



## Executive Training Institute & Law Enforcement Expo

### EXHIBITOR SERVICES KIT

Minnesota Chiefs of Police Association 2020 ETI & Law Enforcement Expo

Monday, November 2<sup>nd</sup> – Tuesday, November 3<sup>rd</sup>

Rivers Edge Convention Center – St. Cloud, MN

#### LAW ENFORCEMENT EXPO HOURS

**Monday, November 2, 2020**

12:00pm – 1:30pm

4:30pm to 6:30pm\*

**Tuesday, November 3, 2020**

11:45am to 2:05pm\*

(\*Exact expo hours subject to change slightly)

[Click Here to View Interactive Expo Hall Map](#)

[Click Here to Find Your Exhibit Space Booth Number](#)

#### Exhibitor Set-up

Exhibitors may set up booth space beginning on Sunday, April 19<sup>th</sup> in the late afternoon and evening, as well as the morning of Monday, April 20<sup>th</sup>, so long as your exhibit space is completely set up by 11:00am on Monday – Expo doors open at 12:00pm.

#### EXHIBIT SPACE SET-UP – SUNDAY, NOVEMBER 1<sup>ST</sup>

##### Vehicle & Bulk Size Booth Move-in Times

10:00 a.m. – 10:45 a.m. – Vehicles: A, Sponsor 210, Lobby & GS

10:45 a.m. – 11:30 a.m. – Vehicles: B, C, D, E

12:15 p.m. – 1:00 p.m. – Vehicles: F, G, H, I, J, K

*\*Exact times subject to change. Vehicle space and bulk size booths please follow specific move-in times.*

*Vehicles enter the hall at door 12 & 19. Enter from the north parking area of the convention center which can be accessed from 1<sup>st</sup> Avenue or St. Germain (driving through the east metered parking area to the rear/north side of the building) [RECC Site Map](#)*

##### Sponsor, Standard and Non-Profit Exhibit Booths Move-in Times

Sunday, 4:00 p.m. – 9:00 p.m.

*(Exhibitors encourage to set-up Sunday afternoon & evening. Drop off area is at doors A & B)*

## EXHIBIT SPACE SET-UP – MONDAY, NOVEMBER 2<sup>ND</sup>

### **Sponsor, Standard and Non-Profit Exhibit Booths Move-in Times**

Monday, 6:30 a.m. – 11:00 a.m.\*

\*Exhibitors encouraged to set-up Sunday afternoon & evening

\*Set up must be complete no later than 11:00 a.m. (*No Vehicle move in Monday – See Sunday schedule*)

## EXHIBIT SPACE BREAKDOWN – TUESDAY, NOVEMBER 3<sup>RD</sup>

Exhibit Booths: 2:05 – 4:30 p.m.

Vehicles begin – 2:30pm\*

\*Assuming path is clear to safely move vehicles. Vehicle move out may be delayed until can be done safely.

Exhibitors MAY NOT dismantle their booths until the hall closes on Tuesday. Doing so is dangerous and discourteous to attendees and other exhibitors and will affect exhibitor point standings.

## Expo Schedule

### EXPO HALL SCHEDULE OF EVENTS

In the effort to drive more traffic in the expo hall, we will be hosting attendee General Sessions and Lunch adjacent and in the expo hall both days, as well the MCPA Happy Hour, Presentation stage and Annual Raffle.

#### **Monday, November 2<sup>nd</sup>**

6:30 am – 11:00 am: Hall will be open at 6:30 a.m. for Exhibitor booth staff only

#### **12:00 pm: 2020 Law Enforcement Expo Opens**

12:00 pm – 1:30 pm: Grand Opening of Expo Hall (*Chiefs Welcome Luncheon in expo hall*)

1:35 pm – 4:30 pm: Expo Hall Closed for Expo General Session in Expo Hall. We ask for this to be a quiet expo time, and please be return to your booths by 4:15 pm.

#### **4:30 pm – Expo Hall Re-opens**

4:30pm – 6:30 pm: Expo, Presentation Stage, MCPA Happy Hour (all in expo hall)

#### **6:30 pm: Expo Hall Closes**

#### **Tuesday, November 3<sup>rd</sup>**

7:30 am – 10:30 am: Expo Hall will be open for Exhibitor booth staff only.

