

**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2008 ANNUAL CONFERENCE
“TOGETHER EVERYONE ACHIEVES MORE”**

<u>WHEN:</u>	September 24– 26, 2008
<u>WHERE:</u>	Arrowwood Resort Alexandria, Minnesota

CONFERENCE [9/24-26/08]	BY	AFTER
<u>REGISTRATION FEE</u>	<u>August 28</u>	<u>August 28</u>
Member	\$ 225.00	\$ 250.00
Non-Member	\$ 285.00	\$ 310.00

MAKE CHECKS PAYABLE TO: Minnesota GFOA

MAIL REGISTRATION/PAYMENT TO: Liz Berger, Accounting Coordinator
City of Minnetonka
14600 Minnetonka Blvd
Minnetonka, MN 55345
Fax (952) 939-8244

Note: You must register on-line at www.mngfoa.org to pay by credit card (MC / Visa only).

LODGING: YOU MUST make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 28, 2008. YOU MUST MAIL OR FAX YOUR RESERVATION FORM. Reservations are on a first-come first-served basis and overflow lodging reservations **WILL BE** made for you by Arrowwood. You are encouraged to make arrangements to share a room.

Townhome rooms are available at the standard room rate. Each bedroom in a townhome unit will be considered a standard room. Please direct any questions regarding townhome assignments to Arrowwood Resort.

Water Park passes will be made available to the conference attendees at a rate of \$5 per day.

REFUND POLICY: All cancellation requests regarding lodging must be directed through Arrowwood Resort and are subject to their policies. Conference cancellation requests received by September 19, 2008 will be refunded in full. All cancellation requests received after September 19, 2008 will be subject to a \$100 charge to cover expenses. Requests for refunds on the conference fee will only be considered up to September 26, 2008.

***THE ANNUAL CONFERENCE COMMITTEE INVITES ALL PARTICIPANTS TO DRESS CASUALLY AND ENJOY
THIS YEAR'S CONFERENCE***

REGISTRATION FORM

[PLEASE RETURN WITH PAYMENT]

**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2008 ANNUAL CONFERENCE**

“TOGETHER EVERYONE ACHIEVES MORE”

YOUR NAME WILL APPEAR ON YOUR NAME TAG AS SUBMITTED BELOW!!!

LAST NAME _____ **FIRST NAME** _____

POSITION _____

EMPLOYER _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____ **E-MAIL** _____

CONFERENCE [9/24-26/08]

REGISTRATION FEE

Member

Non-Member

BY AUGUST 28TH

\$225.00

\$250.00

AFTER AUGUST 28TH

\$285.00

\$310.00

TOTAL PAID REGISTRATION

=====

IS THIS YOUR FIRST MGFOA CONFERENCE?

YES

NO

IDENTIFY SPECIAL DIETARY NEEDS:

[SOMEONE WILL CONTACT YOU BY PHONE OR EMAIL REGARDING YOUR NEEDS]

**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2008 ANNUAL CONFERENCE
“TOGETHER EVERYONE ACHIEVES MORE”
Lodging Reservation Form
September 24-26, 2008**

REGISTRATION INFORMATION

Company _____

Mr./Mrs./Ms. _____

Street _____

City _____ St _____ Zip _____

Day Phone (____) _____

Special Requests: (i.e. Room accessibility, dietary, etc.)
Explain: _____

All of our lodging is non-smoking.

Method of Payment:
_____ Check-Send with form
_____ Credit Card - Card Charged Upon Receipt of Form
 Visa, MasterCard, American Express, Discover accepted.

Card # _____ Exp. ____/____

Cardholder's name: _____

Signature: _____

CANCELLATION POLICY

Cancellations requests received after September 19, 2008, will be subject to a charge for one-nights lodging plus tax.

MGFOA requests that all cancellations be made as soon as possible to make rooms available for other conference attendees.



LODGING SELECTIONS

_____ \$102.00 Standard accommodations/ Per night + tax

_____ I am willing to stay in a Townhome unit, if no standard rooms are available at Arrowwood.

_____ \$102.00 Townhome room accommodations/ Per night + tax

Please select Townhome preference:

_____ 3 BR Townhome Unit

_____ 4 BR Townhome Unit

_____ \$145.00 Suites Per night + tax (Suites are limited)

Arrival Date: _____ Departure Date: _____

Total Room Nights: _____

ROOMMATES

If you are sharing a room or townhome, each person must complete a separate reservation form.

List name(s) of the roommate(s) you've selected:

If you are selecting roommates, reservation forms must be mailed or faxed together. If not received together, specific roommate requests cannot be guaranteed.

Overflow lodging reservations will be made for you by Arrowwood. Once Arrowwood Resort is full, attendees will be notified where their reservation has been made.

MAIL OR FAX ENTIRE FORM TO:

Arrowwood Resort & Conference Center

2100 Arrowwood Lane NW

Alexandria, MN 56308

FAX: 320-762-0133

Phone: 320-762-1124

****NO RESERVATIONS TAKEN WITHOUT FORM.****

***HOTEL CHECK-IN TIME IS 4 P.M.
HOTEL CHECK-OUT TIME IS 11 A.M.***