

2008 Exhibitor Information

Thank you for considering participating as a Vendor at the 2008 Minnesota Public Transit Conference Expo. The Vendor Expo will take place at the St. Paul River Center. Saint Paul River Centre is a state-of-the-art facility including 100,000 square feet of exhibition space. The following information describes the Vendor Expo logistics. www.mpta-transit.org

Booth Information

The Minnesota Public Transit Conference will supply each vendor with one 10' booth with back and side pipe and drape, one 8' skirted table with two padded chairs. Signage for your booth is your responsibility. Vendors exhibiting buses will be assigned space and provided one 8' skirted table with two padded chairs next to their vehicle(s).

Added Booth Amenities such as a second table, carpeting, etc. may be ordered for an additional charge directly from the Expo decorator, Brede Exposition Services, 2211 Broadway Street NE. Minneapolis, MN 55413. **Customer Service Phone** 612-331-4540.

Special Orders: Electrical Service should be ordered on-line through the registration process. Other Services, drop shipping, etc, must be made through Brede Exposition Services.

Specific booth assignments will be made just before the conference based on those that have paid their registration fees in full. If you have not paid in full a booth will not be assigned to your company. Vendors will be notified of their booth assignment no later than the time of set-up.

Event Sponsorship Program

Please consider being an event sponsor. Sponsorship is a great way to receive extra recognition for your business with an audience that uses your products and services. Rather than sponsoring individual events, our program allows your company to contribute to the overall program of events including, Monday Night Welcoming Reception, Tuesday Morning Breakfast, Tuesday Expo Luncheon, Tuesday Expo Ice Cream Social, Wednesday Morning Breakfast, Wednesday Closing Luncheon.

Vendor Sponsors Receive:

- Inserts in registration materials and recognition in final programs.
- Verbal Mentions At General Sessions and throughout the Conference.
- Prominent Expo Event Hall Signage.
- Complimentary Recognition Signage at your booth/bus.

Expo Location

Vendor Expo activities will take place inside the 40,216 square foot Expo Hall A at the St. Paul River Centre. Tuesday is Expo day!

Expo Schedule (subject to minor changes)

Golf - Monday Morning, Highland National Golf Course (pre-registration requested)

- 7:30 am registration / pay course
- course orientation for scramble, each player hits their own shot from the tee. The team then chooses the best shot. Players whose shots were not selected, go pick up their ball and the entire team shoots their second shots from where this “best shot” came to rest
- 8:00 am single modified Shotgun start

Move In/Set-Up: Monday, September 29th

- 1:00pm to 5:00pm – Move In, Vendors with vehicles from 1:00pm to 3:00pm, all others from 3:00pm to 5:00pm.
- 5:30 pm join us at the Annual MN Public Transit Awards Ceremony
- 7:00 pm join us at the evening Welcoming Reception

Expo Day: Tuesday, September 30th

- 7:00am to 10:00am - Exhibit Hall open to non-vehicle carry in vendors for set-up.
- 12:00 Noon - Vendor Exhibition Floor Officially opens with buffet luncheon.
- 12:00 pm to 3:30 pm - Vendor Expo, no sessions during this time.
- 3:00 pm to 3:30 pm - Ice Cream Social.
- Teardown Begins at 3:30 pm.

Prizes will be drawn and announced inside the Exhibit Hall throughout the Expo. Vendors will be permitted to post their own prizes as well.

Conference Hotel

Holiday Inn

St Paul Downtown RiverCentre

175 West 7th Street St. Paul, Minnesota 55102

Phone: (651) 225-1515 » Fax: (651) 225-1616

Room Rates: \$124 Single or Double » \$134 Triple » \$144 Quad

Note: Parking \$13 per day in ramp.

When making reservations, ask for the Minnesota Public Transit Conference Rates.

Additional Information:

Tony Kellen, Conference Chair

320-529-4481

tkellen@stcloudmtc.com

Mark Schermerhorn, Vendor Co-Chair

763-422-7141

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Visit the Minnesota Public Transit Association website at: www.mpta-transit.org