



Minnesota Counties Computer Cooperative

100 Empire Drive Suite 201
Saint Paul, MN 55103-1845

(651) 917-6969
Fax: (651) 917 6989
www.mnccc.org

MCCC 2010 Annual Conference



Please join us June 7 – 10, 2010
at Arrowwood Resort in Alexandria!

Dear MCCC Members and Business Partners:

MCCC is busy with our 2010 Annual Conference. Our 2010 conference will be held on Monday, June 7th through Thursday, June 10th at Arrowwood in Alexandria, Minnesota. Don't miss this opportunity to spend time networking and presenting to Minnesota County Staff! Our conference attendees include: Auditors, Treasurers, Assessors, County Attorneys, some cities, and lots of Minnesota IT staff.

Some of the scheduled activities to date:

- Due to popular demand, we will hold the Vendor Booth contest for the theme Passport to the World. Conference attendees will vote on their favorite booth. We encourage vendors to select a country to represent! Conference Attendees will have passports to be stamped to qualify for door prizes.
- Conference registration will begin noon on Monday with the first session starting at 1:00pm. Our last sessions and meetings will be Thursday morning.
- Tuesday night will offer some optional activities and dinner on your own.
- MCCC Membership Meeting will be Wednesday afternoon.
- Wednesday Night! Our Awards Dinner and we will have a fun and entertaining hypnotist!

- Our Vendor Show theme this year will be Passport to the World!
- We will have an Around the World Reception on Monday Evening. The time will be 4:30 – 6:30 and include appetizers from around the world and a cash bar.

Be a part of our 2010 conference! Register today by completing the attached Vendor Registration Form and faxing it to 651-917-6989. Please call our main number at 651-917-6969 to confirm receipt of your registration form. Hotel Registration Forms must be sent directly to Arrowwood for your lodging and/or meals. The full conference schedule will be posted later this month. If you have any questions, I can be reached at 651-917-6996 or lisa@mnccc.org.

As always, you are welcome to submit articles to our MCCC Monthly Newsletter. All newsletter items are due by noon on the last Friday of the month and should be sent to lisa@mnccc.org (submitted newsletter items are included in the newsletter at the discretion of the MCCC staff).

Thank you for your continued support!!

Sincerely,

Lisa Christine Meredith, Executive Director
651-917-6996 or lisa@mnccc.org

Attachment: Vendor Registration Form

**Minnesota Counties Computer Cooperative 2010 Annual Conference
June 7th – 10th, 2010 • Arrowwood Resort, Alexandria, Minnesota**

CONFERENCE VENDOR SHOW REGISTRATION FORM





Vendor Show Set Up: Monday, June 7th, 1:00pm – 4:00pm
Vendor Show: Monday, June 7th, 4:30pm – 6:00pm & Tuesday, June 8th, 8:00am – 3:45pm

Early Registration Deadline: Friday, April 9th, 2010
Early Registration Fee: \$400

Registration Deadline: Monday, May 10th, 2010
Registration Fee: \$450

Registration must be received by 4/9/10 to receive discount. Any registrations received after 5/10/10 may not be included in the attendee packets.

Sponsorship Opportunities:

-  **\$2000 Special Event Sponsor.** Sponsors at this level receive recognition at our conference events! Also included will be a **free booth at this year's vendor show!** Special recognition on their name badges, free ad pages* in the attendee packet and are listed as a sponsor in conference attendee materials.
-  **\$1000 Level Sponsor.** Sponsors at this level receive the following:
Free booth at this year's vendor show! Special recognition on their name badges, free ad pages* in the attendee packet and are listed as a sponsor in conference attendee materials.
-  **\$500 Level Sponsor.** Sponsors at this level receive special recognition on their name badges, free ad pages* in the attendee packet and are listed as a sponsor in conference attendee materials.
-  **\$250 Level Sponsor.** Sponsors at this level receive special recognition on their name badges and are listed as a sponsor in conference attendee materials.

Free Ad Pages: Sponsors at the \$2000, \$1000 and \$500 levels have an opportunity to have up to two 8½-inch by 11-inch two-sided pages (or one 22" by 17" folded in half) of marketing materials included in the conference attendee packet. **The marketing materials must be received by Monday, May 10th. MCCC must receive 250 copies of the inserts; plus an electronic version of the materials for the attendees requesting an electronic version of the attendee packet. Please contact Lisa Meredith at lisa@mnccc.org or 651-917-6996 if your marketing materials include any special features, such as small stacks of post-its, file folder pockets, etc.*

- Registration Only
- Registration & Sponsorship – Sponsorship Level: _____
- Sponsorship Only – Sponsorship Level: _____

Business Name: _____

Contact Name (to appear in conference materials): _____

Badge Names: 1. _____
2. _____
3. _____

(Attach list of other names, if necessary.)

