



2023 Executive Training Institute & Law Enforcement Expo

EXHIBITOR INFO & RESOURCES SERVICES KIT

Minnesota Chiefs of Police Association 2023 ETI & Law Enforcement Expo

ETI Conference – Tuesday, April 11th – Friday, April 14th

Law Enforcement EXPO – Wednesday, April 12 – Thursday, April 13th

Duluth Entertainment & Convention Center – Duluth, MN

LAW ENFORCEMENT EXPO HOURS (Located in Pioneer Hall)

Wednesday, April 12, 2023

11:30am – 1:30pm*

4:30pm to 6:15pm*

Thursday, April 13, 2023

11:15am to 1:00pm*

(*Exact expo hours subject to change)

[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 Pioneer Expo Hall beginning on Tuesday, April 11th in the late afternoon and evening, as well as the morning of Wednesday, April 12th so long as your exhibit space is completely set up by 11:00am on Wednesday – **Expo doors open Wednesday at 11:30am.**

EXHIBIT SPACE SET-UP – TUESDAY, APRIL 11th

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

Tuesday, 3:30 p.m. – 8:30 p.m.

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

ADDITIONAL EXHIBIT SPACE SET-UP TIME– WEDNESDAY, APRIL 12th

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

Wednesday, 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 – THURSDAY, APRIL 13th

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](#)

Expo Day 1 – Wednesday, April 12th

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. Return to your booth by 4:15pm.

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

Expo Day 2 – Thursday, April 13th

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: 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.

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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

Headquarters hotel; hospitality suite will be located here. To make a reservation:

all 218-722-1202 and ask for the group code **MCH** or use this clickable Link: [MN Chief of Police 2023](#)

Hampton Inn Canal Park

To make reservations, please call 218-720-3000. *Anyone that answers the phone* can make the reservation; just let them know you are with the **MN Police Chiefs** group & that you would like to book a room out of that group block.

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Canal Park Lodge

Call 218-279-6000 to book a room and say you are with the MN Chiefs of Police room block.

Inn on Lake Superior (Canal Park)

Call the hotel directly at 218-726-1111 and ask for the block name (MN Chiefs of Police Association)

Directions/Maps

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

NOTE TO EXHIBITORS: ACCESS TO THE HOSPITALITY NIGHT EVENTS, AND THE AWARDS BANQUET IS EXCLUSIVE TO SPONSORS ONLY.

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 to contact us with any questions, concerns or need any further information.

Charles Kasbohm

Synergetic Endeavors

MCPA Senior Meeting & Expo Manager

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