



**Minnesota Chiefs of Police Association  
Executive Training Institute Management Office**

P.O. Box 1583 • Monticello, MN 55362-1583  
Telephone: 763-295-5420 • Fax: 763-295-2550  
Email [ETI@pierreproductions.com](mailto:ETI@pierreproductions.com) • [www.mnchiefs.org](http://www.mnchiefs.org)

January 2012

2012 ETI Law Enforcement Expo Exhibitor:

We are excited to have you participating in the 2012 Minnesota Chiefs of Police Executive Training Institute (ETI) as an ETI Law Enforcement Expo Exhibitor! Thanks for your support of the Minnesota Chiefs of Police Association. This year's event is at the River's Edge Convention Center (formerly St. Cloud Civic Center) in St. Cloud, MN!

This is your Exhibitor Services Kit. It is designed to help you prepare for an outstanding experience. Please be aware that much of the materials within this kit is time sensitive. An important date to remember is February 3. The below items are due on this date.

**February 3**                      **Very Important Form due -Please carefully review, complete and return**  
Advertising deadline - Exhibit Guide  
Advertising deadline - Tote Insert  
Advertising deadline - Tablet Sponsor **(\*\*\*NEW - see page 7 for details\*\*\*)**  
Advertising deadline - *Minnesota Police Chief* magazine Buyer's Guide  
Exhibit guide description/Contact information corrections due\*  
(\*Info being emailed separately to each exhibitor within the next week. )

This year's Expo colors are red, white and silver. Each 8 x 10 booth will consist of 8' high draped back wall, 3' high side walls, 1 draped table, 2 chairs and 1 waste basket.

**Hotel Accommodations** - Rooms fill up fast...call today to make your reservation!

Hotels offering special ETI rates!

**Headquarter Hotel**

<b>Best Western Plus Kelly Inn</b>	320-253-0606	Single/Double rooms, \$89+tax
<b>Le St. Germain Hotel</b>	320-654-1661	Single/Double rooms, \$109+tax

**Contacts - Please feel free to call with questions:**

Your Law Enforcement Expo Sales Rep - Erica Nelson / 763-497-1778 / [erica@pierreproductions.com](mailto:erica@pierreproductions.com)

Your Law Enforcement Expo Manager - Betsy Pierre / 763-295-5420 ./ [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com).

Your Show Decorator - A&N Convention Services - 320-253-4050 / [info@anconvention.com](mailto:info@anconvention.com)

The Event Location - St. Cloud River's Edge Convention Center - 1-800-450-7272

We look forward to seeing you in April!

Thank you,  
**Minnesota Chiefs of Police**

Betsy Pierre  
Senior Meeting Manager

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**Minnesota Chiefs of Police - Executive Training Institute**

Betsy Pierre, Senior Meeting Manager  
PO Box 1583, Monticello, MN 55362-1583  
763-295-5420 / 763-295-2550 (fax) / [eti@pierreproductions.com](mailto:eti@pierreproductions.com)





# 2012 Executive Training Institute Very Important Form

**Please take a moment to review, complete and return  
Deadline: February 3, 2012 - Fax 763-322-5011**

**Company Name:** \_\_\_\_\_

## Booth Staff Registration

Badges are necessary to gain access to the ETI Law Enforcement Expo. Four booth staff registrations are included in the price of a booth. This registration gains access to all events in the exhibit hall. Additional booth staff registrations may be purchased at \$225 per. Non-profit organizations may have an unlimited number of exhibit booth-staff registrations for manning their booth. Registration materials and badges will be available for pick up at the ETI Registration Desk. Those listed below will be registered as booth staff for your company and will have access to the ETI Law Enforcement Expo. *If additional space is needed, please make copies of this form or call 763-295-5420.*

<u>Name</u>	<u>Title</u>	<u>Cost</u>
_____	_____	No charge
_____	_____	No charge
_____	_____	No charge
_____	_____	No charge

## Table Size Selection

You receive one draped table with each booth. You may choose between a 4', 6' or 8' (24" w x 30" h) table. If you do not make a selection, you will receive an 8' table. **Your choice (check one):** 4' \_\_\_\_\_ 6' \_\_\_\_\_ 8' \_\_\_\_\_

## Raffle Prize Donation

Increase your company's visibility by donating a prize to the ETI Raffle. Winners will be sent to your booth!

<u>Prize to be donated</u>	<u>Estimated Market Value*</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

\*For raffle licensing purposes, we ask that you list a market value for your donation.

## Networking Function Registration

Access to the ETI networking functions is not included in your booth staff's registration. If interested in participating in the social/networking functions of the ETI, please order tickets below.

<u>Event</u>		<u>Fee</u>	<u>Cost</u>
Nightly Hospitality Fee (Fee covers Mon., Tue. & Wed. nights)	# of tickets _____	x \$25.00	\$ _____
Tuesday Night Comedy/Dinner (6:30 p.m.)	# of tickets _____	x \$30.00	\$ _____
Tuesday Lunch (12:30 p.m.)	# of tickets _____	x \$20.00	\$ _____

## Payment - Please enclose a check for the total amount due.

Make checks payable to the Minnesota Chiefs of Police Association **TOTAL** \$ \_\_\_\_\_



# 2012 Executive Training Institute

## Law Enforcement Expo Schedule

### Set-Up

**Monday, April 23**

#### Vehicles

Vehicles in spots A-D 9:00 a.m.

All vehicles within regular booths 9:00 a.m.\*

\*You must call to let us know you will be bringing a vehicle into your booth.

**Exhibitors** (Be sure to check in at reg prior to setting up.) 9:30 a.m.-2:30p.m.

There is no loading dock access during this time.

### Schedule\*

\*Hall will be open 1/2 hour early for exhibitors (15 min early after lunch break)

#### Monday, April 23

**EXPO OPEN 3:30-6:00 p.m.**

The Day's Expo Activities Include:

3:30-5:00 p.m.

Extended Expo Only Time with  
Refreshments & Networking  
President's Reception

5:00-6:00 p.m.

#### Tuesday, April 24

**EXPO OPEN 10:00 a.m.-3:30 p.m.**

The Day's Expo Activities Include:

10:00-10:30 a.m.

Expo Only Time with Refreshments &  
Networking

11:30-12:30 p.m.

12:30-1:30 p.m.

2:00-3:30 p.m.

Extended Expo Only Time  
HALL CLOSED for exhibitor lunch break

Extended Expo Only Time with  
Refreshments & Networking

3:15 p.m.

Grand Prize Drawing

### Tear Down Tuesday, April 24

Exhibit Booths

3:30-8:30 p.m.

Vehicles

4:30 p.m.

