

**CELEBRATING**

**110**

**YEARS OF SERVING**

**MINNESOTA**

**2019 MTA  
ANNUAL CONVENTION**

**MARCH 18-20, 2019  
HYATT REGENCY  
MINNEAPOLIS, MN**

**EXHIBITOR & SPONSOR PROSPECTUS**



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# Schedule-at-a-Glance

**Exhibitor Set-up**  
Monday, March 18, Noon – 5:00 p.m.  
Tuesday, March 19, 8:00 a.m. – 12:30 p.m.

**Exhibit Hall Open**  
Tuesday, March 19, 1:00 – 6:00 p.m.  
Wednesday, March 20, 8:30 – 10:30 a.m.

**Exhibit Hall Tear Down**  
Wednesday, March 20, 10:30 a.m. – Noon

# Welcome

Join us in Minneapolis, March 18-20, 2019 for our 110th Annual Convention. You'll want to be present when telecommunications providers from all across the Upper Midwest and Canada gather for what is recognized by many as the biggest and best state telecom trade show in the nation.

This is your opportunity to network with industry leaders and decision makers, and show them how your business can help them succeed. The MTA Convention provides opportunities for you to showcase your products, highlight your services and develop profitable relationships with new and existing clients. We are incorporating a "Celebrating 110 Years of Serving Minnesota" theme for this year's convention. We encourage all exhibitors to carry this theme in their booths. An award will be given to the best-themed booth.

We are again offering online registration for the MTA Convention and Trade Show to make your registration process secure, quick and easy via the MTA website. Besides guiding you through the registration process, this prospectus provides exhibit information details, lodging information, and sponsorship opportunities. As in the past, the MTA Convention and Trade Show is one of the best opportunities around to enhance your marketing and broaden your company's exposure — and it's very cost effective.

Thanks for being a very important part of our great Convention.

Mary Ehmke                      Brent J. Christensen  
MTA Board Chair              MTA President/CEO

# Convention Highlights

## **MTA Opening Reception**

**Monday, March 18, 5:30 – 7:00 p.m.**

All exhibitors are invited to attend this annual reception. This event offers a wonderful opportunity to network with MTA members and convention guests.

## **Issues Update Luncheon**

**Tuesday, March 19, 12:30 – 1:30 p.m.**

This luncheon will provide an opportunity to get together to discuss issues and challenges and receive a legislative update. \$45 per person to attend (includes lunch).

## **Associate Members Reception**

**Tuesday, March 19, 4:30 - 6:00 p.m.**

Join the Associate Members in the MTA Exhibit Halls for the “Celebrating 110 Years of Serving Minnesota”. This reception provides an opportunity to connect with attendees in a relaxed and fun environment.

## **MTA Booth Design Contest**

An award will be given to the booth that best encompasses this year’s “Celebrating 110 Years of Serving Minnesota” theme. The MTA Board of Directors will cast their votes for the booth that best embraces this theme.

## **Associate Member Convention Exhibitors Meeting**

**Wednesday, March 20, 8:00 – 8:30 a.m.**

The MTA Associate Member Convention Committee will take comments from fellow exhibitors regarding the Convention. Let us know how we did and what we can do to continue to improve our annual show. This is the meeting where ideas are gathered for next year, so please plan to attend.



# Exhibitor Information

## Booth Fees

Exhibits fees are based on MTA membership status.

## Early Bird\* Rates

MTA Member Booth Rental: \$1,000

Non-member Booth Rental: \$1,490

## Standard Rates

MTA Member Booth Rental: \$1,150

Non-member Booth Rental: \$1,640

\*Early Bird Discount is available for exhibitors whose contracts are received by the Early Bird Deadline of January 25, 2019.

## Exhibit Space Specifications

Booths are 8' deep x 10' wide in dimension. The back of each booth extends 8' from the floor with 3' high dividers between booths. The booth is constructed with aluminum rails on which blue draperies are hung.

