

Exhibitor information for MCTLC Fall Conference Oct. 21, 2011

- Exhibitor Set Up Hours: Thursday, Oct. 20, 2011 7 pm – 9 pm (Refreshments will be available during evening set up hours) Doors at Earle Brown Heritage Center will be locked at 9 pm.
- Exhibitor Set up Hours: Friday, Oct. 21, 2011 6 am. (Doors open)
- Exhibitor requests for electricity and/or internet services need to be arranged prior to the conference directly with the Earle Brown Heritage Center www.earlebrown.com
- Exhibitor merchandise can be sent directly to the Earle Brown Heritage Center no more than 3 days prior to the conference. Merchandise should be labeled and sent C/O Racquel Pett, Sales Manager, MCTLC Conference, Earle Brown Heritage Center, 6155 Earle Brown Drive, Brooklyn Center, MN 55430.
- Conference begins at 7:30 am on Friday, Oct. 21, 2011
- Exhibitors should check in with MCTLC representative upon arrival to obtain booth and conference information
- Each booth registration provides two paid admissions to the conference
- Exhibitors should wear name tags
- Exhibitor breaks provided during conference hours and will be listed in conference program
- Exhibitors providing door prizes or gift for conference attendees should check in with MCTLC representative
- Pre-ordered box lunches will be delivered to booths
- Each skirted booth table measures 8 ft. by 30 inches – 2 chairs and cloths will be provided as needed
- Exhibitors will need to provide their own sign
- Food will be available for conference attendees in the back of Carriage Hall B
- Exhibitor tear down needs to be completed before 6 pm on Friday, Oct. 21, 2011.
- Exhibitor merchandise that needs to be returned may be left at the center. However, it must be labeled and ready to be picked up by carrier. Carrier arrangements MUST be pre- arranged by exhibitor.
- Please email Barbara.Judd@riverland.edu or Diane.Leslie@smsu.edu with questions or concerns

Thank you for your participation. MCTLC appreciates your generous support.