Loading Dock Access

Not until 5:30 p.m.

**IMPORTANT:** Exhibitors may not dismantle their booths until the hall closes on Tuesday. Doing so is dangerous and discourteous to attendees and other exhibitors and will affect exhibitor point standings.

**Minnesota Chiefs of Police**

**Executive Training Institute**

Betsy Pierre, Senior Meeting Manager

PO Box 1583, Monticello, MN 55362-1583

763-295-5420 / 763-322-5011 (fax) / [eti@pierreproductions.com](mailto:eti@pierreproductions.com)



# Executive Training Institute

## Frequently Asked Questions

### **What furniture comes with our booth?**

Each 8' x 10' ETI Law Enforcement Expo booth comes standard with one 8' skirted table (24" w x 30" h), two folding chairs, one ID sign and one wastebasket. If you prefer a different size table, you may select a 4' or 6' table on your Very Important Form. You may also order additional furnishings from the show decorator via the enclosed Rental Order form.

### **Will my booth be carpeted?**

Your booth does not come carpeted. You may order carpeting from the show decorator via the enclosed Rental Order form.

### **Will our booth floor/carpeting be cleaned Monday evening?**

Booth cleaning is not automatic. You may order booth floor/carpet cleaning service from the show decorator via the enclosed Rental Order form.

### **Does electricity come with our booth?**

Electricity will not automatically be available in your booth. It must be ordered from the St. Cloud River's Edge Convention Center, via the Electrical Service Order Form found in this kit. Ordering in advance is HIGHLY recommended as ordering on-site could cause a delay in service.

### **How should I get my booth and materials to the Expo?**

It is recommended that you ship your booth and materials in advance of the show to the show decorator, A & N Convention Services, 3028-37th Ave SE, St. Cloud, MN 56304. Be sure to clearly mark your boxes with the show name (MN Chiefs of Police ETI), your company name and booth number. A&N will then deliver your materials to your booth space. Please note, there is a charge for this service as detailed on the Freight Rate Schedule in this kit. For shipments scheduled to be received after April 16, you must ship directly to the St. Cloud River's Edge Convention Center (see Drayage Information Bulletin for shipping address).

ALSO, be sure to provide your booth staff with your shipping information (shipping company, phone number, tracking number, etc.) so that they can quickly track your shipment if it does not arrive as planned.

### **Will the Exhibit hall be secure?**

There will be security during the ETI Law Enforcement Expo however, it is HIGHLY recommended that your booth staff be aware of any valuables within your booth. Exhibit management, its volunteers and its agents are in no way responsible for theft or damage to exhibit booth and/or exhibitor's property during the exhibition (including move in and move out).

### **Will lunch be available for our booth staff?**

Lunch is not included in your booth fee. However, booth staff are encouraged to purchase tickets to any ETI meal function/networking function via the included Very Important Form. Otherwise, there are several eating establishments within close proximity. There will be a hall closure on Tuesday so that exhibitors can break for lunch.

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Betsy Pierre, Senior Meeting Manager

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# Important Information for Vehicle Displays

Please be sure  
your vehicle  
has less than  
1/4 tank of gas!

## **Prior to set-up:**

- Be sure your vehicle has less than 1/4 tank of gas
- Once inside the Convention Center, it is required that all vehicle gas caps be taped and batteries be disconnected. Plan to use auxiliary electrical power to operate lights and any other display equipment. You may order electrical power from the River's Edge Convention Center via the form in this kit.
- Be aware that ANY damage caused by your vehicle (fluid leakage, tire marks, etc.) will be your responsibility to fix. Please plan ahead to handle leaks and please no sharp turns, spinning of wheels, fast acceleration, etc.
- Do not use Armor All on tires as the overspray will cause the floors to be slippery and dangerous.

## **Set-Up:**

- Please have vehicle ready for move-in at your scheduled time (see Law Enforcement Expo Schedule) at the load-in door located on the north side of the River's Edge Convention Center (off 1st St N). Remember, the river is on the East side of the Convention Center.
- Vehicles not on time and ready for move-in as detailed may lose their display position.
- An ETI representative will direct your vehicle move-in
- You will be given carpet samples to be placed underneath each wheel of your vehicle. Carpet to cover your entire vehicle display space may be rented from A&N Convention Services.
- Once your vehicle is in its final display location, you must disconnect your vehicle's battery. Auxiliary power must be used to operate lights and other demo equipment.

## **Tear Down:**

- An ETI representative will direct your vehicles move out.

### **Minnesota Chiefs of Police Executive Training Institute**

Betsy Pierre, Senior Meeting Manager

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# ETI Advertising

## ePreliminary Program

An electronic online tool to promote the ETI.

Deadline:	October 28, 2011	
Distribution:	1,700*	
Sizes and rates:	Full Page (8.5"w x 11"h)	\$495
	Trim size 8.5" wide x 11" high (bleed should be .25" off trim and live area should be 1" in from the trim edge).	

## Final Program (In print and Online)

Gain visibility in this widely used ETI planning tool!

Deadline:	December 9, 2011	
Distribution:	4,000*	
Sizes and rates:	Covers – Full Page (4.5"w x 8"h)	\$715
	(Covers are available for: inside front / inside back)	
	Full Page (4.5"w x 8"h)	\$575
	1/2 Page (4.5"w x 3.625"h)	\$375
Add Spot Color:	\$175	Add Full Color: \$450

## Exhibition Guide

Guide traffic to your booth in this on-site reference and take-home buyers guide.

Deadline:	February 3, 2012	
Distribution:	650*	
Sizes and rates:	Covers – Full Page (4.5"w x 8"h)	\$405
	(Covers are available for: inside front / inside back / outside back)	
	Full Page (4.5"w x 8"h)	\$325
	1/2 Page (4.5"w x 3.625"h)	\$215
Add Spot Color:	\$350	Add Full Color: \$750

## Tote Insert\*\*

Put your brochure or flier directly in the hands of ETI attendees.

Deadline:	February 3, 2012
Distribution:	350*
Rate:	\$195

## Tablet Give Away

Limited to two advertisers – advertise on this ETI tool given to each education attendee!

Deadline:	February 3, 2012	
Distribution:	350*	
Size and Rate:	(2.25"w x 4.5"h)	\$500
Color:	Single color – call for color upgrade options.	



\* Distribution figures are estimates  
\*\* Certain restrictions apply

# ETI Advertising Insertion Order

(Please see page 10 for more details.) FAX form to: 763-497-8810

Advertiser Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- Please place an "X" on the line next to the advertisement you wish to reserve.

## ePreliminary Program *Artwork due Oct. 28, 2011*

Full Page \$495 Trim size 8.5" x 11", bleed .25" off trim, live area 1" in.