## Included with Your Booth Space

- 1 standard ID sign that includes your company name and booth number
- Carpet (the hotel's carpet is multi-color)
- Two plastic contour chairs
- Wastebasket
- 24-hour exhibit area security
- 2 Exhibitor registrations per 8 x 10' booth
- Company listing in Convention materials
- Pre- and post-Convention list of registered attendees
- Sponsorship of Tuesday's Associate Members Reception
- Access to the entire Convention (\$45 per person fee required for Issues Luncheon)

## NOT Included

- Table
- Amenities (including electricity) are not included in the exhibit fee but can be ordered through the Exhibitor Services Kit
- Receiving or handling of exhibit material

## Assignment of Space

The date your application is received, sponsorship, and your preferences will be taken into consideration during the assignment process. MTA will accommodate your requests as much as possible, but cannot guarantee that you will be assigned to any of the space requested or near a competitor. Exhibit space is available on a first-come, first-served basis. A confirmation email with your booth number will be sent once an assignment has been made.

## Balance Due Deadline

All invoices for booth spaces, sponsorships, and membership must be paid in full by Friday, January 25, 2019. Failure to meet this deadline may result in a termination of exhibit/sponsorship application or a reassignment of the space at the discretion of MTA. No company will be allowed to set up at the Convention with an unpaid balance.

## Booth Personnel Registration

Registration for booth personnel will open in February. MTA does not register your booth personnel. Each booth purchased includes two exhibitor registrations. Additional registrations may be purchased.

## MTA Member Registration Rates\*

\$200 pre-registration, \$250 onsite

## Non-Member Registration Rates

\$340 pre-registration, \$390 onsite

\*Pre-Registration Discount is available for exhibitors whose booth personnel registration is received by March 1, 2019.

## Booth Registration

Exhibit and sponsorship registration must be completed online. Exhibitor registration must be received by February 22, 2019 for inclusion in Convention materials.

# Convention Schedule

## MONDAY, MARCH 18

Noon – 6:30 p.m.

### Noon – 5:00 p.m.

1:00 p.m. – 2:45 p.m.

3:00 p.m. – 4:50 p.m.

5:30 p.m. – 7:00 p.m.

Registration Desk Open

### Exhibit Set-up

User Group Meetings

Breakout Sessions

MTA Opening Reception at the Hyatt (Name badge required)

## TUESDAY, MARCH 19

7:30 a.m. – 5:00 p.m.

8:00 a.m. – 10:15 a.m.

### 8:00 a.m. – 12:30 p.m.

10:30 a.m. – 12:20 p.m.

12:30 p.m. – 1:30 p.m.

1:00 p.m. – 6:00 p.m.

2:00 p.m. – 5:30 p.m.

Registration Desk Open

General Session & Annual Meeting

### Exhibit Set-up

Breakout Sessions

Issues Update Luncheon

### Exhibits Open

### Vendor Demos in the Exhibit Hall

Associate Members Reception (located in the Exhibit Hall & Nicollet Ballroom)

## WEDNESDAY, MARCH 20

7:30 a.m. – 1:00 p.m.

### 8:00 a.m. – 8:30 a.m.

### 8:30 a.m. – 10:30 a.m.

9:30 a.m. – 11:00 a.m.

### 10:30 a.m. – Noon

11:00 a.m. – Noon

Registration Desk Open

Associate Member/ Convention Exhibitors Meeting (all exhibitors are invited to attend)

### Exhibits and Breakfast

Safety Peer Group and MICE

### Exhibit Tear-Down

Keynote

## Convention Services

GES Exposition Services is the company that provides the Convention services (e.g. table, booth furnishings, labor, rental displays) for our 2019 Convention. GES will send your main company contact person an Exhibitor Services Kit via email about six weeks before the Convention.

## Shipping Information

The GES Exhibitor Services Kit will provide full shipping information including labels. GES will receive, store, and deliver your packages directly

to your booth. **You cannot ship directly to the hotel.** All shipments MUST go through GES. The hotel will not accept advance shipments. Freight can arrive between February 12, 2019, to March 13, 2019. Any freight received before or after these dates are subject to a surcharge. GES will be on site Wednesday, March 20, to assist with return shipments if necessary.

