



On behalf of the Association of Fish & Wildlife Agencies, thank you for registering to participate in the 109<sup>th</sup> Annual Meeting. This letter provides pertinent details for your planning purposes. Please review the important exhibitor & sponsor details and reply with the information requested in order to take full advantage of your exhibitor or sponsorship package.

### **Company representatives:**

As part of your sponsorship or booth fee, you are entitled to «Number\_of\_Reps» complimentary conference registration(s), which includes access to all sessions and meals (unless marked as “invitation only” on the conference schedule). You should have received an email from [karen@delaneymeetingevent.com](mailto:karen@delaneymeetingevent.com) that contained a discount code for your company. Please be sure your representatives register online [here](#) and use the discount code to zero out the balance due.

### **Conference Program Ad:**

If your sponsorship level entitles you to an ad in the conference program, please submit your ad to [karen@delaneymeetingevent.com](mailto:karen@delaneymeetingevent.com) **no later than Friday August 16<sup>th</sup>**.

Ad Specs: Full Page – 8.25” high x 5.25” wide, Half Page – 4” high x 5.25” wide, Quarter Page – 4” high x 2.5” wide. All ads must be high resolution (300dpi) eps or pdf files.

### **Exhibit Space Details (if applicable):**

- 6’ skirted table and chair (Table top displays preferred. Please let us know if you plan to bring a larger display)
- Exhibit tables will be located in the Minnesota Ballroom Pre-function area. Exhibit Tables will not be numbered. There will be a table sign with your company/organization name on your exhibit table when you arrive.
- There will be complimentary WiFi throughout the exhibit and meeting space. IHG Connect is the WiFi service and the passcode is “mssps” which is not case sensitive.

### **A/V and Electricity:**

- Please use the Exhibit Form from PSAV to order electricity and/or other equipment for your display space.

### **Exhibit Set-Up & Tear-Down:**

- Set-Up – Sunday, September 22<sup>nd</sup> from 8:00 a.m. – 5:00 p.m.
- Tear-Down - Wednesday, September 25<sup>th</sup> after 10:30 a.m.

### **Exhibit Hours:**

- Monday, September 23<sup>rd</sup> from 7:00 a.m. - 5:00 p.m.
- Tuesday, September 24<sup>th</sup> from 7:00 a.m. - 7:00 p.m.
- Wednesday, September 25<sup>th</sup> from 7:00 a.m. – 10:30 a.m.  
\*The exhibit area is located outside the meeting rooms and will be busiest when attendees are moving between meetings, and pre and post meeting. Please plan your time accordingly.

### **Shipping:**

- Please review the Exhibitor Shipping Information document for details on inbound and outbound shipping.

### **Lodging:**

A reduced rate room block has been set up at the InterContinental Saint Paul Riverfront Hotel for \$189.00 night, plus applicable state and local taxes. A limited number of rooms are available at the per diem rate for those who are eligible. Please make reservations before **Friday, August 30<sup>th</sup>** by calling 651-292-1900. Please mention the Association of Fish & Wildlife Agencies / AFWA Annual Meeting to receive the discounted rate.

Please feel free to contact me with any questions. We look forward to seeing you in Saint Paul!  
Thank you,

*Karen*

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