



TWIN CITY LIFE AND HEALTH CLAIM ASSOCIATION

A Non-Profit Organization

Spring 2009 Annual Conference

President

Pamela Moore-Roberts
ING
100 Washington Ave. S.
Minneapolis, MN 55401
Phone (612) 342-7223

Vice-President

Karen Nichols
Minnesota Life
400 Robert St. N.
St. Paul, MN 55101
Phone (651) 665-4022

Treasurer

Shelly LaBarre
Minnesota Life
400 Robert St. N.
St. Paul, MN 55101
Phone (651) 665-3075

Secretary

Diane Yell
ING
100 Washington Ave. S.
Minneapolis, MN 55401
Phone (612) 342-3893

Board Members

Karen Tomcheck
Allianz Life

Eli Vogen
Minnesota Life

Loris Stotesbery
ING

Heather Knudsen
ING

The Twin City Life and Health Claim Association will be holding its Spring 2009 Annual Conference on Wednesday, April 22, 2009 at the Earle Brown Heritage Center in Brooklyn Center, Minnesota. We are very excited about this year's event and we hope you will be able to join us! Your company may participate as an exhibitor which can present you with an extraordinary opportunity to meet, greet and provide hospitality to 120 - 150 current and prospective clients. The enclosed package describes the registration process as well as the options that are available to your company.

Exhibit Space

Exhibit space is limited and reservations will be accepted on a first come first served basis.

- Standard tabletop (3' x 6') includes fully draped table, two chairs and wireless (only) internet connection.

All exhibit registrations are due by April 3, 2009. Inquiries regarding the availability of space after the above deadline should be directed to the Exhibitor Chairperson.

Hospitality Sponsorship Plan

- Joint sponsorship of morning/afternoon hospitality
- Link to your website for 1 year on our website: WWW.TCLHCA.ORG
 - You may submit your company's website address with your completed registration form by April 3, 2009.
- Public Recognition of your contribution throughout the conference
- Free standard Exhibit Space
 - First choice of available exhibit space
- Free attendance for up to 2 representatives, including lunch
- Profiled in any program materials

Exhibitor Plan

- Standard exhibit space in an assigned location
- Free attendance for up to 2 representatives, including lunch
- Profiled in any program materials

Booth Space Assignment

Booth locations are assigned by the TCLHCA based on payment received date. Hospitality Sponsors have first choice of available exhibit locations.

Exhibit Set-up and Take Down

Exhibit set-up will be on Wednesday, April 22, 2009 between the hours of 6:00am – 7:30am. All exhibits must be set up by 7:30am. Exhibit take down will be between 4:00 - 5:00pm.

Exhibitor Confirmation/Information Packet

You will receive an exhibitor confirmation/information packet 2 weeks prior to the event that will include: booth assignments, maps, hotel and shipping information.

Exhibit Hours

The exhibit area will be open from 7:30am – 4:00pm.

Drawings

Should an exhibitor holding a drawing wish to have the winner(s) announced during lunch or after the final session, he/she should notify the Exhibitor Chairperson of the name of the firm awarding the prize, brief description of the prize, and name of the winner. Winners announced need to be present.

Promotion Opportunities

We would like to provide each participant with a folder, pen, and notepad upon arrival in addition to receiving a bag to carry items collected during the seminar. If you are interested in donating 150 of any of the items, please mail the items to the chairperson noted below, by April 3, 2009.

Advance Shipping Information

If you want to mail information to the Earle Brown Heritage Center prior to your arrival, you may mail items to:

Earle Brown Heritage Center
C/O: Tara Meyer
6155 Earle Brown Drive
Brooklyn Center, MN 55430

RE: TCLHCA 2009 Spring Conference - April 22, 2009

Earle Brown Heritage Center Contact Information:
TaraMeyer
Phone: 763-569-6313
Fax: 763-569-6320
Email: tmeyer@earlebrown.com
Website: www.earlebrown.com

Please note: shipped items will not be accepted before April 21, 2009!

Hotel Accommodations:

You will need to make your own hotel reservations. The following is a link to nearby accommodations:

<http://www.mapquest.com/maps/map.adp?formtype=address&latlongtype=findit&address=6155%20Earle%20Brown%20Dr&city=Brooklyn%20Center&state=MN&zipcode=55430%2d2138&country=US&latitude=wW4AES7F1XBWBOxOIC%2fL9g%3d%3d&longitude=0wcrEUpk%2bkPxcnG7rp1Eg%3d%3d&cat=Hotels>

Exhibitor Chairperson:

Karen Nichols
Minnesota Life
400 Robert St N
St Paul MN 55101
651-665-4022

Email: karen.nichols@minnesotalife.com

Web Address: Telhca.org



TWIN CITY LIFE AND HEALTH CLAIM ASSOCIATION

A Non-Profit Organization

Spring 2009 Annual Conference

President

Pamela Moore-Roberts
ING
100 Washington Ave. S.
Minneapolis, MN 55401
Phone (612) 342-7223

Vice-President

Karen. Nichols
Minnesota Life
400 Robert St. N.
St. Paul, MN 55101
Phone (651) 665-4022

Treasurer

Shelly LaBarre
Minnesota Life
400 Robert St. N.
St. Paul, MN 55101
Phone (651) 665-3075

Secretary

Diane Yell
ING
100 Washington Ave. S.
Minneapolis, MN 55401
Phone (612) 342-3893

Board Members

Karen Tomcheck
Allianz Life

Eli Vogen
Minnesota Life

Lori Stotesbery
ING

Heather Knudsen
ING

Exhibitor Application Form (please print clearly)

Company Name:	
Nature of Business:	
Company Address:	
Attendee #1:	
Phone:	
Email:	
Attendee #2:	
Phone:	
Email:	

Please select one of the following:

- Our exhibit is a tabletop model with a backdrop not larger than 6 ft.
- Our exhibit is a freestanding model that fits into a 6 x 8 space.

Please select a Sponsorship Plan:

Hospitality Sponsorship Plan **Please contact Karen Nichols for fee schedule**

- Electrical service (*bring your own extension cord & power strip*)
- One year listing on our website
- Selection of your preferred booth location
- Special "By Name" mention

Basic Exhibitor Plan **Please contact Karen Nichols for fee schedule**

- Electrical service (*bring your own extension cord & power strip*)
- Booth location as assigned

Yes, we will donate and ship the following item(s):

- 150 Notepads
- 150 Pens
- 150 Folders
- 150 Totes/Plastic Bags

Please contact Karen Nichols for fee schedule

Make your check payable to: **TCLHCA**

Mail your Registration, Donations and Check by April 3, 2009 to:

Karen Nichols
Minnesota Life
400 Robert St N
St Paul MN 55101
Email: karen.nichols@minnesotalife.com

We hereby apply for exhibitor space at the Spring 2009 Annual Conference

We understand that this application must be accompanied with full payment covering our selection. We understand that if we do not cancel our participation 30 days in advance, our payment will be non-refundable.