



UPCOMING: CHAMPLIN WOMEN OF TODAY HEALTH AND WELLNESS EXPO

Sponsored by: Champlin Women of Today

Dates and Times: Tuesday, April 21, 2009 from 10am-2pm

Location: Hennepin Technical College, 9000 Brooklyn Blvd, Brooklyn Park, MN 55445

GENERAL INFORMATION

1. Complete the application and return with a check for \$50.00 to reserve one booth space. This includes one 6' table and 2 chairs.
2. Electricity is available on a first come basis at no additional fee. Outlets are very limited. **If you do not need an outlet, please don't ask for one.**
3. Internet access is available on a first come basis at no additional fee. Internet access is very limited so only request the internet if it is needed for presentation at your booth. Computers will not be supplied so bring your own.
4. The attached **ST-19 Form must be completed** and included with your application. This is only required if you will be selling at the expo.
5. Applications must be returned as soon as possible to make sure you secure a spot.
6. **If you choose to sell products during the expo, keep in mind that this expo's main purpose is to provide health and wellness education and awareness to the public.**
7. There will be no refunds 2 weeks prior to the expo. Cancellation fee \$5.00.
8. Confirmation will be mailed to you about 2 weeks before the expo.
9. If you find you cannot attend at the last minute **please** let us know so we can fill in your space.

DAY OF THE EXPO

1. Set up will begin at 8:30 am on the day of the expo. Please let us know if you need special accommodations.
2. Vehicles **MAY NOT** be left in the Fire Lane or Staff Parking lots unattended. If left, they will be ticketed. There will be designated parking lots for the event, just follow the signs.
3. We will have a location chart and people available to help you find your spot.
4. There is a school cafeteria that will be open for you to purchase lunch.
5. We have room for 100 vendors. It will be **heavily advertised** and **spaces will fill up fast.**
6. Publicity includes: local cable stations, newspapers, *Minneapolis St. Paul Magazine online*, Hennepin Technical College website. We also expect several hundred students, staff and faculty. There is also no charge for the public to attend.
7. **There is mandatory check-in prior to set-up.**

Directions: Hwy 169 and Brooklyn Blvd/77th Avenue. Hennepin Technical College is located on the Northeast corner.

For further information: Call Jill Kirschner at 612-760-4544 or email her at: jill.kirschner@hennepintech.edu

Cancellation deadline: 2 weeks before the expo – cancellation fee \$5.00

The Champlin Women of Today thanks you in advance for your participation.



CHAMPLIN WOMEN OF TODAY HEALTH AND WELLNESS EXPO
APPLICATION FOR 2009 EXPO

Date and Time: Tuesday, April 21, 2009 from 10am-2pm
At: Hennepin Technical College, 9000 Brooklyn Blvd, Brooklyn Park, MN 55445

PURPOSE: NON-PROFIT GROUP ASSISTING WITH SCHOLARSHIPS FOR STUDENTS ENROLLED IN HEALTH PROGRAMS AT HENNEPIN TECHNICAL COLLEGE: PRACTICAL NURSING, NURSING ASSISTANT, DENTAL ASSISTANT, AND HEALTH UNIT COORDINATOR.

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Cell: (____) _____ E-Mail address _____
Car Make, Model and License plate number _____
Organization Description (be specific): _____

How did you hear about us? _____
Do you need an electric outlet? _____ (They are limited)
Do you need the internet for your display? _____ (They are limited)
Do you have special needs? _____

One 6' foot table will be provided along with 2 chairs.

<u>SELECT DESIRED SPACE (each booth is \$50)</u>	<u>April 21, 2009</u>
1 st choice (6' table) NO ELECTRICITY	_____
2 nd choice (6' table) ELECTRICITY	_____ (no additional cost)
3 rd choice (6' table) INTERNET	_____ (no additional cost)
4 th choice (6' table) INTERNET & ELECTRICITY	_____ (no additional cost)

*****Electricity and Internet access are available on a limited basis and are to be reserved only if needed to assist with your display.**

Make check payable to: Minnesota Women of Today Foundation

Mail payment, application and ST-19 Form to: Jill Kirschner
11908 Pennsylvania Ave. N.
Champlin, MN 55316

CHECK # _____
AMOUNT PAID _____
SPACE # _____