd, Minneapolis, MN 55430

**Register by March 30, 2010.**

*Registration is considered on a first come first serve basis*

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I am enclosing payment for:

\_\_\_\_\_ \$65.00 (\$50.00 MBW members) 1 For Profit Space (includes one 8 foot table) daytime

\_\_\_\_\_ \$50.00 (\$30.00 MBW members) 1 Non-Profit Space (includes one 8 foot table) daytime

\_\_\_\_\_ \$35.00 (\$20.00 MBW members) 1 Non-Profit Space (evening only)

\_\_\_\_\_ \$10.00 Box lunch

Total amount enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

### **Mail Form & Payment To:**

Minnesota Business Women  
c/o Dana Ellis  
4688 Flag Avenue North  
Minneapolis, MN 55428

### **Register online at:**

[www.mnbusinesswomen.org](http://www.mnbusinesswomen.org)  
and click on 'Events'

### **VENDORS AT MBW MEETINGS**

Vendors who wish to sell items at MBW meetings shall:

1. Request space for selling on appropriate form made available by Meetings Planner (this form or online version).
2. Provide certificate of insurance to MBW in advance of event. Collect and submit to the State of Minnesota the appropriate sales taxes.
3. Post their sales tax number in a visible spot on their table.

### **POLICY STATEMENT ON EXHIBIT RENTAL REFUNDS AT MBW MEETINGS**

Vendors who are registered for a meeting and not able to attend may:

1. Request refund no later than 7 days prior to the day of the meeting to receive full refund of exhibit rental cost.
2. All other requests for refund of exhibit rental cost will be at the discretion of MBW.

For questions and additional information please contact Dana at 763.537.6977 or [dana@ellisinternational.com](mailto:dana@ellisinternational.com)