



## 2024 Executive Training Institute & Law Enforcement Expo

### EXHIBITOR INFO & RESOURCES SERVICES KIT

Minnesota Chiefs of Police Association 2024 ETI & Law Enforcement Expo

ETI Conference – Monday, April 15<sup>th</sup> – Thursday, April 18<sup>th</sup>

Law Enforcement EXPO – Tuesday, April 16<sup>th</sup> and Wednesday, April 17<sup>th</sup>

Rivers Edge Convention Center – Saint Cloud, MN

#### LAW ENFORCEMENT EXPO HOURS (Located in Terry Haws B & C)

**Tuesday, April 16, 2024**

11:30 am – 6:15 pm

*(Note: between 1:30 and 4:00pm there will be a couple sessions going on at the same time)*

**Wednesday, April 17, 2024**

11:15 am to 1:00 pm

[Click Here to View Interactive Expo Hall Map and Find Your Exhibit Space Booth Number](#)

A conference mobile app is also available at the Apple App Store and the Google Play Store – just search “MCPA ETI” and look for the MCPA logo.

#### Exhibitor Set-up

Exhibitors may set up booth space in the Expo Hall beginning on Monday, April 15<sup>th</sup> in the early afternoon and evening, as well as the morning of Tuesday, April 16<sup>th</sup> so long as your exhibit space is **completely set up by 11:00am on Tuesday – Expo doors open Tuesday at 11:30am.**

#### EXHIBIT SPACE SET-UP – MONDAY, APRIL 15<sup>th</sup>

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

10:00 a.m. – 10:45 a.m. – Vehicles: A, L., Chief Sponsor Booths, and Lobby Booths

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

Monday, 3:30 p.m. – 8:30 p.m. (Please check in at Exhibitor Registration located next to the entrance of the expo hall.)

*(Exhibitors encouraged to set-up Monday afternoon & evening. Drop off area is at door 7)*

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## **ADDITIONAL EXHIBIT SPACE SET-UP TIME– TUESDAY, APRIL 16<sup>th</sup>**

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

Tuesday, 6:30 a.m. – 11:00 a.m.\*

Please check in at Exhibitor Registration located next to the entrance of the expo hall.

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

**\*Set up must be complete no later than 11:00 a.m.** Day 1 of the Expo / **EXPO Doors open at 11:30am**  
(No Vehicle move in on Tuesday – See Monday schedule)

## **EXHIBIT SPACE BREAKDOWN – WEDNESDAY, APRIL 17<sup>th</sup>**

Exhibit Booths Teardown: 1:05 p.m. – 4:30 p.m.

Vehicles begin – 1:05pm\*

\*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 Wednesday. Doing so is dangerous and discourteous to attendees and other exhibitors.

## **Expo Schedule**

### **EXPO HALL SCHEDULE OF EVENTS (\*Exact expo hours subject to change slightly)**

In the effort to drive more traffic in the expo hall, we will be hosting a presentation stage and Lunch in the expo hall both days, as well the MCPA Happy Hour, and our Annual Raffle. If you would like to donate to the raffle please email us with your item(s) description and value.

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

#### **Expo Day 1 –Tuesday, April 16<sup>th</sup>**

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

**11:30 am: 2024 Law Enforcement Expo Opens**

11:30 am – 1:30 pm: Grand Opening of Expo Hall (*Chiefs Luncheon in expo hall*)

1:35 pm – 4:30 pm: Expo Hall remains OPEN while some General Sessions also taking place.

4:30pm – 6:15 pm: Expo, Presentation Stage, MCPA Happy Hour (all in expo hall)

**6:15 pm: Expo Hall Closes**

#### **Expo Day 2 – Wednesday, April 17<sup>th</sup>**

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

**11:15 am: Law Enforcement Expo Opens**

11:15 – 12:45 pm: Chiefs Lunch in Expo Hall

12:55 pm: Raffle Grand Prize drawing (If you would like to donate to the raffle please email us with your item(s) description and value)

**1:00 pm: 2024 Law Enforcement Expo concludes**

1:05 pm: Exhibitor booth breakdown begins

**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.

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## Exhibitor Information & Resources

**Each Exhibit Space Includes:** 8' High Back Drape, 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, and listing in Exhibit Guide

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 **Cenaiko Expo Inc.** 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

