

2010 Preliminary Exhibitor Information (January 2010)

Thank you for considering participating as a Vendor at the 2010 Minnesota Public Transit Conference Expo. The Vendor Expo will take place in Exhibition Hall at the Mayo Civic Center (MCC). The following information describes the preliminary Vendor Expo logistics.

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).

Special Orders: Electrical Service should be ordered on-line through the registration process. Other Services, added amenities such as a second table, carpeting, etc. may be ordered for an additional charge directly from the show decorator Mid America Convention. Drop shipping, etc, must also be arranged through the show decorator. For questions these items please contact Christina Welke at Mid America Convention 507-876-2200 • Fax 507-876-1111 or by email macscarlson@yahoo.com

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 Mayo Civic Center Exhibit Hall which offers over 25,200 square feet of exhibition space. Tuesday is Expo day!

Expo Schedule (subject to minor changes)

Golf - Monday Morning, Willow Creek Golf Course (pre-registration requested)

- 8:00 am registration / pay course
- \$35.00 per person (18 holes plus ½ cart fee)
- Group into foursomes
- 8:30 am single modified Shotgun start

Move In/Set-Up: Monday, September 13th, 2010

- Move-In, Vendors with vehicles from 1:00pm to 3:00pm
- All remaining exhibitors from 3:00pm to 5:00pm.
- 6:00 pm join us at the evening Welcoming Reception

Expo Day: Tuesday, September 14th, 2010

- 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.

Accommodations

Doubletree Rochester

Downtown (formerly Radisson)

150 South Broadway

Rochester, MN 55904

507-280-8888

Fax 507-280-8937

Hilton Garden Inn

Downtown Rochester

225 South Broadway

Rochester, MN 55904

507-285-1234

Fax 507-285-2545

Room Rates:

\$109 per night single or double + 11% tax

\$6.00 per day parking

One Vehicle Per Room

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

Additional Information:

Tony Kellen, Conference Chair

320-529-4481

tkellen@stcloudmtc.com

Scott Retzlaff, Vendor Co-Chair

507-328-2439

sretzlaff@rochestermn.gov

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