



Minnesota Counties Computer Cooperative

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

Dear MCCC Business Partners:

It's a Birthday Party!! MCCC is turning and we'd love to have you join us in the celebration! Our 2008 conference will be held on Monday, June 2nd through Thursday, June 5th, 2008 at Arrowwood in Alexandria, Minnesota. Don't miss some of the fun celebration activities!

- Our Vendor Show theme this year will be a Birthday Party!! Decorate your booth in celebration of a Birthday Party!
- Welcome Reception in the Vendor Show will be held on Monday evening. The time will be 4:30 – 6:30 and include light appetizers and a cash bar followed by dinner on your own.
- Tuesday Night Event will be the Alexandria Beetles versus the Rochester Honkers minor league baseball game! Please join us! The MCCC Board Chair, John Thompson will throw out the first pitch! There will be a Guest Fee of \$20 which includes a shuttle, ticket to the game, and food.
- The Awards Dinner will be Wednesday Night followed by a concert featuring The Johnny Holm Band!!
- Due to popular demand, we will hold the Vendor Booth contest for *Best in Show with a Birthday Celebration Theme*. Conference attendees will vote on their favorite booth. We will have a Birthday Party themed traffic builder to encourage all attendees to visit your booth.
- Conference registration will begin noon on Monday with the first session starting at 1:00pm. Our last sessions and meetings will be Thursday morning.
- Donate Prizes! We will have door prizes to give away throughout the Vendor Show at posted times. We are asking that all door prizes are turned in as wrapped presents! If you'd like to donate a door prize, please turn it in at Conference Registration when you arrive.

Help us celebrate our 30th year!! 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.

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: Registration Form & Hotel Registration

Minnesota Counties Computer Cooperative 2008 Annual Conference June 2nd – 5th, 2008 at Arrowwood Resort, Alexandria, MN

Our Vendor Show theme this year will be a *BirthDay Celebration!* We encourage vendors to join in on the spirit of the event! Conference attendees will vote on their favorite booth.




CONFERENCE VENDOR SHOW REGISTRATION FORM

Vendor Show Set Up: Monday, June 2nd, 1:00pm – 4:00pm
Vendor Show: Monday, June 2nd, 4:30pm – 6:00pm & Tuesday, June 3rd, 8:00am – 3:30pm

Early Registration Deadline: Friday, March 28th, 2008
Early Registration Fee: \$400

Registration Deadline: Monday, May 2nd, 2008
Registration Fee: \$425

Sponsorship Opportunities:

-  **\$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 \$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 7th. MCCC must receive 250 copies of the inserts. Please contact Lisa Meredith at lisa@mccc.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 Only
 Payment enclosed in the amount of \$_____.
 Please bill us for the amount of \$_____.

TUESDAY NIGHT EVENT: Alexandria Beetles versus the Rochester Honkers. Guest Tickets \$20 per person, include shuttle, ticket to the game, food & beverage.

YES! We'd like to join MCCC at the game! Please add ticket(s) to our invoice.

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: _____

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 fax your registration 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 1, 2008 – Thursday, June 5, 2008

Hotel Registration

FORMS MUST BE RECEIVED BY MAY 5, 2008

(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 5, 2008

ROOM PACKAGES:

ROOM PREFERENCE All Rooms are Non Smoking

_____ **THREE NIGHT PACKAGE:**

\$489.35/Single Occupancy

\$307.24/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 PACKAGE - Monday arrival**

\$322.69/Single Occupancy

\$201.28/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 PACKAGE - Tuesday arrival**

\$355.36/Single Occupancy

\$233.95/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 PACKAGE - Monday**

\$178.66/Single Occupancy

\$117.95/Double Occupancy

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

Name _____ (page 2 of 2)

ONE NIGHT PACKGE - Tuesday

\$188.71/Single Occupancy

\$128.01/Double Occupancy

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

ONE NIGHT PACKAGE - Wednesday

\$192.48/Single Occupancy

\$131.78/Double Occupancy

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

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 \$128.56 – Full Conference**

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

___ **Three Meal Plan: \$77.09– Specify Day: _____**

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

___ **Two Meal Plan: \$44.42 – Specify Day: _____**

Includes: Lunch and Dinner; Tax and Service Charge.

___ **Dinner Only: \$32.68 – Specify Day: _____**

Includes: Dinner; Tax and Service Charge.

___ **Lunch Only: \$18.85 – 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