## Final Program *Artwork due Dec. 9, 2011*

Half Page (4.5" w X 3.625" h) \$375  Full Page (4.5" w X 8" h) \$575

Cover - Full Page (4.5" w X 8" h) \$715 (Circle choice: inside front / inside back)

Add Spot Color: \$175  Add Full Color: \$450

## Exhibition Guide *Artwork due Feb. 3, 2012*

Half Page (4.5" w X 3.625" h) \$215  Full Page (4.5" w X 8" h) \$325

Cover - Full Page (4.5" w X 8" h) \$405 (Circle choice: inside front / inside back / outside back)

Add Spot Color: \$350  Add Full Color: \$750

## Tote Insert *Insert supply \* deadline Feb. 3, 2012*

One insert \$195

\* Must provide a supply of 400 inserts. Size restrictions will apply – call to discuss.

## Tablet Give Away *Artwork due Feb. 3, 2012*

(2.25" w x 4.5" h) \$500

**Send art to:** Erica Nelson via email to: [erica@pierreproductions.com](mailto:erica@pierreproductions.com)

**Ad Specifications:** Only electronic PDF formats will be accepted with embedded fonts and graphics/greyscale photos saved as 300 dpi. If you choose to use spot color in your ad (for an additional fee) you must designate the second color as a spot color Pantone#, not CMYK. Please note that if you submit a black and white ad, the final ink color may be a different color. If you wish to email your ad the attachment files must be compressed in a .sit format and should not exceed 7 MB total after compression. If you send a CD-rom of your electronic files include a laser quality print out for reference.

**Note: Ads that do not meet these specifications will be subject to an additional handling charge.**

*Signing below indicates a formal advertisement reservation and agreement to the general terms/conditions listed on page 19.*

\_\_\_\_\_  
ADVERTISER SIGNATURE

\_\_\_\_\_  
DATE

### Return this order form to:

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • [erica@pierreproductions.com](mailto:erica@pierreproductions.com)  
Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com)

# Magazine Advertising

The *Minnesota Chief of Police* magazine is the official publication of the Minnesota Chiefs of Police Association. Published quarterly, it is your avenue to consistently market your product or service to Minnesota's law enforcement leaders throughout the year!

## 2012 Advertising • Placement/Sizes/Rates

Outside Back Cover	7-1/2"w x 5" h	1x = \$1,000	2x = \$900	4x = \$800
Inside Front Cover	7-1/2"w x 10"h	1x = \$875	2x = \$790	4x = \$700
Inside Back Cover	7-1/2"w x 10"h	1x = \$875	2x = \$790	4x = \$700
Center Spread	15-1/2"w x 10"h	1x = \$1,500	2x = \$1,350	4x = \$1,200
Full Page	7-1/2"w x 10"h	1x = \$700	2x = \$630	4x = \$560
2/3 Page	4-5/8"w x 10"h	1x = \$430	2x = \$385	4x = \$345
1/2 Page horizontal	7-1/2"w x 5"h	1x = \$385	2x = \$350	4x = \$310
1/2 Page vertical	3-1/2"w x 10"h	1x = \$385	2x = \$350	4x = \$310
1/3 Page horizontal	7-1/2"w x 3-3/8"h	1x = \$300	2x = \$270	4x = \$240
1/3 Page vertical	2-1/4"w x 10"h	1x = \$300	2x = \$270	4x = \$240
1/3 Page square	4-3/4"w x 4-3/4"h	1x = \$300	2x = \$270	4x = \$240
1/4 Page	3-1/2"w x 5"h	1x = \$255	2x = \$230	4x = \$205

Buyer's Guide Listing (Spring Issue Only) \$150 (See page 14 for details)

Assigned location, add \$75

### Color:

Spot color, add \$200 per color  
 Four color\*, add \$600  
 \*Full color ads may bleed  
 (1/4" off trim; live area 1" in)

**Estimated Circulation:** 1,200

**Frequency:** Quarterly

**Issues / Deadlines:**

Winter 2011-2012 –  
 Deadline: November 18, 2011

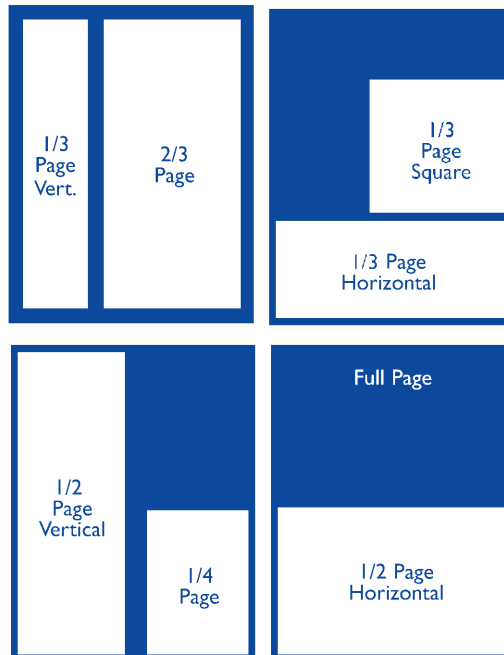
Spring 2012 –  
*Special Buyer's Guide Issue:*  
 Deadline: February 3, 2012

Summer 2012 –  
 Deadline: May 11, 2012

Fall 2012 –  
 Deadline: August 10, 2012

### Ad Sales Contact:

Erica Nelson  
 Phone: 952-903-0505; ext. 3  
 Fax: 763-497-8810  
[erica@pierreproductions.com](mailto:erica@pierreproductions.com)



Center Spread: 15-1/2"w x 10"h  
 Individual Page Trim Size: 8-1/2 x 11"

# Magazine Advertisement Insertion Order

**(Please see page 12 for more details.) • FAX form to: 763-497-8810**

Advertiser Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

• Below rates are for black and white advertisements.