Address: _____

Contact's phone: _____

Contact's email: _____

Business website: _____

Country Your Vendor Booth will be representing: _____

Conference attendees will have passports to stamp at each vendor booth and we will have a contest for the best in theme booth in the vendor show.

High Speed Wireless Internet is available at no charge. Contact Arrowwood for details.

Please indicate if you need the following: Hardline Internet Access** (\$100) Phone Line

***Hardline Internet Access has limited availability and will be provided on a first-come, first-serve basis.*

Please complete this Vendor Registration Form and fax to 651-917-6989.

Please also be sure to register with Arrowwood for your room and/or meal packages.

Minnesota Counties Computer Cooperative
Sunday, June 6, 2010 – Thursday, June 10, 2010

Hotel Registration

FORMS MUST BE RECEIVED BY MAY 6, 2010

(If short of space after this date, we will notify you of alternate lodging upon receipt of your form.)

Name: _____

County/Agency: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Email: _____ @ _____

Arrival Date: _____ Departure Date: _____ Number of Nights: _____

Special Requests: (i.e. room accessibility, dietary, etc.) _____

Method of Payment:

_____ Check – **Must be sent with form**

_____ Credit Card – Card charged upon receipt of form. Visa, Mastercard, American Express, and Discover accepted.

Card # _____

Exp. _____

Cardholder's Name: _____

Signature: _____

Registration Deadline: May 6, 2010

ROOM PACKAGES:

ROOM PREFERENCE All Rooms are Non Smoking

____ **THREE NIGHT PACKAGE:**

\$482.14/Single Occupancy

\$300.99/Double Occupancy

Package Includes: Accommodations for Three Nights; Breakfast, and Lunch on Tuesday; Breakfast, Lunch and Dinner on Wednesday; Breakfast on Thursday; Tax and Service Charge.

____ **TWO NIGHT PACKGE - Monday arrival**

\$315.40/Single Occupancy

\$194.63/Double Occupancy

Package Includes: Accommodations for Monday and Tuesday; Breakfast and Lunch on Tuesday; Breakfast and Lunch on Wednesday; Tax and Service Charge.

____ **TWO NIGHT PACKGE - Tuesday arrival**

\$348.60/Single Occupancy

\$227.83/Double Occupancy

Package Includes: Accommodations for Tuesday and Wednesday; Lunch on Tuesday; Breakfast, Lunch and Dinner on Wednesday; Breakfast on Thursday; Tax and Service Charge.

____ **ONE NIGHT PACKGE - Monday**

\$157.70/Single Occupancy

\$97.31/Double Occupancy

Package Includes: Accommodations for Monday; Breakfast and Lunch on Tuesday; Tax and Service Charge.

ONE NIGHT PACKAGE - Tuesday

\$176.86/Single Occupancy

\$116.47/Double Occupancy

Package Includes: Accommodations for Tuesday; Lunch on Tuesday; Breakfast and Lunch on Wednesday; Tax and Service Charge.

ONE NIGHT PACKAGE - Wednesday

\$190.76/Single Occupancy

\$130.52/Double Occupancy

Package Includes: Accommodations for Wednesday; Lunch and Dinner on Wednesday; Breakfast on Thursday; Tax and Service Charge.

ROOM ONLY: \$113.00 per night, plus 6.875% tax.

ROOMMATES

If you checked double occupancy above, you must list your roommate below and mail or fax your forms together; otherwise, your reservation will be changed to the single occupancy rate. Name of the roommate you've selected: _____

Check-in is 4:00 p.m. – Check-out is 11:00 a.m.

MEAL ONLY PACKAGES

Five Meal Plan \$107.06 – Full Conference

Includes: Breakfast and Lunch on Tuesday; Breakfast, Lunch and Dinner on Wednesday; Tax and Service Charge.

Three Meal Plan: \$70.13– Specify Day: _____

Includes: Breakfast, Lunch and Dinner; Tax and Service Charge.

Two Meal Plan: \$36.93 – Specify Day: _____

Includes: Breakfast and Lunch; Tax and Service Charge.

Dinner Only: \$33.21 – Specify Day: _____

Includes: Dinner; Tax and Service Charge.

Lunch Only: \$19.16 – Specify Day: _____

Includes: Lunch; Tax and Service Charge.

MAIL OR FAX FORM TO:
Arrowwood Resort
2100 Arrowwood Lane NW
Alexandria, MN 56308
FAX: 320-762-0133

Cancellation Policy

MEMORIAL DAY – LABOR DAY

Upon making the reservation, the individual's credit card will be charged a \$100.00 advance payment fee **per room reserved**. If the reservation is cancelled 31 days or more prior to the arrival date, the advance payment will be refunded less a \$25.00 processing fee. If the reservation is cancelled within 30 days of the arrival date, the \$100.00 advance payment will be forfeited. If the reservation is cancelled within 72 hours of your stay you will be charged for the entire stay.

NO RESERVATIONS ACCEPTED WITHOUT FORM