

2024 Minnesota Aviation Maintenance Technician & IA Renewal Conference

March 26-27, 2024

Heritage Center
6155 Earle Brown Drive
Brooklyn Center, MN 55430

*Education

*Networking

*Exhibits

*Career Opportunities

*Aviation Awards



mn DEPARTMENT OF
TRANSPORTATION
AERONAUTICS



Exhibitor and Sponsor Packet



2024 Minnesota Aviation Maintenance Technician & IA Renewal Conference

EXHIBITOR DETAILS

You are... invited to participate in the **2024 Minnesota Aviation Maintenance Technician & IA Renewal Conference** to be held at the **Heritage Center of Brooklyn Center, Brooklyn Center, Minnesota** on **March 26-27, 2024**.

Exhibitors, this conference offers an excellent opportunity for your organization or company to promote your programs and products. The conference attracts aviation maintenance professionals for continuing education, networking, and IA renewal; industry exhibits featuring the latest and best in aviation projects, technology, and services; career opportunities; and aviation awards.

We make every effort to give exhibitors ample visitation time by attendees. Coffee breaks, the continental breakfast, dessert, refreshment breaks, and drawings are held in the exhibit hall. Attendees are allowed ample time and are encouraged to meet the exhibitors.

To register for a booth, either complete and return the attached Exhibitor/Sponsor Registration Form, along with your payment, or register online at www.scsutrainig.com/2024amt

Sponsorships are also available. Do you want an effective way to promote your company and receive additional recognition that highlights its strengths? Sponsoring one or more of the conference events can make an immediate and lasting impression. Several levels of sponsorship are available. (see page 6)

Questions? Please contact **Darlene Dahlseide**:
darlene.dahlseide@state.mn.us



	Early Registration by 2/13/2024	Registration begins 2/14/2024	Late Registration fee after 2/27/24
1 booth space (8' x 10')	\$635	\$735	\$735 + \$25 (late fee)
2 booth spaces (8' x 20')	\$1,000	\$1,200	\$1,200 + \$25 (late fee)

Fee for each booth space includes:

- Registration for 2 representatives per booth space, includes all group meals and breaks
 - Any additional representatives attending the conference, the fee will be \$75 each
 - Any additional booth representatives, the fee will be \$75 each
- 1 Exhibit Identification Sign
- 1 Listing in the conference program
- 1 Draped table
- 2 Chairs

Booth Assignment

Once you've registered, you will receive confirmation of your registration and a booth location. Booth assignments are based on booth size requirements and the date of receipt of your Exhibitor Registration Form. Registering early is the best way to ensure your space. Contact Darlene Dahlseide with questions on booth locations and assignments. View exhibit floor plan on page 5.

There are 2 ways to register and pay:

1. Complete the attached Exhibitor/Sponsor Registration Form and return with payment.
 Make check payable to: **St. Cloud State University**
 Send registration form and check to: **SCSU Welcome Center**
Attn: Roxann Neu
355 5th Ave S, St. Cloud, MN 56301
2. Register online at www.scsutrainig.com/2024amt
 Visa, MasterCard and Discover are accepted.

Cancellation Policy*

Exhibitors who cancel booth space on or before **February 27, 2024** will receive a refund minus a **\$50** per booth processing fee. After **February 27, 2024**, booth costs will not be refunded since deposits to suppliers and vendors will already have been made on your behalf. Email cancellation request to register@scsutrainig.com

Exhibit Shipments

The Heritage Center will accept shipments from exhibiting companies and store their shipping materials until the end of the event. You will need to make your own arrangements for return shipping. Please clearly mark the shipment to your attention and booth number and note the name and dates of this conference. Exhibitor must pre-arrange pickup of booth supplies after the conference is over.

Liabilities and Insurance

The Sponsor, Management, the facility, the official contractor, the building owners, and their employees and agents will not be liable for injuries to any person, damage or loss of any property owned or controlled by exhibitors to which claims for damages may arise or be connected in any way to exhibitor's participation in the exhibition, nor for any claim or liability which may arise because of copyright and trademark laws and regulations. Exhibitor agrees to hold harmless and defend the Sponsor, Management, the facility, the official contractor, the building owners, and their employees and agents from all such claims. It is the sole responsibility of the exhibitor to obtain any required business interruption, property damage, or other insurance coverage.