Check preference below:

Circle frequency/rate below:

<input type="checkbox"/> Outside Back Cover	7-1/2"w x 5" h	1x = \$1,000	2x = \$900	4x = \$800
<input type="checkbox"/> Inside Front Cover	7-1/2"w x 10"h	1x = \$875	2x = \$790	4x = \$700
<input type="checkbox"/> Inside Back Cover	7-1/2"w x 10"h	1x = \$875	2x = \$790	4x = \$700
<input type="checkbox"/> Center Spread	15-1/2"w x 10"h	1x = \$1,500	2x = \$1,350	4x = \$1,200
<input type="checkbox"/> Full Page	7-1/2"w x 10"h	1x = \$700	2x = \$630	4x = \$560
<input type="checkbox"/> 2/3 Page	4-5/8"w x 10"h	1x = \$430	2x = \$385	4x = \$345
<input type="checkbox"/> 1/2 Page horizontal	7-1/2"w x 5"h	1x = \$385	2x = \$350	4x = \$310
<input type="checkbox"/> 1/2 Page vertical	3-1/2"w x 10"h	1x = \$385	2x = \$350	4x = \$310
<input type="checkbox"/> 1/3 Page horizontal	7-1/2"w x 3-3/8"h	1x = \$300	2x = \$270	4x = \$240
<input type="checkbox"/> 1/3 Page vertical	2-1/4"w x 10"h	1x = \$300	2x = \$270	4x = \$240
<input type="checkbox"/> 1/3 Page square	4-3/4"w x 4-3/4"h	1x = \$300	2x = \$270	4x = \$240
<input type="checkbox"/> 1/4 Page	3-1/2"w x 5"h	1x = \$255	2x = \$230	4x = \$205

Assign a specific location for your ad (MCPA will do its best to accommodate your request).

Request a specific, non-cover location (Add \$75).

Location requested \_\_\_\_\_

Upgrade to Color:

Spot color (add \$200 per issue) Color choice \_\_\_\_\_ or PMS# \_\_\_\_\_

Four color\* (add \$600 per issue)

\* Four color ads may bleed 1/4" off trim and live area 1" in.

Please check your choice(s):

- Issue: Winter 2011-2012 / Deadline: November 18, 2011
- Issue: Spring 2012 (Buyer's Guide) / Deadline: February 3, 2012
- Issue: Summer 2012 / Deadline: May 11, 2012
- Issue: Fall 2012 / Deadline: August 10, 2012

Artwork: Ads should be emailed to [erica@pierreproductions.com](mailto:erica@pierreproductions.com).

Ad Specifications:

All ads must be submitted electronically, on disc or via e-mail. Software: We accept files in the formats: (please indicate the application and version used): QuarkXPress: Include all images used, 300 dpi, and scaled at 100%. Include all fonts (screen and printer); Illustrator: Make sure you "create outlines" for your text. Include all images used as separate files; Acrobat: Make sure ad separates properly and embed all fonts before creating your PDF; InDesign: save files as EPS, and include all images and fonts used. We do not guarantee ads set in IBM formats. Save all files as EPS and include all images and fonts used. All graphic elements, all printer and screen fonts must accompany electronic materials. Color: All images must be black, black plus spot color (specify PMS) or CMYK (not RGB), 300 dpi. Unless we hear otherwise by the above deadlines, MN Chiefs will use the most recent art submitted for previous ads.

*Signing below constitutes agreement to the details listed above and to the Advertisement Terms and Conditions listed on page 19.*

\_\_\_\_\_  
ADVERTISER'S SIGNATURE

\_\_\_\_\_  
DATE

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • [erica@pierreproductions.com](mailto:erica@pierreproductions.com)  
Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com)

# Buyer's Guide Listing Order

**DEADLINE: February 3, 2012 • FAX form to: 763-497-8810**

The Minnesota Chiefs of Police Association is excited to again include an annual Buyers Guide in the Spring issue of the Minnesota Police Chief AND to offer an internet Preferred Vendor listing!

- Options:       Magazine Buyer's Guide Listing (Spring 2012 issue - Minnesota Police Chief) ....\$150  
                   Online Law Enforcement Vendor Listing at: www.mnchiefs.org .....\$250  
                   Both the Magazine Buyer's Guide AND the Online Preferred Vendor Listing .....\$350

Upgrades (check all that apply):

- # of categories beyond (2) \_\_\_ X \$25 for each additional category over (2) = \$ \_\_\_\_\_  
 2" X 2" black and white photo – \$50 additional = \$ \_\_\_\_\_  
 Company Logo – \$50 additional (included for online listing) = \$ \_\_\_\_\_  
 2-color (black plus one color) logo or photo upgrade \$175 additional = \$ \_\_\_\_\_  
 4-color logo or photo upgrade – \$500 additional = \$ \_\_\_\_\_  
Total = \$ \_\_\_\_\_

\_\_\_\_\_  
Listing Contact Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Information as it should be printed in the Buyer's Guide:**

\_\_\_\_\_  
Listing Company Name

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

Be sure to email a 50 word company description to: [erica@pierreproductions.com](mailto:erica@pierreproductions.com).

**Please check categories:**

(Two categories are included in your listing fee. Additional categories \$25 each.)

- |   |  |
|---|--|
| <input type="checkbox"/> Architects, Engineers & Construction Consultants | <input type="checkbox"/> Outdoor Warning Systems                 |
| <input type="checkbox"/> Associations, Organizations & Programs           | <input type="checkbox"/> Psychological Services                  |
| <input type="checkbox"/> Attorney Referral Services                       | <input type="checkbox"/> Radar/Speed Tracking Equipment          |
| <input type="checkbox"/> Booking Equipment/Booking Area Tools             | <input type="checkbox"/> Recorders/Transcribers                  |
| <input type="checkbox"/> Communication Equipment                          | <input type="checkbox"/> Surveillance Equipment                  |
| <input type="checkbox"/> Computer Equipment & Software                    | <input type="checkbox"/> Training Products & Programs            |
| <input type="checkbox"/> Consulting Services                              | <input type="checkbox"/> Uniforms, Awards & Promotional Products |
| <input type="checkbox"/> Crime Scene & Testing Equipment                  | <input type="checkbox"/> Vehicles, Warning Lights & Accessories  |
| <input type="checkbox"/> Identification Equipment                         | <input type="checkbox"/> Weapons, Restraints & Accessories       |
| <input type="checkbox"/> Medical Products                                 |  |
| <input type="checkbox"/> Mobile Data Systems                              |  |
- \* List subject to change

*Signing below constitutes agreement to the details listed above and to the MN Chiefs Advertisement Terms and Conditions on page 19.*

\_\_\_\_\_  
ADVERTISER'S SIGNATURE

\_\_\_\_\_  
DATE

Contact:

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • [erica@pierreproductions.com](mailto:erica@pierreproductions.com)  
 Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com)

# Communication Notes • E-Newsletter

**FAX form to: 763-497-8810**

THE most read Minnesota Chiefs of Police Association communication is our weekly e-newsletter, Communication Notes (C-Notes). Distributed to approximately 680 individuals weekly via email, C-Notes, is a widely-used communication tool for our members.

Advertiser Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Circle frequency/rate below\*:**

Weekly \$100 per run

Monthly \$300 per month

Yearly \$3,000 per year

**Check Type of ad:**

Image ad

Text Ad

**Frequency Selection:**

By Week – List weeks you wish for ad to run

(Typically C-Note is sent on Fridays...please list the Fridays you wish your ad to run.)