## Important Exhibitor Policies and Information

- MTA does not allow the hosting and/or sponsoring of any meetings/receptions/etc., at any time during Convention activities, meetings or events.
- Exhibiting companies who wish to provide food/ beverage for attendees must order directly through the hotel.
- Lead retrieval systems will not be used at the convention.
- Placement of exhibition equipment/materials must not block the visibility of neighboring exhibitors or extend beyond the booth.
- MTA reserves the right to relocate any exhibitor in a space if MTA determines it is in the best interest of the Convention.
- Large equipment vehicles must have less than 1/4 tank of gas while on the exhibit floor. Once the equipment is in position, the battery must be disconnected and the gas cap locked or taped shut. A sheet of heavy plastic must be placed beneath the equipment to protect the floors. The drive-in entrance dimensions are 10 ft. high by 12 ft. wide.

## Not a Member?

Join today to get these and other great benefits:

- Listing in MTA Member directory
- Exposure with more than 85 independent telephone companies, 260 vendors, and 40 telcos from neighboring states
- Participate alongside Active Members at all MTA meetings and events at member rates
- Discounted rates at one of the largest telco trade shows in the country

# Sponsorship Opportunities

## Maximize Your Presence

Maximize your company's presence and extend your company message beyond the show floor by taking advantage of the sponsorship opportunities at the Convention. Take part in one of the many sponsorship opportunities at this year's Convention and your company's brand message will reach more than 1,000 industry professionals from across the Upper Midwest and Canada. As a benefit to MTA members, participation in onsite sponsorship opportunities is available exclusively to exhibiting companies.

## User Group Meetings

Platinum and Gold sponsors have an opportunity to host a "user group meeting" on Monday, March 18 from 1:00 to 2:45 p.m. Space will be provided for up to 5 separate user group meetings. Space is limited — Platinum Sponsors will receive first priority for user group meeting space. Your company is responsible for providing audio visual equipment.

## Vendor Demos on the Exhibit Floor

Sponsors (\$1,500 and up) have a special opportunity to host a "Vendor Demo" on the exhibit floor on Tuesday, March 20 from 2:00 to 5:30 pm.

- Vendor Demos will be assigned on a first-come, first-served basis with sponsors at higher levels being assigned first priority.
- Demonstrations are scheduled in a 30-minute interval which includes set-up and teardown time.
- One stage will be set up in the middle of the exhibit hall and a screen, LCD projector, table, podium, and a wireless mic will be provided for your use.

## Questions about sponsorship opportunities?

Please contact Briana Baker, MTA Meeting Planner, at (651) 290-6289 or [brianab@mnta.org](mailto:brianab@mnta.org).

## Contact Us

### MTA Office

Briana Baker, MTA Meeting Planner  
Phone (651) 290-6289  
[brianab@mnta.org](mailto:brianab@mnta.org)

### Show Decorator/Convention Services

GES Exposition Services  
Danny Wraspir  
Phone (763) 488-5340  
[dwraspir@ges.com](mailto:dwraspir@ges.com)



# Sponsorship Levels

## Keynote Sponsor — \$5,000 *(One available)*

The Keynote is the heart of any conference and the most well-attended session. Through this opportunity, you'll reach hundreds of attendees!

Platinum Level benefits plus:

- Recognition on the program's onsite signage
- Recognition in the speaker's program description on the MTA website
- Opportunity for a representative of your company to introduce Keynote

## Platinum Sponsor — \$3,500

- Your company logo featured on the online registration page and displayed throughout convention events and promotions.
- First priority to host a User Group meeting and/or Vendor Demos
- Three additional complimentary registrations

## Gold Sponsor — \$3,000

- Your company name featured on the online registration page and displayed throughout convention events and promotions.
- First priority to host a Vendor Demo
- Two additional complimentary registrations

## Mobile App Sponsor — \$2,500 *(One available)*

Your company will be at the fingertips of over 900 attendees by sponsoring the annual convention app!