#### **11:45 am: Law Enforcement Expo Opens**

12:15 – 1:15 pm: Chiefs Lunch in Expo hall

2:00 pm: Raffle Grand Prize drawing

#### **2:05 pm: 2020 Law Enforcement Expo concludes**

2:10 pm: Exhibitor booth breakdown begins

[Click Here to View Full ETI Conference Schedule](#)

**IMPORTANT NOTE: The Exhibit Hall will be locked during closed times.** However, MCPA strongly encourages exhibitors to be aware of valuables within their booth. MCPA, exhibit management, its volunteers and its agents are not responsible for theft or damage to exhibit booths and/or exhibitor's property during the exhibition – including move in, times of hall closure and move out.

## Exhibitor Information & Resources

### Each Exhibit Space Includes:

8' High Back Drapes

3' High Side Drapes

1 - Skirted 8' Table *(Other size tables available on-site upon request. Show colors: blue, white and silver)*

2 - Chairs

1 - Wastebasket

Booth I.D. Sign

Complimentary Wi-Fi

*(Connect to: Rivers Edge network – Enter Password: TBD)*

Exhibits are located in Halls B, C and Lobby. The Expo Floor is NOT Carpeted

## **ELECTRICAL – FURNITURE – DRAYAGE/SHIPPING – RENTAL**

Depending on your needs, you may also wish to make arrangements for the following items with the **River's Edge Convention Center Services (RECC)**, and or **A&N Convention Services** the Expo show decorator. Please review and consider the below items (Electrical, Carpet, Furniture, Drayage /Shipping) as they do not come standard in your exhibit space except where noted above.

### **ORDER FORMS**

#### **RIVERS EDGE CONVENTION CENTER**

(320) 255-7272 or (800) 450-7272

#### **[2020 Advance Electric Order Form](#)**

River's Edge offers electrical services for any type of event. Electrical rates are outlined on an [Advance Electrical Service Order Form](#). If you are unsure of what type of electrical service you may need, please contact RECC for assistance.

#### **[Telephone and Hard-Wired Internet Order Form](#)**

#### **[RECC Credit Card Authorization Form](#)**

#### **A&N / CENAIKO CONVENTION SERVICES *(show decorator)***

(320) 253-4050 or (877) 253-4050

#### **[2020 Carpet & Furniture Rental Order Form](#)**

#### **[2020 Shipping /Drayage/Freight Handling Order Form](#)**

##### **Shipping instructions**

*Exhibit materials may be shipped to the A&N / Cenaiko Convention Services no more than seven days prior to the first scheduled move-in day. Please refer to the Drayage Service/Freight Handling Form for rates and more information. Materials should be labeled as followed:*

##### **(Name of Company Exhibiting and Booth #)**

(#4057 MN Chiefs of Police)

A&N Convention Services

1816 West St. Germain Street

St. Cloud, MN 56301

## [Credit Card Authorization Form](#)

### Hotel Info

#### HOTEL BOOKING ACCOMMODATIONS IN ST. CLOUD

The Executive Training Institute and Law Enforcement Expo returns to St. Cloud November 1-3. Below you will find information on hotels with available blocks of rooms. Please be advised that calling to make your reservation is the better option to ensure you receive the ETI event discount. There are a limited number of rooms left at the Kelly Inn, which is the Headquarters Hotel for ETI.

- Country Inn: 320-252-8282
- Grandstay: 320-251-5400
- Kelly Inn: 320-253-0606 ETI Headquarters Hotel
- Holiday Inn: 210-253-9000

### Directions/Maps

Please [click here](#) for maps, parking and directions to guide you to the River's Edge Convention Center

### Promote your booth at the Expo



#### Consider these opportunities to enhance your Law Enforcement Expo experience:

- Invite your customers to the Expo/your booth. You may [click here](#) for a Law Enforcement Expo registration form. Feel free to distribute to your law enforcement clients!
- Customize your page on the ETI and Law Enforcement Expo mobile app. Contact [andrew@mnchiefs.org](mailto:andrew@mnchiefs.org) for a VIP access link.
- DEADLINE – September 30 (if after this date please call) - Build brand recognition - Advertise in the Program/Exhibit Guide, include an insert in the registration tote or sponsor a function! [Click here](#) for your options.
- Sponsorship and Advertising Opportunities – [Click Here](#)

To [reserve an exhibit booth](#), sponsorship, or participate in any of the above options, contact:  
Charles Kasbohm:  
(651) 340-4848  
[MCPA@SynergeticEndeavors.com](mailto:MCPA@SynergeticEndeavors.com)

---

**Thank you for your time and attention to these details.**

**We look forward to seeing you in November!**

Please contact us with any questions.

Charles Kasbohm  
Synergetic Endeavors  
MCPA Senior Meeting & Expo Manager  
(651) 340-4848  
[MCPA@SynergeticEndeavors.com](mailto:MCPA@SynergeticEndeavors.com)

