



WELCOME

To the 2022 MCFOA
Conference Exhibit Show

**THANK YOU FOR YOUR PARTICIPATION AND SUPPORT OF THIS OUTSTANDING EVENT!
WE APPRECIATE THE FULL EXHIBIT HALL THIS YEAR. THE ATTENDEES ARE LOOKING FORWARD
TO MEETING WITH YOU!**

EXHIBIT AREA

Set Up:

- We so appreciate the enthusiasm many of you put into incorporating the yearly theme into your booth. The conference attendees love it! It adds a lot of interest to the exhibit hall and helps draw the attendees into the area.
- Cenaiko Expo Services, the show decorator, will be here for a short time Tuesday afternoon and Wednesday morning if you need to order additional furnishings for your booth
- If you need anything, we will be around and/or stop by the **Registration Desk** in the lobby near the entrance to the hall. We will do anything we can to help insure you have a great overall show
- To assist in the exhibit hall this year, please contact a St. Cloud State University staff member at the registration check in desk

Exhibit time:

- **Be prepared to open your booth at 10:00AM Wednesday, March 17, 2021**
- Scheduled breaks:
- Wednesday:
 - 10:30 – 11:15AM Wednesday with the morning coffee break
 - Attendees will be having lunch in the Ballroom at 12:30PM.
 - Lunch for exhibitors will be available at approximately 12:00 – make sure you have your tickets handy & listen for the announcement that the caterers are ready to serve
 - Dessert will be served in the Ballroom as well.
 - The afternoon break is scheduled for 3:00 – 4:00. We'll do some door prize drawings and finish up the Silent Auction.
 - The Silent Auction ends at 4:00PM.
- Attendees have also been told to stop by any time throughout the day.

Take Down:

- Take down – PLEASE WAIT UNTIL THE SILENT AUCTION AND AREA CLOSSES AT 4:00. Teardown by Corexpo will also take place at this time.
- After the auction closes and announcements are made, you may begin teardown.

NAME BADGES

- All name badges requested in advance are in the envelope left in your booth
- If you need additional (or corrected) name badges for your booth staff, please let us know and we'll take care of it for you.

SILENT AUCTION ITEMS

- Many of you have generously brought **silent auction** items to showcase in your booth. If we had your information in time, it was included on a flyer that was provided to all conference attendees. Announcements will be made throughout the day to encourage attendees to “shop around” the entire show for great items to bid on. Use the silent auction to increase your booth traffic...display your item prominently and be sure to draw people's attention to it. As they pause to check it out...you have the perfect opportunity to initiate a conversation. The money earned from the auction is dedicated to the MCFOA scholarship fund.
- We have provided a bidding sheet at your booth. If you need additional sheets – let us know.
- **Good luck with your auction...have fun encouraging people to bid!** There are some great items available again this year! Members of MCFOA also have many Silent Auction items available for bid and displayed on tables on the other side of the room. Feel free to check them out.
- **The auction will close at 4:00.** At that point, please bring your items and bidding sheets to the Silent Auction table (over by the MCFOA's auction tables near the staging area). The Silent Auction volunteers will handle connecting with the top bidder.
- Thanks for participating...this added activity increases the interest level in the exhibit hall and your conference support is much appreciated.

DOOR PRIZES

- Thank you to those who have brought items to be used as door prizes. If you haven't already dropped them off, please leave them at the Registration table. **Be sure to include your business card on the door prize so we can properly acknowledge it.** Drawings will be conducted throughout the day.

BOOTH DRAWINGS

- You are not allowed to hold drawings for prizes in your booth. You may collect business cards for contacts, but you may not hold your own prize drawing. If you have something you want to give away, please use the opportunities for door prizes or silent auctions.

LUNCH & BANQUET TICKETS

- **Tickets for pre-ordered lunches and banquet tickets are in your packet.** If you have any questions or need an additional ticket, let us know immediately. You will need to purchase extra tickets early in the morning.
- **The lunch buffet line will be open to EXHIBITORS ONLY at about 12:00 Noon.** This will allow you time to get through the line before the conference attendees come from their morning session. **We will announce when the buffet line is open. YOU MUST HAVE A TICKET - BRING YOUR TICKET!**

QUESTIONS - CONCERNS

**If you need anything - please don't hesitate to ask.
See the St. Cloud State University staff at the registration desk.**

CAN'T FIND ONE OF US? TRY GAIL'S CELL PHONE 320-333-9477

Have a great show! Thanks again for your support!