Silver Level benefits plus:

- Be the exclusive sponsor of the Convention's mobile app
- Company logo displayed throughout mobile app and on signage

## Lanyard Sponsor — \$2,500 *(One available)*

Attendees are required to wear their name badges to all functions, giving your company thousands of impressions during the conference. *Company is responsible for supplying the lanyards.*

Silver Level benefits plus:

- Company logo imprinted on each attendee lanyard

## Silver Sponsor — \$2,000

- Your company name featured on the online registration page and displayed throughout convention events and promotions.
- Opportunity to host a Vendor Demo
- Two additional complimentary registrations

## Breakout Session Sponsor — \$1,500

Attendees find it difficult to choose among the dozens of sessions built into each conference track, but it's easy to notice your support! Bronze Level benefits plus:

- Exclusive sponsor of one breakout session of your choice
- Opportunity to place materials on table inside room and introduce the speaker
- Logo recognition next to sponsored session in conference materials

## Schedule at a Glance Sponsor — \$1,500

*(One available)*

Bronze Level benefits plus:

- Exclusive sponsorship of the convention Schedule-at-a-Glance
- Company logo displayed on insert that will go in every attendees' name badge

## Bronze Sponsor — \$1,000

- Your company name featured on the online registration page and displayed throughout convention events and promotions.
- One additional complimentary registration

## Marketing Email Blast Sponsor — \$1,000

*(Four available)*

- Expose your company to all convention attendees and MTA members via an all-MTA database email sent out by our staff. Simply provide the HTML and subject line, and we'll do the rest!
- Content for this email is due no later than January 24, 2019.

## Continental Breakfast Sponsor — \$1,000

*(Two available)*

Be the first to welcome attendees in the morning!

- Exclusive sponsorship of one of the continental breakfasts at the Convention
- Company logo displayed on signage at the buffet tables

## Coffee Break Sponsor — \$750 *(Two available)*

Help attendees quench their thirst as an official coffee break sponsor!

- Exclusive sponsorship of one of the coffee breaks at the Convention
- Company logo displayed on signage at the break stations
- May provide personalized cups and/or napkins

## Opening Reception Sponsor — \$300

Help welcome attendees to the most talked-about convention in the telecom industry!

- Company name recognition on event's onsite signage
- May provide personalized cups and/or napkins

# Exhibit Agreement

## 1. BOOTH SPACE

The Minnesota Telecom Alliance (MTA) will approve all booth space. Booth space will be reserved only when full payment for booth space is received. No refunds or cancellations will be made after February 1, 2019. Exhibitor may not assign, sublet or apportion to others, the whole or any part of the space allotted, and may not advertise or display goods or services other than those produced or sold by exhibitor in the regular course of its business. However, exhibitor may use equipment or products of another exhibitor or vendor in its booth(s) for the purpose of better presentation of exhibitor's own products.

## 2. INSTALLATION/SET-UP OF EXHIBITS

Installation or set-up of exhibits at the Hyatt Regency Minneapolis is on Monday, March 18, 2018 from Noon to 5:00 p.m. and on Tuesday, March 19 from 8:00 a.m. to 12:30 p.m. Exhibitor must be fully operational by 12:30 p.m., Tuesday, March 19, 2019. Exhibitors must check in at the MTA Exhibitor registration desk (located in the Nicollet Ballroom foyer) prior to set-up on Monday, March 18 or Tuesday, March 19.

## 3. CONTRACTOR SERVICES

Exhibitor Service Kits will be available approximately six weeks before the convention. MTA has designated GES Exposition Services as the official show contractor. GES will provide all show services, material and equipment — other than materials and equipment owned by exhibitor — to be used in the exhibit space. All services not ordered in advance must be procured through the GES ServiCentre (located on the exhibit floor). Any unauthorized contractors or personnel will be removed from the area. GES will provide storage space for crates, boxes, etc., and will handle the storage and return of exhibitor materials. All material to be stored must be properly marked with exhibitor's information and booth number. Loose boards and

materials must be securely bundled. All combustible wrapping materials such as paper, excelsior, etc., must be completely enclosed within packing boxes. Materials not in accordance with these regulations will be considered refuse.