By Month – List the months/year you wish your ad to run

By Year – List the first date you would like your ad to run  
(your commitment will run a year from that date)

**Art Deadline:** Art is due the Tuesday of the week your ad is to run.

Unless we hear otherwise by the above deadlines, MN Chiefs will use the most recent art submitted for previous ads.

**Mechanical Requirements:**

**Image ad:**

· All ads must be submitted electronically, on disc or via email to: [erica@pierreproductions.com](mailto:erica@pierreproductions.com)

· Art must be 1.625"w x 2.25"h (156 pixels w x 216 pixels h / 117 pts w x 162 pts h)

· Art must be provided in either a .jpg or .gif format for use in a web setting.

**Text ad:**

· 50 words maximum

**Please indicate the URL you would like us to hotlink your ad to:**

\_\_\_\_\_  
Signing below constitutes agreement to the details listed above and to the MN Chiefs Advertisement Terms and Conditions listed on page 19.

\_\_\_\_\_  
ADVERTISER'S SIGNATURE

\_\_\_\_\_  
DATE

Contact:

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • [erica@pierreproductions.com](mailto:erica@pierreproductions.com)  
Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com)

# Sponsorships

## ETI Speakers

\$750 exclusive / \$500 shared

Stand alongside the Minnesota Chiefs of Police to bring the best education possible to Minnesota's law enforcement leaders. Sponsors receive: Logo recognition in event pre-promotions. Recognition both from the podium and via signage at the event.

## ETI Refreshment Breaks

Have a presence where attendees mingle! Networking is key at the ETI and refreshment breaks are one of the top places attendees mingle. Sponsors receive: Logo recognition in event pre-promotions, near refreshments and recognition from the podium.

Early Morning	\$650 (Includes coffee, fruit and baked goods)
Mid-Morning*	\$335 (Coffee only)
Afternoon	\$550 (Pop and cookies)

\* May add to the menu of this break for an added fee. (Pop - \$175 / cookies - \$250). Call to discuss other options.



## ETI Social Functions

### Annual Awards Banquet

\$2,500 exclusive / \$1,500 shared

Honor the industries finest and bravest men and women at this MCPA Annual Banquet. Sponsors receive: Logo recognition in event pre-promotions. Recognition both from the podium and via signage at the event. Two tickets to the banquet.

### ETI President's Reception

\$1,250 exclusive / \$750 shared

Join the MCPA president in the Law Enforcement Expo as he welcomes ETI attendees to this year's event. Sponsors receive: Logo recognition in event pre-promotions. Recognition both over the PA and via signage at the event. Access to the function.

### ETI Comedy Night

\$500

One of the ETI's best attended events...join the MCPA in presenting a night of entertainment and laughter! Sponsors receive: Logo recognition in event pre-promotions. Recognition both from the stage and via signage at the event. Ability to set out brochures or specialty items for attendees to enjoy. Two tickets to the event.

*(ETI Social Functions continued on next page)*

Certain restrictions, limitations and deadlines apply to event sponsorship opportunities.  
Minnesota Chiefs of Police Executive Training Institute (ETI)  
April 23-26, 2011 • Expo: April 23 & 24 • St. Cloud Civic Center, St. Cloud, MN

# Sponsorships

## ETI Social Functions (cont.)

### ETI Hospitality Suite

\$500 per night

The night ends here for many ETI attendees. A casual, much appreciated place for the ETI attendee to relax and network. Sponsors receive: Logo recognition in event pre-promotions. Recognition via signage at the event. Ability to set out brochures or specialty items for attendees to enjoy. Two full ETI passes to the suite.

### ETI Lunches

\$750 exclusive / \$450 shared (per lunch)

Another hot spot for attendee networking! Sponsors receive: Logo recognition in event pre-promotions. Recognition both from the podium and via signage at the event. Ability to set out brochures or specialty items for attendees to enjoy. Two tickets to the meal.



## Additional ETI options are varied and include:

### ETI Tablet or Padfolio

\$350 +

Place your logo on this year's ETI Tablet or Padfolio and be seen by all attendees.

Please call for details

\* There will be a limit to the number of sponsor spots available.

### Expo Grand Prize

\$250

Law Enforcement Expo attendees are able to enter a Grand Prize drawing for \$250. Sponsors receive: Logo on Grand Prize entry card and the ability to have a representative be the one to announce this year's winner!

*Please call for pricing on these additional options:*

- ETI Tote
- Banquet Entertainment
- Institute Giveaway
- Flash Drive
- Pen

## Other Options Throughout the Year:

### Fall Conference Sponsorship

\$5,000 exclusive/\$1,500 shared

Have exclusive visibility at this intimate conference. The Fall Conference sponsor receives one registration to the conference and its social functions. They are also given 10 minutes to present to the group during the conference as well as an area for a table top display near registration. (estimated attendance 75-100)

### Board of Directors Meetings

\$500 per meeting

Join the leadership of the association at their monthly meetings. Offer a brief presentation and sit in on the majority of the meeting.

**To reserve a sponsorship please see page 18 or contact:**

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • [erica@pierreproductions.com](mailto:erica@pierreproductions.com)  
Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • [betsy@pierreproductions.com](mailto:betsy@pierreproductions.com)

# Sponsorship Reservation Form

(Please see pages 16 & 17 for more details.) • FAX form to: 763-497-8810

Sponsor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- Please place an "X" on the line next to the sponsorship you wish to reserve. Also, where requested, please circle your preference.
- Sponsorship opportunities are limited. If they wish, last year's sponsors have until September 5, to reserve their sponsorship again for this year.
- To receive maximum visibility, sponsor logo art and payment should be submitted on or before December 5.
- Should logo art not be submitted, the sponsor understands that their company name will appear as acknowledgement where the logo would have appeared.

