

## **Minnesota Council on the Teaching of Languages and Cultures Information for Exhibitors at the Fall Conference**

It is with great pleasure that we announce that the 2011 Fall Conference of the Minnesota Council on the Teaching of Languages and Cultures will take place October 21 at the Earle Brown Heritage Center in Brooklyn Center. We invite any organization that wishes to promote language learning in Minnesota to become an exhibitor. Our exhibitors will be located in Carriage Hall B of the Earle Brown Heritage Center. We also plan to place exhibitors in the foyer near the registration table. You can check out these locations at <http://www.earlebrown.com/floorplans.html>. In Carriage Hall B we will place the refreshments in the back of the room in order to encourage as much traffic as possible throughout the exhibit area. Several exhibit breaks will be included in the program.

In order to reserve a space, you can download the application form and send it to one of the exhibits chairs listed on the bottom of this page. We would appreciate it if you would complete and return it to us as soon as possible. Booth location will be assigned in the order that paid applications are received. Only the names of those exhibitors whose applications are received by July 30, 2011 will be included in the conference program. Please consider also placing an ad in our conference program. We also offer organizations the chance to sponsor one of our eblasts that go out to all of our members. Along with our thanks for your support, your organization's name, logo, contact information, and a short statement of the services you provide would be attached to the email. If you like to provide some promotional material for all attendees, we can hand those out to conference attendees at registration for an additional fee.

Cancellations of confirmed booth space received by MCTLC on or prior to September 15, 2011, will result in a refund of monies paid, less \$100. Applicants are deemed to understand these terms by the act of signing and returning the enclosed application blank.

We like to offer as pleasant a conference as possible to our attendees. In order to do so, we organize the Friday morning breakfast, the mid-morning break, and the mid-afternoon break. Would you please consider helping us defray the costs of these activities by making a donation? Those who choose to sponsor something and let us know by July 30, 2011, will receive special mention in the conference program. Should you want to sponsor an activity or provide something that bears your name and that would be given to all attendees, please let us know as soon as possible.

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