

EXHIBITOR INFORMATION 2023

EXHIBIT INSTALLATION AND REMOVAL:

Buses Move in Only:

Monday, October 23rd – 8:00 – 12:00 Noon

All Other Exhibits:

Set Up: Monday, October 23rd – 12:00 Noon – 4:00 PM

Tuesday, October 24th - 7:00 AM – 10:00 AM

Tear Down: Tuesday, October 24th – 2:30 PM– 6:00 PM

SHOW HOURS:

- Tuesday, October 24th 10:00 Am – 2:30 PM

ATTENDEE LIST:

A pre-registered attendee list is in your exhibitor packet. If you would like a final attendee list, please complete the enclosed order form. This list will be available after the conference.

CONVENTION SERVICES:

La Crosse Center is the show decorator. If you need any extra tables, chairs, carpeting, shipping or other services, please contact the Center for your booth needs, We are also attaching the order form . The order form is also on the web site

ELECTRICAL:

Each booth receives electrical hook up with their booth fee. If you need more than 120 Amp please contact the La Crosse Center.

VEHICLES

Display vehicles and equipment exhibited inside the building, including any gas-powered items, must have gas caps taped or locked and batteries disconnected, and shall not be fueled in the building. Fuel in the fuel tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. MSFC 314.4.

LIABILITY:

Insurance requirements are posted on the MPTA web site: <https://www.mpta-transit.org/event/2023-wisconsinminnesota-public-transit-expo>

SHIPPING AND RECEIVING:

Please see attached shipping information for your booth.

INTERNET:

The Center has open internet, if you need a private line you need to order thru the Center.

EXHIBIT HALL CLEANUP:

Upon tear down, exhibitors must place all trash in receptacles designated by the Center.

***The show staff is available to assist you at all times.
Please contact us at the registration desk.***