#### [2024 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.

#### [Hard-Wired Internet Order Form](#)

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

### [CENAIKO EXPO INC. \(Show decorator handling Carpet, Furniture, Drayage & Shipping\)](#)

Question contact Hilary Dahlen Hillary (763) 755 - 8111

#### [2024 Carpet & Furniture Rental Order Form](#)

#### [Credit Card Authorization Form \(Cenaiko\)](#)

#### [2024 Shipping /Drayage/Freight Handling Order Form](#)

### **DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS**

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MN Chiefs of Police Association on April 15-18, 2024 at the St. Cloud River's Edge Convention Center. Attached is the order/payment form needed for the services we provide. Please read through them and feel free to contact Hilary at 763-755-8111 if you have any questions.

Freight should be scheduled to arrive at the Advance Warehouse **no later** than Tuesday April 9<sup>th</sup>, which is 4 business days prior to booth set-up on Monday April 15<sup>th</sup>, 2024.

**The attached Shipping & Material Handling Order Form must be completed in full and received by Cenaiko Expo PRIOR to delivery of freight.** If you do not submit paperwork in advance, you have incomplete shipping labels or late deliveries, it can result in

**delayed/refused** shipments or additional fees. We ask that this form be emailed to us at [shipping@cenaikoexpo.com](mailto:shipping@cenaikoexpo.com) prior to, or immediately upon shipping of your freight.

**Advance Warehouse** freight should be labeled and shipped to the following address:

**SHIP TO: Cenaiko Expo, Inc.**  
**(MN Chiefs of Police)**  
**(Name of Company Exhibiting and Booth #)**  
**9697 East River Rd. NW**  
**Coon Rapids, MN 55433**

**Show Site Freight** directly to the conference site ***must not arrive prior to Monday April 15th!*** Label shipments as follows:

**SHIP TO: Cenaiko Expo/St. Cloud River's Edge CC (MN Chiefs of Police) (Name of Company Exhibiting and Booth #) 10 – 4th Ave. S**  
**St. Cloud, MN 56301**

Outbound shipments from the show must be labeled and ready for pick-up; we are not responsible for unlabeled shipments left in booth by the exhibitor. Where carriers fail to pick up shipments, Cenaiko Expo reserves the right to re-route such shipments to the Cenaiko warehouse; the exhibitor will be charged accordingly for this service.

Your large Freight must be properly packaged on usable pallets. The packages/pallets must not exceed 82" tall or wider than 68". Packages/Pallets bigger than that will not fit through loading dock doors.

**All forms need to be completed with pre-payment information and submitted to Cenaiko Expo for freight to be handled. We look forward to working with you and appreciate your business.**

Question contact Hilary Dahlen  
Cenaiko Expo  
763-755-8111

## **RIVERS EDGE CONVENTION CENTER**

### **EXPO ON SITE EXHIBITOR RESOURCES**

#### **Hotel Info**

#### **HOTEL BOOKING ACCOMMODATIONS IN ST. CLOUD**

Book your hotel now for ETI 2024 in St. Cloud. Below is the list of ETI official hotels with the rate and link to book. We encourage all ETI attendees to stay at one of our officially partnered hotels. Note - all sessions and activities will take place at the Best Western Plus Kelly Inn.

- [Best Western Plus Kelly Inn](#) (ETI HQ)
- [Courtyard by Marriot](#)
- [Holiday Inn & Suites](#) (Select the date range for ETI. Once the date is plugged in, the room rate and option to book a room in the block will populate.)

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## Directions/Maps

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

**\*\*NOTE TO EXHIBITORS: ACCESS TO THE HOSPITALITY NIGHT EVENTS, AND THE AWARDS BANQUET IS EXCLUSIVE TO THOSE SPONSORING THEIR SPECIFIC EVENT\*\***

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To [reserve an exhibit booth, or sponsorship](#) contact:

Charles Kasbohm

(651) 340-4848

[MCPA@SynergeticEndeavors.com](mailto:MCPA@SynergeticEndeavors.com)

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

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

Please do not hesitate to contact us with any questions, concerns or need any further information.

Charles Kasbohm

Synergetic Endeavors

MCPA Senior Meeting & Expo Manager

(651) 340-4848

[MCPA@SynergeticEndeavors.com](mailto:MCPA@SynergeticEndeavors.com)

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