

2023 MEA exhibitor information

- One booth per organization
- Limited space

The 2023 MEA exhibit area will be open from 7:30 a.m.–2:30 p.m. on Thurs. Oct. 19.
The conference will take place at The Saint Paul RiverCentre.

MEA is an Education Minnesota member only professional development conference. It is not open to the public. In order to create a more intimate member experience, the exhibits will be located on the ballroom level where members attend their trainings. This will give both the attendees and exhibitors more opportunity to have meaningful interactions. As a result, we will have a limited number of exhibit spaces.

Show details

Preferred set-up hours:

Wed. October 18, 8-10 p.m.

If needed set-up hours:

Thurs. October 19, 6-7 a.m.*

***If you need to set-up the morning of the conference, please let Stephanie at Stephanie.berg@edmn.org know. You must be set-up with all boxes and other materials removed by 7 a.m.**

Exhibits open:

Thurs, October 19, 7:30 a.m. – 2:30 p.m.

Exhibitor check-in begins at 6:00 a.m. You must be ready to go by 7:00 a.m.

Exhibitors cannot start dismantling the booth until 2:30 p.m.

Dismantling:

Thurs. Oct. 19, 2:30 – 6:30 p.m.

All exhibits must be removed prior to 6:30 p.m. on Oct. 19. Materials left at RiverCentre past 6:30 p.m. may be subject to additional storage fee.

Proposal (RFP) process

1. Apply online – Exhibitors will complete a proposal requesting to be an exhibitor at the 2023 MEA conference. We will review the proposals and select exhibitors based on member engagement at your booth, variety of opportunities and alignment with Education Minnesota's Statements of Principle. The statements of principle include commitment to members, the profession, learners, public education and the community, the organization, the labor movement and racial equity and social justice.
 - ONE booth space per company or organization
 - Cost: \$550, non-profit discount of \$100
2. **Order booth furnishings** – Booth furnishing information will be sent to you following confirmation and payment of booth space.

If you have questions, please contact Stephanie.berg@edmn.org

Education Minnesota reserves the right to decline an exhibitor application and will not be liable for any expenses incurred by any party in anticipation of entering into a contract that is not executed per the terms indicated. By completing the online exhibitor application form, applicants agree to the exhibitor rules outlined on this site.

Booth information

Specifications

- Each booth space will be at least 8x8 feet and cannot extend beyond 8 feet into the aisle
- Booth cannot extend higher than the backdrop (8 feet)
- One booth per organization

Each booth includes:

- Pipe and draping
- ID sign with booth number and name
- Two folding chairs (**Table not included**)

Additional equipment and services:

- Booth furnishing information will be sent to you following approval
- You may bring your own booth furnishings such as tables, rugs and decorations
- Electrical and phone available through the RiverCentre at <http://www.rivercentre.org/exhibit>

A table is not included with your booth.

Booth costs

Each accepted organization will be charged \$550 with a non-profit discount of \$100.

Non-Profit 501(c)3 organizations may qualify for a \$100 discount. If you would like to apply with this discount, you will be required to upload a copy of the IRS letter confirming that you are an eligible tax-deductible organization before completing the application. All submissions will be reviewed for accuracy.

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Exhibitor rules & policies

Liability

The MEA exhibit area will be patrolled by security guards after the set-up session closes on Wed. October 18 until the exhibit area opens on Thurs. October 19 at 7:30 a.m.

Education Minnesota does not guarantee against loss or assume responsibility for loss. Exhibitors may wish to carry their own insurance.

Other policies

- Balloons: Please do not use latex balloons as part of your exhibit.
- Food and beverage restrictions: The RiverCentre does not allow exhibitors to provide or sell food or beverage items.

Please see a list of [additional RiverCentre policies](#).

Education Minnesota reserves the right to reject exhibitors and/or remove exhibit or display materials.

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Distribution of materials is restricted to purchased exhibit space.

2023 MEA exhibit area logistics

The 2023 MEA exhibit area will be held at the RiverCentre in St. Paul, Minnesota. You may use the loading dock to unload your materials. Please see the links below for more information.

All MEA exhibitors must both agree to the MEA exhibitor guidelines as well as follow all RiverCentre exhibitor guidelines. Failure to follow guidelines may result in an appropriate remedy including but not limited to removal of your booth without refund.

Parking and directions to the RiverCentre

[Loading dock information](#) ([Click here for map](#))

In addition to all MEA policies, [RiverCentre policies](#) must be followed. Failure to follow RiverCentre and MEA policies may result in removal from event.

[Map of downtown St. Paul](#)

[Metro Transit guide](#)