



Association of Minnesota Emergency Managers (AMEM)

38794 Sixth Ave.

North Branch, MN 55056

(651) 674-5725

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2009 - 2010**

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June 30, 2010

Response Due: September 6, 2010

Dear Vendor,

We invite your organization to present your products and/or services to the members of our association at the 50th **Annual Fall Conference of the Association of Minnesota Emergency Managers (AMEM)**, September 19-22, 2010, at Breezy Point Resort, Breezy Point, Minnesota.

AMEM is a non-profit organization made up of state, county, city, first responder and business professionals responsible for disaster mitigation, planning, response and recovery.

Part of our role is to continually investigate technologies and services that can aid our membership in carrying out their roles and responsibilities. Because of this, we are interested in your company and its products and services being available for display at our conference.

In February we sent a letter to exhibitors to consider a sponsorship opportunity to enhance the experience at this year's conference and celebration by participating as a sponsor. If you are interested you will find enclosed a form stating how your sponsorship will be a benefit to your corporation, acknowledged at the conference, on our website and in printed materials. **Another possibility is a gift donation from your organization for the raffle drawing during the Vendor Tradeshow on Monday evening. This was a popular event last year due to some very nice prizes. You can indicate that donation on the green Vendor Fact Sheet.**

We only request that you register for the conference and pay a vendor fee of \$300.00, or \$25.00 for Non-Profit organizations. Our goal is not to make revenues from our vendors, but rather to gain a wealth of information regarding products and services that can enhance Emergency Management in Minnesota. Space is limited, so we will take vendor registration on a first come basis.

A conference registration packet is enclosed for your reference and use.

This year conference registration will be a web-based process. Please see the attached page for Registration Instructions.

"Leading Minnesota Readiness"

www.amemminnesota.org

The **YELLOW** sheet is to make lodging and meal reservations at **Breezy Point** and should be sent directly to Breezy Point, or you could contact a motel in the area for your lodging if you choose. **Please complete and send the GREEN Vendor Fact Sheet to Margaret Geisler, Conference Coordinator, at the address on the form.** This information will be given to our participants for their future reference after the conference, so it is important to complete with all the information and contacts.

The following specific vendor information is provided for this year's AMEM Fall Conference:

- Vendor area opens for set-up on Monday, September 20, 2010, after 8:00 a.m. Each space has an 8 foot table. **PLEASE BRING AN EXTENSION CORD.**
- Please note you are located in the room where conference attendees have their meals so you have the exposure to them at that time and the opportunity to eat with them as well.
- Vendor areas will be open to conference attendee's at 11:00 a.m. and close at 6:30 p.m. on Monday after the Vendor Tradeshow and raffle; 8:00 a.m. to 4:00 p.m. on Tuesday for inside and outside displays. Displays must be down by 4:00 p.m. on Tuesday. **Please contact Margaret regarding any outside displays.**
- Vendor area locations: Minnesota I & II Tables will be assigned for each vendor by AMEM on a first come, first served basis.
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- No specific demonstration time will be allowed during the conference, other than the break times, and before and after conference sessions.
- Each vendor will be responsible for his/her own conference registration and hotel accommodations. Please contact Breezy Point regarding Internet hook ups.
- Conference Registration and vendor forms will be posted on the AMEM website for your convenience. Please refer to: www.amemminnesota.org

Please contact Margaret Geisler, Conference Coordinator, at the numbers listed below for vendor confirmation, questions, concerns or special requests that you may have.

***Margaret Geisler, Conference Coordinator
6637 98th Lane North
Brooklyn Park, Minnesota 55445
Phone: (763) 657-1399
Fax: (763) 657-1399
Email: LMGeisler66@comcast.net***

We look forward to your participation in our conference and appreciate your time and effort in helping to provide the best possible educational and networking opportunities for our conference attendees.

Sincerely,

Terry Stoltzman
First Vice President and Conference Chair