## 4. BOOTH CONSTRUCTION AND ARRANGEMENT

Booths are 8 ft. deep by 10 ft. wide and have an 8 ft. high background drape and 3 ft. high side drapes. The draping color is blue. Each booth will be carpeted (ceiling height in the exhibition hall is 10 ft). The garage entrance into the hall is 10 feet high by 12 feet wide. Placement of exhibition equipment must not block the visibility of neighboring exhibitors or extend beyond the booth. All exhibits must be presented in a quality, professional manner that will not detract from the Convention trade show. Only quality display equipment and materials should be used, with all surfaces and edges having a finished appearance. All displays and exhibits must conform to local building and fire codes and regulations. MTA may inspect booths to ensure displays meet acceptable specifications. At MTA's discretion and determination, any booths requiring changes must be corrected immediately at the exhibitor's expense. Exhibitor must maintain, clean and keep their exhibits and contracted space in good order.

## 5. EXHIBITOR CONDUCT AND APPEARANCE

All employees and agents of the exhibitors that are registered must check in on the exhibit floor. All exhibitors will be given a badge that identifies the booth sponsor. This badge must be worn at all times. No one without a badge will be allowed access to the exhibit area. An exhibitor representative must be in the booth from 1:00 p.m. to 6:00 p.m. on Tuesday, March 19 and 8:30 a.m. to 10:30 a.m. Wednesday, March 20. Representatives will have a professional appearance and will provide suitable assistance to convention guests to explain exhibitor's products and services.

All exhibitor activities must be confined to its contracted space. Exhibitors are not allowed to exhibit products in the parking ramps or streets, sleeping rooms or non-designated space within or around the Hyatt Regency Minneapolis Hotel. Audio visual, sound and attention-getting devices and effects will be permitted only in those locations and in such intensity that, in the opinion of the MTA, they do not interfere with the activities of the neighboring exhibitors. Exhibitor understands and agrees that it will not play, present, perform or cause to be played, presented or performed any live or recorded music at the trade show other than music which is original or manufacturer owned. Exhibitor shall indemnify and hold MTA harmless from and against lawsuits, claims, actions, or causes of actions, arising out of or in connection with, a breach of this provision. This obligation includes, but is not limited to, the cost of defense, payment of any judgments and payment of any expenses for attorney's fees and other costs which may be incurred by MTA, its officers, directors, members, agents or employees. Operational demonstration equipment must not create noise levels or distractions objectionable to neighboring exhibitors. While on the exhibit floor, exhibitor's representatives are to conduct themselves in a manner commensurate with acceptable public behavior. At MTA's discretion, any exhibitor who is deemed out of order will be required to leave the exhibit area. No smoking or vaping shall be allowed in the exhibit hall or ballroom areas used for exhibits.

## 6. REMOVAL OF EXHIBITS

All exhibits will close promptly at 10:30 a.m. on Wednesday, March 20. For safety reasons, as well as maintaining a professional and courteous atmosphere, no exhibitors will close or leave their booths prior to this time. Tear down times are from 10:30 a.m. to Noon, Wednesday, March 20. All exhibits must be removed from exhibit areas by Noon on Wednesday, March 20. Exhibitor will make arrangements for the removal of equipment, crates, and



materials from the exhibit area according to instructions in the GES manual. These arrangements can be made at the GES ServiCentre.