## ETI Speaker Sponsorships

\_\_\_ Circle Choice: \$750 exclusive / \$500 shared \_\_\_\_\_ (speaker)

## ETI Refreshment breaks

\_\_\_ Early Morning \$650 preferred day \_\_\_\_\_  
\_\_\_ Mid-Morning \$335 preferred day \_\_\_\_\_  
\_\_\_ Afternoon \$550 preferred day \_\_\_\_\_

## ETI Social Functions

\_\_\_ **Annual Awards Banquet** – \$2,500 exclusive / \$1,500 shared  
Circle Choice: Shared Exclusive

\_\_\_ **ETI President's Reception** – \$1,250 exclusive / \$750 shared  
Circle Choice: Shared Exclusive

\_\_\_ **ETI Comedy Night** – \$500

\_\_\_ **ETI Hospitality Suite** – \$500 per night  
Circle Choice: Monday Tuesday Wednesday

\_\_\_ **ETI Lunches** – (per lunch) \$750 exclusive / \$450 shared  
Circle Choice: Tuesday Wednesday  
Circle Choice: Shared Exclusive

## Additional ETI Options

\_\_\_ ETI Tablet or Padfolio - \$350+

\_\_\_ Exhibit Grand Prize - \$250

## Other Options Throughout the Year

\_\_\_ Fall Conference Sponsorship – \$5,000 exclusive/\$1,500 shared

\_\_\_ Board of Directors Meeting – \$500 \_\_\_\_\_ (month)

LOGO art specs: Single .tif or .eps image / PC compatible format / minimum of 300 dpi.

Certain restrictions and limitations apply to all event sponsorships.

*Signing below indicates agreement to the information contained herein.*

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
DATE

### Return this order form to:

Erica Nelson • Phone: 952-903-0505; ext. 3 • Fax: 763-497-8810 • erica@pierreproductions.com  
Betsy Pierre • Phone: 952-903-0505; ext. 1 • Fax: 763-295-2550 • betsy@pierreproductions.com



P.O. Box 6215  
St. Cloud, MN 56302-6215

(320) 253-4050  
Fax (320) 253-3324

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December 2011

Dear Exhibitor:

We are pleased to welcome you as an exhibitor for the 2012 Minnesota Chiefs of Police Executive Training Institute (ETI) on April 23-26, 2012 at the St. Cloud River's Edge Convention Center. A & N Convention Services, Inc. of St. Cloud will be the Trade Show Contractor. We will assist you in every way feasible to insure a successful show.

Each 8' x 10' booth will consist of:

- 8' High Back Drapes
- 3' High Side Drapes
- 1 - Skirted Table (either 4', 6' or 8')
- 1 - Booth Identification Sign
- 2 - Folding Chairs
- 1 - Wastebasket and Liner

The show colors will be White, Red and Silver.

Enclosed are order forms that may be useful to you. If you require any additional furnishings, please fill out and return these forms as soon as possible. PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER FORMS TO QUALIFY FOR ADVANCE RATES. The orders must be received 5 days prior to the show dates. All orders received without payment or at the Service Desk will be charged at the Floor Price. All rentals are subject to 7.375% state and local sales tax.

Your freight will be accepted at: A & N CONVENTION SERVICES, INC.  
3028 37<sup>th</sup> Ave SE  
St. Cloud, MN 56304

Be sure to indicate on shipment: MN Chiefs of Police ETI, Exhibitor Name and Booth Number.

Freight shipments are to be sent prepaid and **must be received by April 16, 2012**. Freight received after April 16<sup>th</sup> will be delivered to the show site, but with an additional service charge. C.O.D. SHIPMENTS WILL NOT BE ACCEPTED.

If you have any additional questions or concerns, please contact us at (320) 253-4050.

Sincerely,

*Lynda Peschl*

Customer Service

Enc.



P.O. Box 6215  
 St. Cloud, MN 56302-6215  
 (320) 253-4050  
 Fax (320) 253-3324

**RENTAL ORDER**

SHOW NAME: #2664  
 MN Chiefs of Police ETI

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Taxable \_\_\_\_\_ Tax Exempt \_\_\_\_\_ If tax exempt, please enclose copy of tax exempt certificate  
 Ordered By \_\_\_\_\_ P.O. # \_\_\_\_\_  
(print name) (signature)

Qty	Description	Advance Price	Floor Price	Total
<b>Display Tables - Draped</b>				
_____	4' 24"W x 30"H	43.00	51.00	_____
_____	6' 24"W x 30"H	49.50	59.00	_____
_____	8' 24"W x 30"H	57.50	68.50	_____
_____	Blue <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/>			
_____	Teal <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/>			
_____	4' 24"W x 42"H	53.00	64.00	_____
_____	6' 24"W x 42"H	55.00	67.00	_____
_____	8' 24"W x 42"H	68.00	79.50	_____
_____	Blue <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/>			
_____	Teal <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/>			
<b>Display Tables - Undraped</b>				
_____	4' 24"W x 30"H	22.00	28.50	_____
_____	6' 24"W x 30"H	25.00	31.50	_____
_____	8' 24"W x 30"H	27.00	33.50	_____
_____	4' 24"W x 42"H	26.00	31.50	_____
_____	6' 24"W x 42"H	28.00	36.50	_____
_____	8' 24"W x 42"H	31.00	38.50	_____
<b>Draped Table Risers</b>				
_____	4' 12"W x 12"H	18.50	23.00	_____
_____	6' 12"W x 12"H	23.00	29.50	_____
_____	8' 12"W x 12"H	28.50	35.50	_____
<b>Furnishings</b>				
_____	Padded Side Chair	12.00	16.00	_____
_____	Padded High Stool	20.00	24.00	_____
_____	Waste Basket	7.00	8.00	_____
_____	Easel	9.00	10.50	_____
_____	24" Round Tables (w/o cover)			
_____	30"High	20.00	25.00	_____
_____	42"High	22.00	27.00	_____
_____	4' x 8' Display Boards	55.00	66.00	_____
<b>Carpeting</b> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/>				
_____	8' x 10'	65.00	78.00	_____
_____	8' x 20'	100.00	110.00	_____
<b>Miscellaneous</b>				
_____	_____			_____
_____	_____			_____
	<b>Subtotal</b>			_____
	<b>Sales Tax ( 7.375%)</b>			_____
	<b>Total</b>			_____

**Carpet Cleaning**

Vacuuming -  
 Once prior to show \_\_\_\_\_ ...22 cents per sq. ft.  
 Vacuuming - Daily \_\_\_\_\_ ...20 cents per sq. ft.

**Installation and Dismantle Labor**

Labor charge in quarter hour increments with a one hour minimum. Exhibitor is responsible to arrange with A&N for labor at show site and must supervise labor during installation and dismantle.

**Rates**

Straight time - \$45.00 per hour  
 Overtime - \$67.50 per hour  
 Overtime before 8:00 a.m. or after 4:30 p.m.  
 Weekdays, and all day Saturday, Sunday and Holidays.

**Installation**

We will require \_\_\_\_\_ person(s) for approximately \_\_\_\_\_ hours  
 Date \_\_\_\_\_ Time \_\_\_\_\_

**Dismantle**

We will require \_\_\_\_\_ person(s) for approximately \_\_\_\_\_ hours  
 Date \_\_\_\_\_ Time \_\_\_\_\_

Failure to call for labor at requested time will result in a one hour charge per person(s)

**Additional Services Available**

Floral - Photos - Custom Signs  
 Buttons - Registration Services  
 Information and prices are available upon request.

