



2022 Executive Training Institute & Law Enforcement Expo

EXHIBITOR SERVICES KIT

Minnesota Chiefs of Police Association 2022 ETI Law Enforcement Expo

Tuesday, April 5th – Wednesday, April 6th

Duluth Entertainment & Convention Center – Duluth, MN

LAW ENFORCEMENT EXPO HOURS

Tuesday, April 5, 2021

11:30am – 1:30pm

4:30pm to 6:15pm*

Wednesday, April 6, 2021

11:15am to 1:00pm*

(*Exact expo hours subject to change slightly)

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

Exhibitor Set-up

Exhibitors may set up booth space beginning on Monday, April 4th in the late afternoon and evening, as well as the morning of Tuesday, April 5th 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 4th

Vehicle & Bulk Size Booth Move-in Times

11:00 a.m. – 11:30 a.m. – Vehicles: A, B, C, D, E, F & L

11:30 a.m. – 12:15 p.m. – Vehicles: G, H, I, J, K and Command Booth

12:15 p.m. – 1:00 p.m. – Vehicles:

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

Vehicles enter expo hall at door 7, located on the east side of the convention center along Harbor drive
[DECC Site Map](#)

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

Monday, 3:30 p.m. – 8:30 p.m.

(Exhibitors encourage to set-up Sunday afternoon & evening. Drop off area is at door 7)

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EXHIBIT SPACE SET-UP – TUESDAY, APRIL 5th

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

Tuesday, 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. Day 1 of the Expo / Doors open at 11:30am

(No Vehicle move in on Tuesday – See Monday schedule)

EXHIBIT SPACE BREAKDOWN – WEDNESDAY, APRIL 6th

Exhibit Booths: 1:05 – 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](#)

Tuesday, April 5th

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

11:30 am: 2022 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 Closed for General Sessions. Please be return to your booths by 4:15 pm.

4:30 pm – Expo Hall Re-opens

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

6:15 pm: Expo Hall Closes

Wednesday, April 6th

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

1:00 pm: 2021 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.

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

Booth I.D. Sign, and listing in Program / Exhibit Guide, and on Website and ETI app

Complimentary Wi-Fi

(*Connect to: DECC network – Enter Password: TBD*)

Exhibits are located Pioneer Hall. The Expo Floor is NOT Carpeted

EXPO ON SITE EXHIBITOR RESOURCES

ELECTRICAL – FURNITURE – DRAYAGE/SHIPPING – RENTAL

Depending on your needs, you may also wish to make arrangements for the following items with the Duluth Entertainment & Convention Center Services, the Expo show decorator.

Please review and consider these items (Electrical, Carpet, Furniture, Drayage /Shipping) as they do not come standard in your exhibit space except where noted above.

Ordering is easier than ever – We want your event at the EXPO and DECC to run as smoothly as possible. It all starts with your order.

Order forms and online ordering can be found here: <https://decc.org/exhibitor-info-resources-exhibit/>

Please Note: For online orders, please use your **billing address**. This is the address that your credit card statement is sent to. Your credit card will be declined if you use an address other than the one listed on your billing statement.

Hotel Info

HOTEL BOOKING ACCOMMODATIONS IN DULUTH

We have set up hotel room blocks at several hotels in Duluth, including the Holiday Inn, Canal Park Lodge, Hampton Inn and the Inn on Lake Superior.

Holiday Inn

HQ hotel, with Hospitality Suite

218-722-1202

Clickable Link: [MN Police Chiefs](#)

Booking ID: MNC

Hampton Inn Canal Park - 218-720-3000

Anyone that answers the phone can make the reservation; just let them know you are with the MN Chiefs of Police Assn Conference

Inn at Lake Superior - Canal Park - [218-726-1111](tel:218-726-1111)

Canal Park Lodge - 218-279-6000

Directions/Maps

Please [click here](#) for maps, parking and directions to guide you to the Duluth Entertainment & Convention Center.

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

Charles Kasbohm

(651) 340-4848

MCPA@SynergeticEndeavors.com

Thank you for your time and attention to these details.

We look forward to seeing you in April!

Please do not hesitate contact us with any questions.

Charles Kasbohm

Synergetic Endeavors

MCPA Senior Meeting & Expo Manager

(651) 340-4848

MCPA@SynergeticEndeavors.com

