

2018 Minnesota Aviation Maintenance Technician Conference

March 19-20, 2018



**Earle Brown
Heritage Center**

6155 Earle Brown Drive Brooklyn Center, MN 55430

Register online at www.regonline.com/2050972

*Exhibitor & Sponsor
Information Packet*



EXHIBITOR DETAILS

You are... invited to participate in the **2018 Minnesota Aviation Maintenance Technician Conference** to be held at the **Earle Brown Heritage Center, Brooklyn Center, Minnesota on March 19-20, 2018.**

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, refreshments 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 enclosed Exhibitor Booth Registration Form, along with your payment, or register online at www.regonline.com/2050972.

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. Please refer to the Sponsorship information on page 7 for details.

Questions?

Please contact **Darlene Dahlseide**:

651-234-7248 or darlene.dahlseide@state.mn.us

This Exhibitor Information is also available online at www.mndot.gov/aero



Exhibitor Fees

	Early Registration (before 3/2/2018)	Registration (after 3/2/2018)
1 booth space (8' x 10')	\$500	\$600
2 booth spaces (8' x 20')	\$900	\$1,000

Fee for each booth space includes:

- Registration for 2 representatives per booth space, with all group meals and breaks
- 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 enclosed Exhibitor Registration Form and return with payment.

Make check payable to: **DCTC Foundation**

Send registration form and check to:

Dakota County Technical College Foundation

Attn: Amy Eppen

1300 145th Street East

Rosemount, MN 55068

2. Register online at www.regonline.com/2050972 Visa and MasterCard are accepted.

Cancellation Policy:

Exhibitors who cancel booth space on or before **March 2, 2018** will receive a refund minus a **\$50** per booth processing fee. After **March 2, 2018**, booth costs will not be refunded since deposits to suppliers and vendors will already have been made on your behalf.

Exhibit Shipments:

The Earle Brown 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 or 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 as a result 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.

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

Directions

If you have any questions, please call the Earle Brown Heritage Center Directions Line at (763) 569-3455.

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:

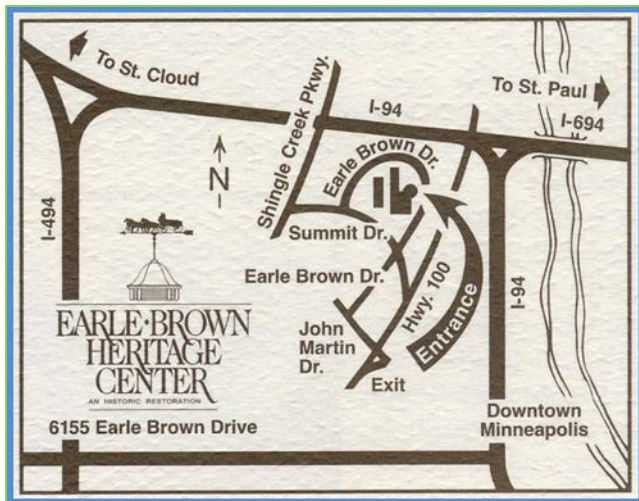
Take I-94 West and I-694 West to Shingle Creek Parkway exit, follow cloverleaf around, turn right onto Shingle Creek Parkway, left at second stoplight (Summit Drive North), left again one block at Earle Brown Drive, follow around to the main entrance on your right.

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 Earle Brown Heritage Center has on-site lodging at the Embassy Suites Brooklyn Center. A special conference rate of **\$129** is available. This rate includes full breakfast.

Embassy Suites Brooklyn Center

6300 Earle Brown Drive
Brooklyn Center, MN 55430
763-560-2700 Nightly Rate: **\$129.00**

Register directly at:

<http://embassysuites.hilton.com/en/es/groups/personalized/M/MSPBRES-MAM-20180318/index.jhtml>

Call 763.560.2700 or 1-800-Embassy, and let them know you need to make a reservation in MN AVIATION MAINTENANCE block. Let them know the Group Code: MAM

Additional lodging is also available within 1 mile at:

Country Inn & Suites, Brooklyn Center

2550 Freeway Boulevard
Brooklyn Center, MN 55430
763-561-0900 Nightly Rate: **\$79.00**

DoubleTree by Hilton Hotel

2200 Freeway Boulevard
Brooklyn Center, MN 55430
763-566-8000 Nightly Rate: **\$99.00**

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

The special rate is available through **March 2, 2018**. Reservations received after that date may be subject to space availability and at prevailing room rates. Shuttle service is not available to the Earle Brown Heritage Center from the additional hotels listed above.

