



45th Annual Fall Conference Exhibitor Prospectus

Thank you for sponsoring our 45th Annual Fall Conference! Without organizational support we would not be able to provide such a high-quality learning experience. Included below are a few last minute details for your planning needs. Please share this information within your organization as applicable.

1. The Exhibit Hall will be open to participants Thursday, September 19th beginning at 7:00am. Participants will have the opportunity to attend exhibits during breakfast, breaks, and lunch. See attached schedule of events for exact times.
 - a. Set up is available beginning Wednesday evening at 8:00pm.
 - b. Tables will be assigned in advance; please do not move table markers without first discussing the change with a member of the MPO Planning Committee.
 - c. Exhibits can be taken down at any time but must be taken down by 5:00pm Thursday.
2. Because of continued participant and sponsor requests, we will utilize our “Ticket to Prizes”. Each participant will be given a “ticket” to be initialed at the tables as they go through the Exhibit Hall. Please notify conference staff if you have a prize for the drawing.
 - a. Items needn’t be large; some examples are educational texts, gift baskets, candies, gift certificates, etc. Prizes will be distributed during the afternoon break by the organization making the donation.
3. You will be provided a 6’ skirted table and chair. Wireless internet is available; the passcode will be posted in the Exhibit Hall.
4. Nametag(s), a schedule, and a participant list will be available on your table. A final participant list, including at-the-door registrants, will be emailed after the conference.
 - a. Participant lists include name, credentials, and affiliation only.
5. Session Attendance
 - a. Representatives not attending sessions need not register as a participant or sign in at the registration tables. If not included in your registration, please confirm names to be used on nametags at least two weeks prior to the event.
 - b. Representatives attending sessions must register separately online (<https://minnesotaperinatalorganization.regfox.com/mpos-45th-annual-fall-conference>). Contact Bonnie (info@minnesotaperinatal.org) for applicable sponsorship discount codes.



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6. Shipping Details
 - a. Mailing Address:
Group Name
Guest Name
Minneapolis Marriott Northwest
7025 Northland Drive North
Minneapolis, MN 55428
 - b. The hotel asks that packages only arrive 3-4 business days in advance prior to the conference.
 - c. The hotel is not responsible for preparing out bound items after the conference. It is the responsibility of the guest to prepare pallets, boxes or labels. Vendors are also responsible for calling in their own pickups of their packages with their own account numbers to UPS/FedEx.
 - d. Additional shipping questions should be sent to our hotel contact, Katie Huffman (Katie.Huffman@minneapolismarriottnw.com).
7. A block of sleeping rooms is available until Wednesday, August 28th. Click here for our personalized online reservation center (https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=MN%20Perinatal%20Organization%5Emspnw%60gergera%7Cgergerf%60139.00%60USD%60false%604%609/16/19%609/22/19%608/28/19&app=resvlink&stop_mobi=yes). If you prefer to book by phone, you may call the Minneapolis Marriott Northwest (877.303.1681 or 763.536.8300) to speak to a customer service representative. Be sure to mention you are a Minnesota Perinatal Organization Conference participant.
 - a. Room rates are \$139.00/night (plus tax) for up to two people. More than two people may result in additional charges; contact the hotel for additional information. Check in: 4:00pm - Check out: 11:00am.

If you have any questions or concerns not addressed above, feel free to contact Bonnie:
info@minnesotaperinatal.org.