

Minnesota SCHOOL BUS SAFETY EXPO

January 23-25, 2020

**St. Cloud, Minnesota
River's Edge Civic Center
Courtyard by Marriott (Reservations: 320-654-1661)
Questions: MSBOA 320-274-8313**

A comprehensive seminar on school bus safety for Transportation Directors, Contractors, and Safety Personnel!

WE ARE GOING BACK TO THE FUTURE!



THURSDAY, JANUARY 23, 2020

4:00-6:00PM

MSBOA Board Meeting

Marriott Board Room

FRIDAY, JANUARY 24, 2020

8:00-8:50AM

Opening Keynote: Using "3A Thinking" to Be More Future-Resilient

Courtyard Marriott Ballroom

Futurist Simon J. Anderson spent years developing his "3A Thinking" approach to recognizing and understanding significant emerging trends and technologies. In this keynote, he shares this powerful way of thinking about the future differently. Participants leave this presentation equipped to spot important trends, think about ways that these trends could impact the near future, and with actions that they can take that day to be better positioned to thrive in our fast-moving future.

9:00-9:50AM

Vaping Problem: Stearns County Outreach

Courtyard Marriott Ballroom

The "Vaping" problem has reached an all-time high in our schools

9:50-10:15AM

Break

10:15-11:45AM

Contract Law: Tom Revnew

Courtyard Marriott Ballroom

12:00-1:00PM

Luncheon & General Business Meeting

5th Ave Room, Marriott

1:00 - 3:00PM

Manufacturers Panel: Back to the Future
Future Technologies, Future of Busing...

Courtyard Marriott Ballroom

3:00-6:00PM

MSBOA Vendor Show:
Friends, Food, and Fun.....

Terry Haws Center, River's Edge

SATURDAY, JANUARY 25, 2020

8:00-9:30AM

Breakfast with the MN State Patrol & DVS

Marriott Grand Ballroom

9:30-10:30AM

FMCSA: Drug & Alcohol Clearinghouse

Marriott Grand Ballroom

10:30-2:00PM

TSA: Security Training, Assessments & Preparedness

Marriott Grand Ballroom

REGISTER ONLINE AT WWW.MSBOA.COM

Minnesota School Bus Safety Expo

January 23-25, 2020

Dear Exhibitor,

You are invited to participate in the Minnesota School Bus Safety Expo sponsored by MSBOA (Minnesota School Bus Operators Association). This event will be held in St. Cloud. Meetings and the trade show will be held at the River's Edge Conference Center and the Courtyard Suites by Marriott.

This conference and expo will be attended by school bus company owners, transportation directors, safety directors, and superintendents from all over Minnesota. This conference attracts decision makers in the industry who make purchasing decisions!

The Minnesota School Bus Safety Expo is the #1 school transportation conference and expo in Minnesota!!!

Schedule of Events for Vendor

Friday, January 24, 2020:

Buses Move Into Terry Haws Center at River's Edge at 8:00AM

Exhibitor Set Up 10:00AM - 2:00PM

Exhibit Show runs from 3:00-6:00PM

Displays Tear Down 6:15PM

Room Reservations:

Courtyard Suites by Marriott

404 West St Germain Street

St Cloud, MN 56301

320-654-1661

Reservation Deadline:

January 13, 2020

Enclosed you will find a booth layout diagram, application to exhibit, and A&N Shipping and Rental Information. Booths are available on a first come basis. **BOOTHS WILL BE RESERVED BY MAIL AND PAYMENT MUST ACCOMPANY YOUR APPLICATION FORM.**

Registration must be in by January 13, 2020 to insure exhibit space.

Your participation at this annual meeting makes the conference a great success. The MSBOA would like to thank you in advance for your generous support of this event. We would like to encourage people to stay for the entire event. Please consider having a raffle or a give away at your booth OR donate to our conference committee for a drawing at the end of the show.

If you have any questions about this year's conference - please contact the MSBOA Office at 320-274-8313.

Sincerely,

Shari Danzeisen (sharid@msboa.com) and Shelly Jonas (shellyj@msboa.com)

MSBOA Executive Administrators

MN School Bus Safety Expo: January 23-25, 2020

Exhibit Registration:

Please select the options you desire:

Booth \$475.00: Booths are 8' X 10': Included in booth are: one draped table (6' X 30"), and two chairs. Additional items can be reserved by A&N Convention Services - see order form.
Total _____

Bus Space \$650.00
Total _____

Extra Attendees \$15.00 x _____ (Number of representatives attending over 2 included in Booth Rate)
Total _____

Booth space is required by all participants.

2 Exhibitors may attend the conference - additional attendees may attend for \$15.00 per person.
Shipping to Conference? See A&N Shipping Instructions

All reservations for exhibit booths must be received no later than January 13, 2020.