Transportation:

The hotels do not provide Airport shuttle service. Two companies have been selected to provide transportation to/and from the Minneapolis - St. Paul airport to the hotels listed above.

- **Super Shuttle:** Make your reservations by calling 1-800-BLUE-VAN (800-258-3826).
- **Executive Express:** provides non-stop service. Make your reservations by calling 888-522-9899 or 320-253-2226.

Tentative Schedule

Sunday, March 18, 2018

7 – 9:30 pm Exhibitor Set Up

Monday, March 19, 2018

7:00 am Registration Opens
Breakfast with Exhibitors

8:00 am Opening and Welcome

8:15 am General Session

10:00 am 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 Break with Exhibitors

3:45 pm Breakout Sessions

4:30 – 6:00 pm Knowledge Bowl and Evening
Reception with Exhibitors

Tuesday, March 20, 2018

7:30 am Breakfast with Exhibitors

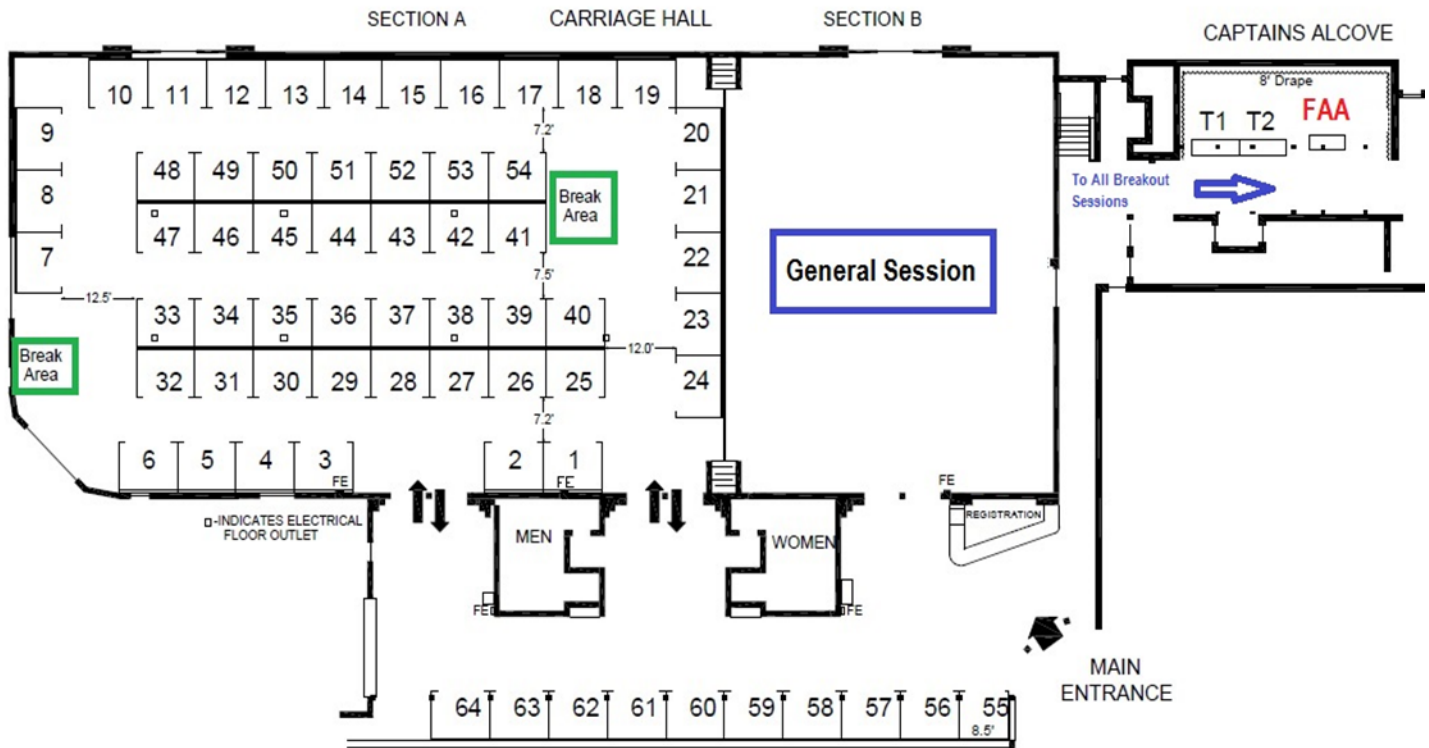
8:00 am General Session

9:45 am Break with Exhibitors

10:15 am Breakout Sessions

12:00 pm Conference Adjourns

Exhibit Floor Plan – exhibit coordinator will assign booth spaces.



EXHIBITOR REGISTRATION FORM

2018 MN Aviation Maintenance Technician Conference

March 19-20, 2018

P L E A S E P R I N T	Company Name		
	Contact Person		
	Address		
	City	State	Zip Code
	Phone	FAX	
	Email		

Registration Information:

	Early Registration (received on or before 3/2/18)	Registration (received after 3/2/18)	TOTAL
8' x 10' Booth	\$500 (includes 2 registrations)	\$600 (includes 2 registrations)	=
<i>Please list the 2 names and their titles in the space below:</i>			
8' x 20' Booth	\$900 (includes 4 registrations)	\$1,000 (includes 4 registrations)	=
<i>Please list the 4 names and their titles in the space below:</i>			
Number of additional representatives attending @ \$75 each		x \$75	=
Electrical Power @ \$80 (includes both days)		+ \$80	=
TOTAL			

List of Representatives and Titles:

Name	Title

2 Ways to Register and Pay:

By Mail:

Make Check payable to:

DCTC Foundation

Send this form and payment to:

Dakota County Technical Center Foundation

Attn: Amy Eppen

1300 145th Street E

Rosemount, MN 55068

Online:

www.regonline.com/2050972

Visa and MasterCard accepted.

In memo line include: **AMT Conference**