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Heritage Center of Brooklyn Center
6155 Earle Brown Drive
Brooklyn Center, Minnesota 55430

Directions

If you have any questions, please call the Heritage Center of Brooklyn Center at (763) 569-6300.

From the West:

Take I-94 East and I-694 East to Shingle Creek Parkway exit, follow cloverleaf around, turn left onto Shingle Creek Parkway, left at stoplight (Summit Drive North), left again one block at Earle Brown Drive (first turn), follow around to the main entrance on your right.

From the East:

Take I-94 West and I-694 West to Shingle Creek Parkway exit, follow cloverleaf around, turn right onto Shingle Creek Parkway, left at second stoplight (Summit Drive North), left again one block at Earle Brown Drive, follow around to the main entrance on your right.

From the South:

Take I-494 West to Hwy. 100 North, exit at John Martin Drive. At top of exit, cross through intersection 57th Avenue North to John Martin Drive, turn left, continue to first stop sign, turn right onto Earle Brown Drive, continue through next stop sign, and watch for main entrance on your left.

From the North:

Take I-35 South to I-694 West, then to Shingle Creek Parkway exit, follow cloverleaf around, turn right onto Shingle Creek, left at second stoplight (Summit Drive North), left again one block at Earle Brown Drive, follow around to the main entrance on your right.

Lodging

The Heritage Center has on-site lodging that is connected to the Embassy Suites Brooklyn Center.

Embassy Suites - Brooklyn Center

6300 Earle Brown Drive | Brooklyn Center, MN 55430
763-560-2700 Nightly Rate: **\$142**
Book your room under: AMT Conference

[AMT CONFERENCE](#)

Fairfield Inn & Suites - Minneapolis North

6250 Earle Brown Drive | Brooklyn Center, MN 55430
763-561-8000 Nightly Rate: **\$99**

[Book Your Group/Corporate Rate | Marriott International](#)

Country Inn & Suites - Brooklyn Center

2550 Freeway Blvd | Brooklyn Center, MN 55430
763-561-0900 Nightly Rate: **\$96**

<https://www.choicehotels.com/reservations/groups/G9650063>

Please contact the Hotels directly. To get this rate you must mention that you are with the **Minnesota Aviation Maintenance Conference** at the Heritage Center.

The special rate is available through **February 24, 2024**. Reservations received after that date may be subject to space availability and at prevailing room rates. Shuttle service is not available to the Heritage Center from hotels listed above.

2024 Minnesota Aviation Maintenance Technician & IA Renewal Conference

Tentative Schedule (check back for official schedule)

Monday, March 25, 2024

1:00 – 5:00 pm Exhibitor Set Up

Tuesday, March 26, 2024

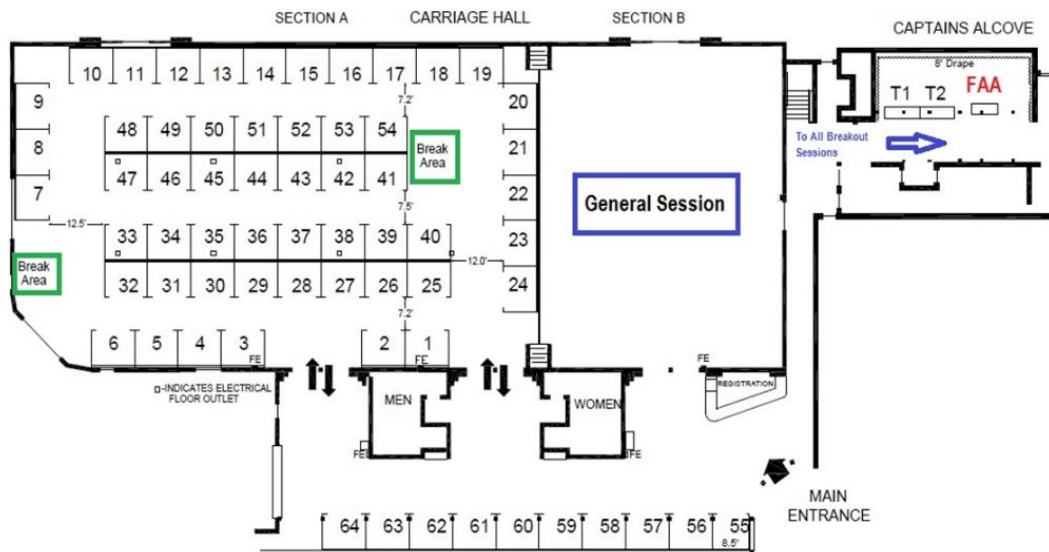
- 7:00 am Registration Opens
Breakfast with Exhibitors
- 8:00 am Opening and Welcome
- 8:15 am General Session
- 10:00 am Morning Break with Exhibitors
- 10:30 am Breakout Sessions
- 12:15 pm Lunch
- 1:00 pm Dessert with Exhibitors
- 1:30 pm Breakout Sessions
- 3:15 pm Afternoon Break with Exhibitors
- 3:45 pm Breakout Sessions
- 4:30 – 6:00 pm Evening Reception with Exhibitors