## **7. LIABILITY AND SECURITY**

Although MTA will provide 24-hour security service in the exhibit area, all exhibitors are solely responsible for the loss or damage of their goods, materials, displays and equipment. Upon request by MTA, exhibitor shall furnish evidence of general liability insurance. Exhibitor must surrender booth space it occupied in the same condition as it was at the time of occupation. Exhibitor hereby releases MTA and each and all of its officers, directors, members, agents and employees from any and all claims, demands, causes of action or liability of any kind for injury or damages to persons or property which may now or in the future have been known or unknown, arising directly or indirectly out of attendance at or participation in the MTA Convention or trade show exhibit. Exhibitor further agrees to indemnify MTA as well as its officers, directors, members, agents and employees and hold them harmless from and against any lawsuits, claims, actions or cause of action, arising out of, or in connection with, this waiver of liability or participation in this event. This obligation includes, but is not limited to, the cost of defense, payment of any judgments and payment of any expenses for attorney's fees and other costs which may be incurred by MTA, its officers, directors, members, agents, contractors or employees. Neither MTA, GES Exposition Services, nor the Hyatt Regency Minneapolis, their agents, contractors, or employees shall be liable for injuries to any person or for damage to property owned or controlled by exhibitor, unless caused by negligence of MTA, GES or the Hyatt Regency Minneapolis. In case any part of the exhibit hall is destroyed or damaged, preventing MTA or the Hyatt Regency Minneapolis from permitting an exhibitor to occupy assigned space during any part or the whole of the set up or exhibition

period, or in case occupancy of assigned space during any part or whole of the set up or exhibition period is prevented by strikes, acts of God, national emergency or other causes only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against MTA, its officers, directors, members, agents or employees for losses or damages that may arise in consequence of such liabilities to occupy assigned space. Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency Minneapolis, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hyatt Regency Minneapolis, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

## **8. VIOLATIONS**

Violation of any of these regulations on the part of the exhibitor or the employees or agents of the exhibitor shall, at the discretion of the MTA, annul the right to occupy exhibit space and such exhibitor shall forfeit to MTA all monies paid. Upon evidence of a violation of regulations, MTA may take possession of the space occupied by the exhibitor and may have all persons and goods removed at the exhibitor's risk and cost. The exhibitor shall pay all such expenses and all damages that MTA may incur and shall forfeit all monies paid or due MTA on account thereof. The exhibitor waives any right to service or written notice of MTA's intention to terminate this agreement and repossess space occupied by the exhibitor.

## **9. GENERAL**

Exhibitor agrees to abide by the terms of this contract as well as the Official Rules and Regulations Governing Exhibits, which are incorporated into this contract by reference. All matters not covered by the regulation are subject to the decision of the MTA. These regulations may be amended at any time by MTA, and all amendments shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendments or addition to these regulations, written notice will be given by MTA to such exhibitors as may be affected by them.

## **10. CANCELLATION**

Written cancellation notice must be received online by January 24, 2019, to receive a 50% refund. No refunds will be given after this date. Exhibitors who purchased a sponsorship will not be allowed to receive a refund. If MTA cannot hold the Convention due to acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilitating other emergencies making it inadvisable, illegal, or impossible to provide the facilities or to hold the meeting, each prepaid registrant/exhibitor will receive a copy of Convention handouts and any other materials that would have been distributed. Fixed Convention expenses will be paid from the pre-registration funds. Remaining funds will be refunded to pre-registrants/exhibitors. MTA is not responsible for any other costs incurred by pre-registrants/exhibitors in connection with the Convention.