SPONSORSHIP DETAILS

For over five decades, the **Minnesota Aviation Maintenance Technician 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 are able to 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, refreshments breaks, luncheon, Monday 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

All sponsors will receive the following recognition per event sponsored:

- Recognition in the conference program
- Verbal recognition
- Designated signage with name recognition at each sponsored event
- Advertisement in the conference program

Sponsors Receive	Bronze \$100 - \$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 one additional representative to attend the conference. (For example, Bronze level: 1 representative, Silver level: 2 representatives, etc.)

Sponsorship Levels

Bronze	\$100 - \$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.

SPONSORSHIP REGISTRATION

P L E A S E P R I N T	Company Name		
	Contact Person		
	Name of Person Attending Conference:		
	Title of Person Attending Conference:		
	Address		
	City	State	Zip Code
	Phone	FAX	
	Email		

Please designate how you want to your sponsorship to be used:

	Luncheon and Awards		Tuesday Continental Breakfast
	Refreshment Break (each)		Aviation College Students - Registration
	<input type="checkbox"/> Monday Morning		Use Where Needed
	<input type="checkbox"/> Monday Afternoon		
	<input type="checkbox"/> Tuesday Morning		
	Dessert Reception	TOTAL SPONSORSHIP AMOUNT:	
	Monday Evening Reception		

Payment Information:

The Minnesota State Transportation Center of Excellence is coordinating sponsorship funds. To complete your sponsorship form online and/or pay with a credit card, go to: www.regonline.com/2050972

Make check payable to: DCTC Foundation Mail this completed Sponsor Registration form and check to:	
Dakota County Technical College Foundation Attn: Amy Eppen 1300 145th Street E Rosemount, MN 55008 *In memo line include: AMT Conference	Questions? Contact Darlene Dahlseide 651-234-7248 darlene.dahlseide@state.mn.us

PRODUCTION NOTES

2018 Minnesota Aviation Maintenance Technician Conference

DEADLINE: **Wednesday, March 1, 2018**

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