

2011 Exhibitor Information

(October 2011)

Thank you for participating as a Vendor at the 2011 Minnesota Public Transit Conference Expo. The Vendor Expo will take place in Exhibit Hall A at the St. Paul River Centre. 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).

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, booth carpet, 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, Wednesday Night Welcoming Reception, Thursday Morning Breakfast, Thursday Expo Luncheon, Thursday Expo Ice Cream Social, Friday Morning Breakfast, Friday 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)

Wednesday Morning, Vendor Appreciation Breakfast (pre-registration requested)

- 9:00 am - Breakfast Buffet – Crowne Plaza, 22nd Floor Windows on the River
- 10:00 am - Remarks MPTA President

Move In/Set-Up: Wednesday, October 12th, 2011

- 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: Thursday, October 13th, 2011

- 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.
- 2:30 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

Holiday Inn

St Paul Downtown RiverCentre
175 West 7th Street St. Paul, Minnesota 55102
Phone: (651) 225-1515 » Fax: (651) 225-1616
Room Rates: \$128 Single or Double
Note: Parking \$14 per day in ramp.

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

Additional Information:

Tony Kellen, Conference Chair
320-529-4481 Office
320-761-8540 Cell
tkellen@stcloudmtc.com

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