

EXHIBITOR INFORMATION 2024

EXHIBIT INSTALLATION AND REMOVAL:

Buses Move in Only:

Monday, October 14th – 8:00 – 12:00 Noon

All Other Exhibits:

Set Up: Monday, October 14th – 12:00 Noon – 4:00 PM

Tuesday, October 15th - 7:00 AM – 10:00 AM

Tear Down: Tuesday, October 21st – 2:30 PM– 6:00 PM

SHOW HOURS:

- Tuesday, October 15th 10:00 Am – 2:30 PM

ATTENDEE LIST:

The list will be available after the conference.

CONVENTION SERVICES:

Mayo Clinic Health System Event Center, Mankato 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 Mayo Clinic Health System Event 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: www.mpta-transit.org/event/2024-mn-public-transit-expo

INTERNET:

The Center has open internet, if you need a private line you need to order thru the Center. A fixed line is \$75/per day

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.***



