



2022 MSFCA Annual Conference Vendor Confirmation

Thank you for exhibiting at the 2022 MSFCA Annual Conference. Please share the following information with anyone in your company that will be attending the Conference at the Duluth Entertainment Convention Center. Please review the event information below and let us know if you have any questions/concerns. We look forward to seeing you in Duluth!

Schedule-at-a-Glance

Wednesday, October 19

11:00 am – 7:00 pm

7:00 pm – 9:00 pm

Vehicle Move-In and Vendor Set-Up

Welcome Reception

Thursday, October 20

8:00 am – 12:00 pm

11:00 am – 6:00 pm

11:15 am – 12:15 pm

4:00 pm – 6:00 pm

Additional Vendor Set-Up

Exhibit Hall Open

Lunch in Exhibit Hall

Reception in Exhibit Hall

Friday, October 21

8:00 am – 12:00 pm

Vehicle and Vendor Move-Out

Vehicle Vendor Move-In: Wednesday, October 19, 2022

Duluth Entertainment Convention Center: 350 Harbor Drive, Duluth, MN 55802

South Pioneer Apparatus Move-In: Truck Entry #7 (Width 19'9" x Height 15'6")

Edmund Fitzgerald Hall Apparatus Move-In: Truck Entry #9 (Width 13'4" x Height 13'9")

See attached map at the end of this document for door locations.

It is essential that your equipment and vehicles are ready to move in at the times and in the order assigned below. All vendors are asked to factor in extra time if needed to navigate the city traffic and wash/prepare their vehicles. To assist, there will be staff from MSFCA, a handful of committee members, and DECC staff to aid with move-in and set-up onsite.

If your plans have changed, or if you are planning to bring a different truck than specified in your registration, please notify the MSFCA Office as soon as possible. As space may not be available.

Booth Vendor Move-In

Booths in South Pioneer Hall can use the "main doors" next to the Truck Entry #7 garage

door to move in. For Edmund Fitzgerald Hall, vendors can use Truck Entry #9 or entrance B.

Vehicle Move-In and Booth Set-Up Schedule: Wednesday, October 19, 2022

Please allow time to wash your truck, the time in green is when you should be at Truck Entry #9 to wash your truck in time for move-in.

11:00 am: Booth exhibitors in South Pioneer Hall and Edmund Fitzgerald Hall may drive in their vehicles to quickly unload (not set up) their equipment, then drive back out within this 1-hour time period.

12:00 pm (11:15 am Wash Time): Alex Air Apparatus, MacQueen Emergency, Heiman Fire Equipment, Custom Fire Apparatus, Inc.

12:40 pm (12:00 pm Wash Time): Fire Safety USA, General Safety Fire Apparatus, Midwest Fire Equipment

1:15 pm (12:30 pm Wash Time): Great Plains Fire, Lindstrom Restoration, Milwaukee Tool, Toyne Fire Apparatus, North Central Emergency Vehicles, Custom Fab and Body

1:45 pm FITZGERALD (1:00 pm Wash Time): Emergency Automotive Technologies, Super Vacuum Mfg., WReeves and Associates Inc.

2:25 pm: All vendors may return to the show floor set-up their displays at this time.

Please email the MSFCA Office (office@msfca.org) with each vehicle's driver's name, cell phone number, truck type, and truck department (if applicable) by Friday, October 14.

Additional Vendor Booth Move-In: Thursday, October 20, 2022

Booth vendors may also set up Thursday morning from 8:00 am – 11:00 am. At this time, vehicles will not be allowed into the show floor for move-in. Carts will be available for move-in.

Display Hours: Thursday, October 20, 2022

From 11:00 am – 6:00 pm, there are seven consecutive hours dedicated for attendees to only be on the show-floor. Lunch, an afternoon break, and the evening reception will all be held in the exhibit area. There are no educational sessions offered during this time

Vehicle Staging and DECC Entry (Through Truck Entry #7 to South Pioneer Hall)

Vehicles can line up along Harbor Drive (across from the William A. Irvin Museum) before entering Truck Entry #7 to enter South Pioneer Hall. Please do not arrive earlier than 5 minutes before your scheduled time. You may be asked to circle the DECC until you can be moved in if you are blocking the flow of traffic.

Vehicle and Apparatus Cleaning

There is a hose and floor drain inside Truck Entry #9 (near Edmund Fitzgerald Hall). See attached map below. Please allow enough time to clean your truck prior to your move-in

time listed above.

Vehicle Display Restrictions at the DECC

All vehicles must have their batteries disconnected and, by law, must have 1/4 of a tank or less of fuel. If the vehicle's fuel cap has a lock, it must be locked or taped over for the duration the vehicle is in the facility. Vehicles with diesel engines are required to have the batteries disconnected or a battery disconnect left in the off position at all times. In addition, if liquid is seen dripping from the vehicle onto the floor, the vehicle's owner will need to place down a container.

Large Vehicle Day and Overnight Parking

Large vehicles can park in the far northwest corner of the parking lot. Parking charges are based on the number of spaces used by the vehicle. The current rate is \$10 per space.

Security

MSFCA will have security onsite starting Wednesday, October 19 at 6:00 pm through Thursday, October 20 at 7:00 am.

Move-Out

Booth vendors may begin breaking down after the Thursday night reception at 6:00 pm. Vehicle move-out and additional booth break-down will take place Friday morning. **All vendors in the Gooseberry Falls Room must move out Thursday night, as sessions will be held in this room Friday.** The MSFCA is not responsible for vendor materials left inside Gooseberry past 9:00 pm on Thursday, October 20.

All vehicles will move-out in reverse order of the move-in schedule on Friday. Booths who do not need to bring vehicles in to load may also begin moving out. Once display vehicles clear the exhibit hall, remaining vendors may bring vehicles in to load.

MSFCA Onsite Contacts

Associate Executive Director: **Sandy Schueller** 414-559-2070 / sandy@MSFCA.org

Vendor Liaison & Director: **Mike Scott** sycamoredrive@msn.com

Conference Chair: **Don Johnson** conference@MSFCA.org

President: **T. John Cunningham** president@MSFCA.org

GROUND LEVEL