# Convention Location and Lodging

## Lodging Information

Hyatt Regency Minneapolis  
1300 Nicollet Mall, Minneapolis

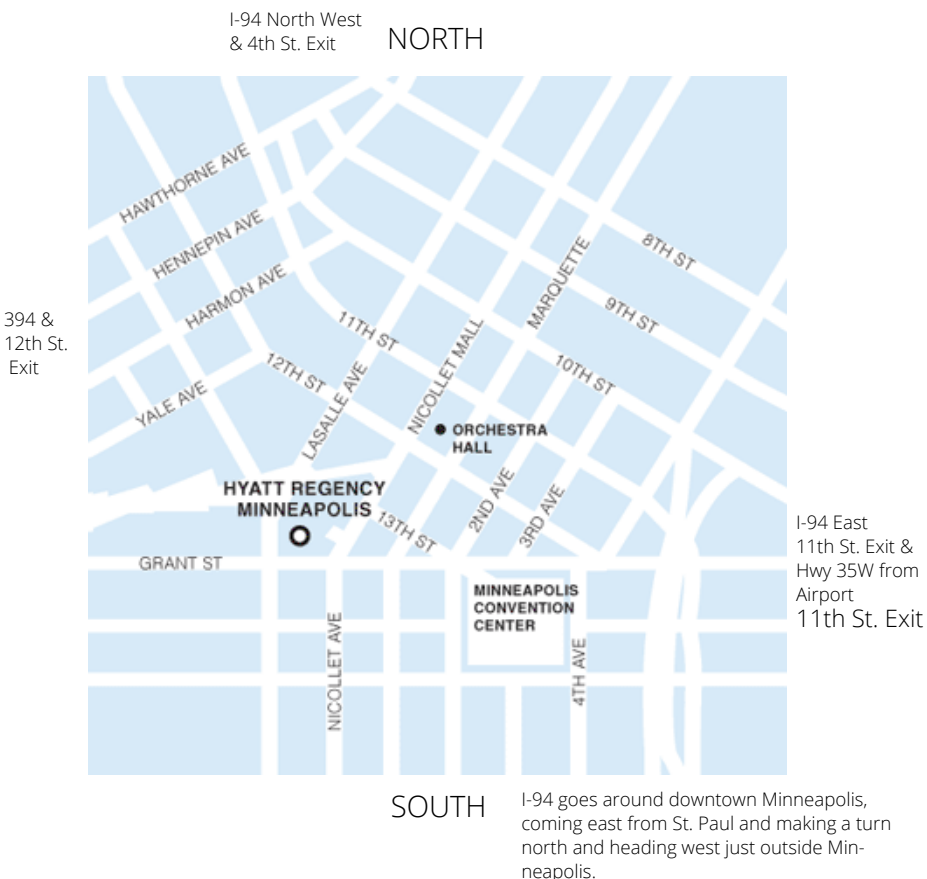
**Rate:** \$164 single/double, \$174 triple, \$184 Quadruple

**Cutoff Date:** February 25, 2019

**Phone:** 1-888-421-1442

## Web:

<https://book.passkey.com/go/MTA2019>



## Hotel Reservations

**The Hyatt Regency is home to our entire room block in 2019.** The hotel is available to accommodate all attendees and exhibitors! A special exhibitor reservation link will be included in the confirmation email that will be sent to you after your booth registration is received.

