



**10th Annual
American Indians in Science**

March 27, 2010

11 a.m. Presenter's Brunch

12:30 p.m. Setup; 4 p.m. Break down

Science Museum of Minnesota

120 W. Kellogg Blvd., Saint Paul

EQUIPMENT REQUEST FORM

RETURN BY MARCH 10, 2010

Fax to Lisa Tabor at 1-866-842-4033 or e-mail to lisa@culturebrokers.com

Company/Organization Name: _____

Contact Person: _____

Title: _____

Direct Phone: _____

Cell Phone: _____

E-mail address: _____

Company Mailing Address: _____

City, State & Zip: _____

List of Presenters

Include the contact person, too, if presenting.

For more presenters, please attach a separate list.

	Name	Need Free Parking? (Y/N)	Attending brunch? (Y/N) <i>Limit 8 people.</i>
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		
9.	_____		
10.	_____		
11.	_____		
12.	_____		

For Science Museum Staff Use Only	
Station #	Station Location

10th Annual American Indians in Science, March 27, 2010

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Company/Organization Name:	
Station #	Station Location

Activity

Please provide the following information to be included in our printed event program.

Title of Presentation/Activity: (e.g. "The Science of Sound")

Description of Presentation/Activity: *Please limit to 250 words.*

Equipment

We can provide the following equipment on a first come, first served basis. Please indicate quantities needed. We cannot provide computers, laptops, printing, or large quantities of photocopying.

Qty	Item	Qty	Item
_____	Tables (8 ft long)	_____	Access to water
_____	Chairs	_____	Access to power
_____	Easels	_____	Access to internet
_____	TV with DVD	_____	Tarp (to protect floor)
_____	TV with VCR		

Restricted Materials

*Certain materials **cannot** be brought into the Science Museum, including the following:*

- Live animals, insects and plants
- Stickers
- Food, candy and beverages (except for items used in the presentation/activity)

Presentation Materials

Please let us know what materials you will be bringing in for your demonstration.

Material Delivery

If you can, please bring your materials the day of the event. If you need to have materials dropped off before the event date, arrangements **must** be made in advance with Paul Mohrbacher at the Science Museum, 651-221-4745, mohrbacher@smm.org.

Return by March 10 to Lisa Tabor, CultureBrokers LLC
Fax 866-842-4033 | E-mail lisa@culturebrokers.com | phone 651-489-5215