**Credit Card Payment**

Card # \_\_\_\_\_  
 V / MC / AE / D Exp: \_\_\_\_\_ Sec Code \_\_\_\_\_ Zip \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Receipt Requested:  Yes  No  
 \_\_\_ Fax to: \_\_\_\_\_  
 \_\_\_ Mail to address above

**PAYMENT POLICY:** Advance payment must accompany your order 5 days prior to show date to qualify for Advance Price. All orders received without payment or on show site will be charged Floor Price. All rentals subject to 6.875% MN sales tax & any applicable local taxes.

Service charge will be added on all accounts over 30 days.



P.O. Box 6215  
St. Cloud, MN 56302-6215

Phone (320) 253-4050  
Fax (320) 253-3324

## FREIGHT RATE SCHEDULE

<b>DRAYAGE RATES</b> The following services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight.	<b>PER CWT. (100 lbs.)            MINIMUM 200 LBS. PER SHIPMENT</b>	
	<b>PER CWT.</b>	<b>MINIMUM CHARGE</b>
<b>ADVANCE SHIPMENTS</b> Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.	<b>\$ 27.50</b>	<b>\$ 55.00</b>
<b>DIRECT SHIPMENTS</b> Shipments of common freight and crated exhibits will be received at Exhibit Hall, during installation period only, from outside carriers or owner's vehicle, unloaded and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.	<b>\$ 24.50</b>	<b>\$ 49.00</b>
<b>OVERTIME ON ABOVE RATES</b> All hours on weekdays prior to 8:00 AM and after 4:30 PM, all Saturdays, Sundays, and holidays - add to above rates an additional \$ 4.50 CWT to cover the cost of overtime.	<b>\$ 6.50</b>	<b>\$ 13.00</b>
<b>UNCRATED OR PADDED VAN SHIPMENTS</b> Above rates apply to handling of crated shipments and common freight. For uncrated, padded van or specialized equipment - add \$ 5.00 CWT to above rates to cover additional handling time.	<b>\$ 6.50</b>	<b>\$ 13.00</b>
<b>ADDITIONAL SERVICES</b> All per cwt. rates quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pickup and delivery, special trips or special handling due to excessive weight or size. For such services, the following rates will apply.	<b>PER HOUR            1 HOUR MINIMUM</b>	
	<b>STANDARD</b>	<b>OVERTIME</b>
<b>MATERIAL HANDLER</b>	<b>\$ 50.00</b>	<b>\$ 55.00</b>
<b>FORKLIFT WITH OPERATOR (3,000 lb. Capacity)</b>	<b>Prevailing Rates</b>	
<b>LOCAL PICKUP</b>	<b>Prevailing Rates</b>	

For shipping instructions, refer to next page.



P.O. Box 6215  
St. Cloud, MN 56302-6215

Phone (320) 253-4050  
Fax (320) 253-3324

## **DRAYAGE INFORMATION BULLETIN AND SHIPPING INSTRUCTIONS**

### **GENERAL INFORMATION**

A & N Convention Services, Inc. has been designated as the official drayage contractor for your upcoming convention. The drayage contractor is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling of exhibit material in and out of the show, it is suggested that even local exhibitors clear all movement of exhibit material through A & N Convention Services, Inc. We are prepared to handle all your needs on a coordinated schedule. It is requested that exhibitors cooperate in avoiding congestion and follow the recommendation that all shipments be handled through the drayage contractor.

### **SHIPPING INSTRUCTIONS**

All shipments by whatever means of transportation, **MUST BE PREPAID**. Collect shipments will not be accepted. Shipments should arrive no later than one week prior to the show installation. Consign all shipments as follows:

**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** MN Chiefs of Police ECI #2664  
**C/O:** **A & N Convention Services, Inc.**  
3028 – 37<sup>th</sup> Avenue SE  
St. Cloud, MN 56304

*(The exhibition hall has no facility for receiving or storing shipments prior to the show installation or the care of empty containers during the show period.)*

### **UNCRATED AND SHIPMENTS REQUIRING SPECIAL HANDLING**

All shipments must be prepaid. Shipments consigned directly to the convention site must not arrive prior to the first day of exhibitor move in. Consign shipments as follows:

**TO:** (Name of Company Exhibiting and Booth #)  
**FOR:** MN Chief's of Police ECI #2664  
**C/O:** **A&N Convention Services, Inc./St. Cloud River's Edge Convention Center**  
10 — 4th Avenue S  
St. Cloud, MN 56301

### **LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave the exhibitor's firm until they are returned from the show. After exhibits or materials are placed in the booth, A & N Convention Services, Inc. will not be responsible for condition, count or content. A & N Convention Services, Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material nor for any concealed damage. All exhibits or exhibit materials handled by A & N Convention Services are insured at a value not to exceed thirty cents (.30) per pound and not to exceed a maximum of one hundred fifty dollars (\$150.00) per claim. A & N Convention Services, Inc. cannot be responsible for goods or materials stored with empty containers.

### **OUTBOUND SHIPPING**

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Service Desk. We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipments when removed from the exhibit hall. Where carriers fail to pickup or refuse to accept shipments, A & N Convention Services, Inc. reserves the right to re-route such shipments. Where no disposition is provided, materials will be returned to A & N Convention Services, Inc. pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



Ph: 320-253-4050  
Fx: 320-253-3324

### Freight Billing Instructions

Show: # 2664 Show Name MN Chief's of Police (ETI)

All payment arrangements for freight handling must be made prior to the show. Please complete this form and fax to A & N with payment instructions. A confirmation of the final freight charges will be charged and sent to all exhibitors after the close of the show. If you have any questions, please call A & N Convention Services at (320) 253-4050.