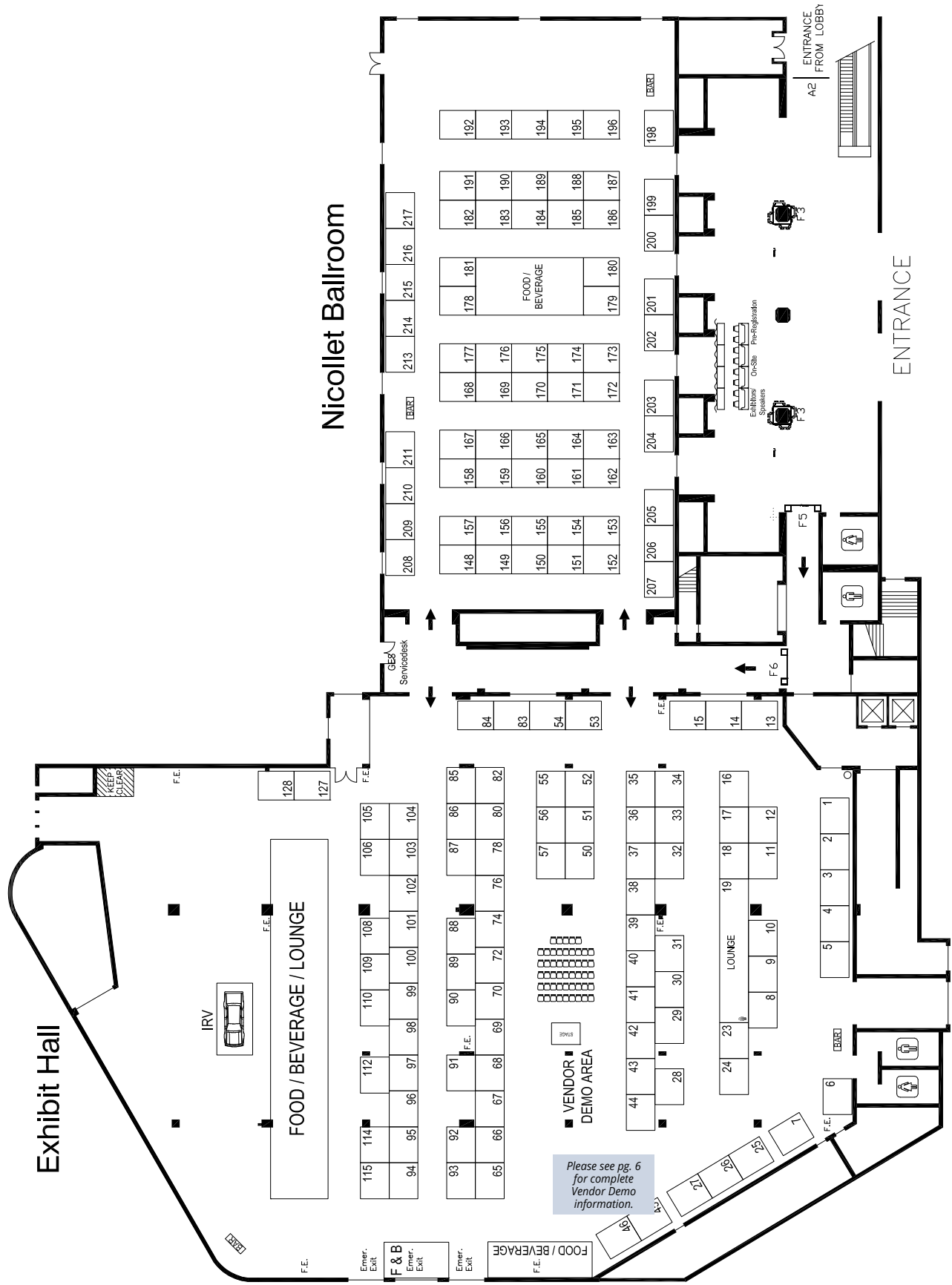
## Parking

A municipal parking ramp is attached to the Hyatt Regency at the corner of Nicollet Avenue and Grant Street. If you require an open lot due to size or height of your vehicle, open lots are located at Harmon Place and 14th Street East, 16th Street between 3rd Avenue South and 1st Avenue South, and near the Minneapolis Convention Center at 3rd Avenue and Grant Street.

## Unloading

For small exhibits that are transported on rolling carts, use the small loading dock ramp located on LaSalle Avenue. For larger exhibits, use the main hotel loading dock, which is right next to the small loading dock on LaSalle but is clearly marked as the hotel's loading dock. For large equipment, you must use the Grant Street drive-in entrance to drive your equipment directly into the exhibit hall. Hand-carried displays can be carried into the ballroom foyer of the Hyatt, which is entered from Nicollet Avenue.

# Exhibit Floor Plan



MTA Registration Desk is located in Nicollet Ballroom Foyer.



1000 Westgate Drive, Suite 252  
Saint Paul, Minnesota 55114  
P: 651-291-7311  
F: 651-290-2266  
[www.mnta.org](http://www.mnta.org)



**Register online at [www.mnta.org](http://www.mnta.org)**

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**Cancellation Policy:** Cancellations and reductions of space made before January 25, 2019 will receive a refund of 50% of the exhibit fee. Refunds for exhibit space will not be given after January 25, 2019.

Cancellations must be submitted through the cancellation form online at:  
[www.mnta.org/page/convention\\_cancel](http://www.mnta.org/page/convention_cancel).

Exhibitors who purchase a sponsorship will not be eligible for a refund.