Wednesday, March 27, 2024

- 7:30 am Breakfast with Exhibitors
- 8:00 am General Session
- 9:45 am Morning Break with Exhibitors
- 10:15 am Breakout Sessions
- 12:00 pm Conference Adjourns



Exhibit Floor Plan – exhibit coordinator will assign booth spaces.



SPONSORSHIP DETAILS

For over five decades, the **Minnesota Aviation Maintenance Technician & IA Renewal Conference** has provided aviation companies and organizations the opportunity to show support to the aviation community while gaining valuable exposure to hundreds of aircraft maintenance technicians.


We welcome your sponsorship, regardless of whether you can exhibit. The sponsorship amount is in addition to the registration fee for an exhibit booth, and there are various levels of sponsorship. You may designate your sponsorship to be used for a specific function or expense such as: Continental breakfast, refreshment breaks, luncheon, Tuesday evening reception and a scholarship for aviation college students to attend the conference.

Benefits of Sponsorship:

- Develop and promote positive relationships with conference attendees
- Make an immediate and lasting impression on a diverse group of aviation professionals
- Gain recognition and exposure for your company's products and services

Sponsors will receive recognition according to their sponsored level:

- See table for specifics

Sponsors Receive:	Bronze \$200 - \$499	Silver \$500 - \$999	Gold \$1,000 - \$1,499	Diamond \$1,500 or more
Recognition in the conference program				
Verbal recognition during each event				
Signage with company name at sponsored event				
Company logo on conference website				
Eighth-page advertisement in the conference program				
Quarter-page advertisement in the conference program				
Half-page advertisement in the conference program				
Full-page advertisement in the conference program				

Sponsorship Representatives:

Each level of sponsorship carries additional representatives to attend the conference.

Bronze level: 1 representative

Silver, Gold, and Diamond level: 2 representatives

➤ Any additional representative attending the conference, the fee will be \$75

Sponsorship Levels:

Bronze \$200 - \$499

Silver \$500 - \$999

Gold \$1,000 - \$1,499

Diamond \$1,500 or more

Advertising:

After selecting your level of sponsorship, please refer to the enclosed Production Notes page to help determine your advertisement needs based on sponsorship amount. (page 7)

Register Online:

To register online for Sponsorships, go to: www.scsutrainng.com/2024amt

PRODUCTION NOTES

2024 Minnesota Aviation Maintenance Technician & IA Renewal Conference

DEADLINE: Monday, March 5, 2024

Color: All color will be reproduced using four-color process
Trim Size: 8.5 inches x 11 inches
Bleeds: Allow for 1/8 inch for any artwork that bleeds

Acceptable Electronic Formats:

Preferred ad format is a composite High-Resolution PDF. Images should be a resolution of at least 300 dpi at 100% of the size.

Ad art should be submitted by email to: darlene.dahlseide@state.mn.us

Advertising Dimensions:

Size and Sponsorship Levels		Inches (w x h)
Full Bleed	Diamond	8.625 x 11.125
Full without bleeds	Diamond	8.0 x 10.50
Half (1/2) page horizontal	Gold	8.75 x 5.5
Half (1/2) page vertical	Gold	3.75 x 10.0
Quarter (1/4) horizontal square	Silver	4.625 x 3.75
Quarter (1/4) page horizontal	Silver	7.5 x 2.125
Quarter (1/4) page vertical	Silver	3.75 x 4.75
Eighth (1/8) page vertical	Bronze	2.3 x 4.2
Eighth (1/8) page horizontal	Bronze	4.2 x 2.3