Booth # \_\_\_\_\_  
Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Credit Card Payment:

Visa / MC / AmEx / Disc \_\_\_\_\_ Exp \_\_\_\_\_ Sec Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Send Confirmation (Fax / Mail) to: \_\_\_\_\_

Description of freight to be shipped (i.e. number of cartons, approximate weight, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

**Fax completed form to A & N Convention Services at (320) 253-3324.**



P.O. Box 6215  
St. Cloud, MN 56302-6215

(320) 253-4050  
Fax (320) 253-3324

## AV RENTAL FORM

EQUIPMENT	PRICE	QTY	PRICE
20" LCD Monitor	\$ 75.00	_____	_____
32" LCD Widescreen Monitor	\$ 150.00	_____	_____
TV ( 27" )	\$ 65.00	_____	_____
VCR or DVD player	\$ 50.00	_____	_____
TV/VCR Cart Combination	\$ 85.00	_____	_____
Computer/Video Projector	\$ 275.00	_____	_____
Laser Pointer	\$ 25.00	_____	_____
Tri-Pod Screen	\$ 17.50	_____	_____
Flip Chart Easels (each)	\$ 12.50	_____	_____
Flip Chart Pads (each)	\$ 10.00	_____	_____
Delivery Charge			_____
Sub Total			_____
7.375 % Tax			_____
Total			_____

**\*\*\* All floor orders are subject to a \$40 delivery charge.**

**PAYMENT POLICY:** Advance payment must accompany your order and be received 5 days prior to show dates to qualify for any advance prices. All orders received without payment or at the Service Desk will be charged Floor Price. All rental orders are subject to 7.375% state & local sales tax . A service charge will be added on all accounts over 30 days.

EVENT OR SHOWNAME	MN Chiefs of Police ETI - #2664												BOOTH#	
COMPANY NAME												POBOX		
STREET ADDRESS						CITY					STATE	ZIP		
ORDERED BY (Signature)					NAME (Please Print)					PHONE			FAX	
CREDIT CARD	ACCOUNT#												Sec. Code	Card Zip
MC VS AXDC	Print Legibly													
EXPIRATIONDATE	CARDHOLDER'S											CARDHOLDER'S NAME		



P.O. Box 6215  
St. Cloud, MN 56302-6215

(320) 253-4050  
Fax (320) 253-3324

## FLORAL RENTAL FORM

DESCRIPTION	PRICE	QTY	COLOR	TOTAL
<u>Flowering Plants (w/speed cover and bow):</u>				
Mums	\$ 42.50	_____	_____	_____
Azaleas	\$ 56.00	_____	_____	_____
Kalanchoes	\$ 42.50	_____	_____	_____
Cyclamen	\$ 42.50	_____	_____	_____
<u>Green Plants:</u>				
Ivy	\$ 42.50	_____	_____	_____
Fern	\$ 60.00	_____	_____	_____
<u>Podium Arrangements:</u>				
Type: _____	\$ 60.00-125.00	_____	_____	_____
<u>Large Floor Plants:</u>				
2 FT	\$ 55.00	_____	_____	_____
3 FT	\$ 75.00-85.00	_____	_____	_____
4 FT	\$ 90.00-100.00	_____	_____	_____
5 FT	\$ 110.00	_____	_____	_____
(Prices depend on variety of plant, call for taller plant prices)				
<u>Balloons:</u>				
Mylar (each)	\$ 6.75	_____	_____	_____
Delivery Charge				_____
Sub Total				_____
7.375 % Tax				_____
Total				_____

**\*\*\* All floor orders are subject to a \$40 delivery charge**

**PAYMENT POLICY:** Advance payment must accompany your order and be received 5 days prior to show dates to qualify for any advance prices. All orders received without payment or at the Service Desk will be charged Floor Price. All rental orders are subject to 7.375% state & local sales tax . A service charge will be added on all accounts over 30 days.

EVENTOR SHOWNAME		MN Chiefs of Police ETI - 2664										BOOTH#	
COMPANY NAME												POBOX#	
STREET ADDRESS				CITY				STATE		ZIP			
ORDERED BY (Signature)		NAME (Please Print)				PHONE		FAX					
CREDIT CARD MC VS AX DC		ACCOUNT# Print Legibly								ORDER DATE		JOB #	
EXPIRATION DATE		CARDHOLDER'S SIGNATURE				CARDHOLDER'S NAME Please Print							



# ADVANCE ELECTRICAL SERVICE ORDER FORM

Name of Show: \_\_\_\_\_ Booth#: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Ordered by: (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REMIT 10 DAYS PRIOR TO SHOW. PAYMENT MUST ACCOMPANY ORDER**

**ELECTRICAL SERVICES**

_____ 500 Watt Outlet	\$30 each	\$
_____ 501 to 1000 Watt Outlet	\$35 each	\$
_____ 1001 to 1500 Watt Outlet	\$40 each	\$
_____ 1501 to 2000 Watt Outlet	\$45 each	\$
_____ 20 AMP 110 V	\$70 each	\$
_____ 30 AMP 110 V*	\$80 each	\$
_____ 40 AMP 110 V*	\$90 each	\$
_____ 20 AMP 208 V*	\$70 each	\$
_____ 30 AMP 208 V*	\$80 each	\$
_____ 40 AMP 208 V*	\$90 each	\$
_____ 50 AMP 208 V*	\$100 each	\$
_____ Add 25% for 3-Phase		\$
_____ Misc.		\$

SPECIAL HOOKUPS OR WIRING AT GOING RATE.  
\* ELECTRICIAN REQUIRED AT GOING RATE

Subtotal \$ \_\_\_\_\_

Surcharge \$ \_\_\_\_\_

NOTE: All wiring must be in accordance with local & state electrical codes. All wiring shall be executed by an in-house and/ or house appointed electricians.

NOTE: A **20%** surcharge will be applied to all orders not received 10 days prior to show and to orders without full payment.

Total \$ \_\_\_\_\_

**FORM OF PAYMENT:**

**RECC OFFICE USE ONLY**

	Amount	Check #/ CC	Date
Cash			
Check			
CC			

For Mastercard, Visa or Discover charges, call the St. Cloud River's Edge Convention Center.

Revised: 6/28/11



# TELEPHONE SERVICE ORDER FORM

Name of Show: \_\_\_\_\_ Booth#: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Ordered by: (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax#: \_\_\_\_\_

**REMIT 10 DAYS PRIOR TO SHOW. PAYMENT MUST ACCOMPANY ORDER.**

## PHONE LINES

_____	Local Line	\$150/line	\$
_____	Long Distance Line	\$175/line	\$

Note: Long distance calls are billed at \$.15 /minute.  
The St. Cloud River's Edge Convention Center will invoice you for long distance calls.

Cost does not include telephone

Less Discount\* \$ \_\_\_\_\_  
\*A \$25/phone discount will be given for all orders that are received and paid in full ten days prior to the event.

## HIGH-SPEED INTERNET

_____	Wireless Internet	\$125/connection	*Quantities are limited	\$
_____	Hard-Wired Internet	\$200/connection		\$

## FORM OF PAYMENT:

## RECC OFFICE USE ONLY

	Amount	Check #/ CC	Date
Cash			
Check			
CC			

Subtotal \$ \_\_\_\_\_

Sales Tax 7.375% \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

For Mastercard, Visa or Discover charges, call the St. Cloud River's Edge Convention Center.

Revised: 6/28/11