**Make Checks Payable to MSBOA. Send this form, with payment for all exhibit fees to:
MSBOA, 10606 Hemlock St. NW Annandale, MN 55302**

Now accepting Credit Card Payments. Please fill out and return the form below. Fax: 320-274-8027

Credit Card Payment

Name on Card	Payment Amount
Credit Card No.	Expiration Date
Signature	C.V.V. Code

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Application for Exhibit Space (Please Type or Print)

Exhibit Badges Required (list names):

Exhibiting Firm Name: _____

Credit Card Billing Address: _____

City _____ State _____ Zip _____

Telephone _____ Email Address for Confirmation _____

Booth Choice _____, _____, _____ (See Booth Diagram)

1st Choice

2nd Choice

3rd Choice



CONVENTION SERVICES

1816 West St. Germain Street
St. Cloud, MN 56301

Email: cindi@anconvention.com

Ph: 320-253-4050

Fx: 320-253-3324

Credit Card Authorization Form

Show: # 4058 Show Name MN School Bus Operators

All payment arrangements for services must be made prior to the show. Please complete this form and fax to A & N with payment instructions. A confirmation of the final charges will be sent to all exhibitors after the close of the show. If you have any questions, please call A & N Convention Services at (320) 253-4050.

Booth # _____

Company _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Description: Furniture Rental Freight: Inbound Outbound Other

Credit Card Payment:

Visa / MC / **AmEx / Disc _____ Exp _____ CV Code _____

** Use 4 digits on front of AmEx

Cardholder Name _____ Signature _____

Card Billing Address _____ Zip _____

Send Confirmation via: Email _____

Fax Mail to Above Address No Thanks!

Please return completed form to A & N Convention Services via

Email: cindi@anconvention.com or Fax: 320-253-3324

Description of Services Charged (for office use only)

- Furniture Rental \$ _____
- Freight - Inbound _____ \$ _____
- Freight - Outbound _____ \$ _____
- Freight Handling: Special Trip \$ _____
- Freight Handling: Return to Warehouse Shipping Fee \$ _____
- Other Services: _____ \$ _____
- Other Services: _____ \$ _____

Subtotal: \$ _____

Sales Tax (7.625%): \$ _____

(ST-3 required if tax exempt)

Date Charged: _____ **Total Charged:** \$ _____



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St. Cloud, MN 56301

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Fax (320) 253-3324
Email: cindi@anconvention.com

DRAYAGE INFORMATION AND SHIPPING INSTRUCTIONS

GENERAL INFORMATION

A & N Convention Services has been designated as the official drayage contractor for your upcoming convention. The drayage contractor is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling of exhibit material in and out of the show, it is suggested that even local exhibitors clear all movement of exhibit material through A & N Convention Services. We are prepared to handle all your needs on a coordinated schedule. It is requested that exhibitors cooperate in avoiding congestion and follow the recommendation that all shipments be handled through the drayage contractor.

SHIPPING INSTRUCTIONS

All shipments by whatever means of transportation, **MUST BE PREPAID**. Collect shipments will not be accepted. Shipments should arrive **no later than Monday, January 20th, 2020**, which is four days prior to the show installation. Consign all shipments as follows:

TO: (Name of Company Exhibiting and Booth #)
FOR: (#4193 MN School Bus Operators)
C/O: **A & N Convention Services**
1816 West St. Germain Street
St. Cloud, MN 56301

The exhibition hall has no room for receiving or storing shipments prior to the show installation or storage of empty containers during the show.

UNCRATED AND SHIPMENTS REQUIRING SPECIAL HANDLING

All shipments must be prepaid. Shipments consigned directly to the convention site **must not arrive prior to the first day of exhibitor move in ~ Friday, January 24th, 2020**. Consign shipments as follows:

TO: (Name of Company Exhibiting and Booth #)
FOR: (#4193 MN School Bus Operators)
C/O: **A&N Convention Services/St. Cloud River's Edge Convention Center**
10 - 4th Avenue S
St. Cloud, MN 56301

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave the exhibitor's firm until they are returned from the show. After exhibits or materials are placed in the booth, A & N Convention Services will not be responsible for condition, count or content. A & N Convention Services will not be responsible for damage to uncrated and/or unskidded exhibit material nor for any concealed damage. All exhibits or exhibit materials handled by A & N Convention Services are insured at a value not to exceed thirty cents (.30) per pound and not to exceed a maximum of one hundred fifty dollars (\$150.00) per claim. A & N Convention Services cannot be responsible for goods or materials stored with empty containers.

OUTBOUND SHIPPING

Each exhibitor will be expected to label their exhibit materials and furnish shipping information. We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipments when removed from the exhibit hall. Where carriers fail to pickup or refuse to accept shipments, A & N Convention Services reserves the right to re-route such shipments to the A&N warehouse. Where no disposition is provided, materials will be returned to A & N Convention Services pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



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FREIGHT RATE SCHEDULE

DRAYAGE RATES The following services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight.	PER CWT. (100 lbs.) MINIMUM 200 LBS. PER SHIPMENT	
	PER CWT.	MINIMUM CHARGE
ADVANCE SHIPMENTS Shipments of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will be moved from booths to loading dock and loaded on designated vehicles.	\$30.00	\$60.00
DIRECT SHIPMENTS Shipments of common freight and crated exhibits will be received at Exhibit Hall, during installation period only, from outside carriers or owner's vehicle, unloaded and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.	\$27.50	\$55.00
OVERTIME ON ABOVE RATES All hours on weekdays prior to 8:00 AM and after 4:30 PM, all Saturdays, Sundays, and Holidays - add to above rates an additional \$4.50 CWT to cover the cost of overtime.	\$ 7.50	\$15.00
UNCRATED OR PADDED VAN SHIPMENTS Above rates apply to handling of crated shipments and common freight. For uncrated, padded van or specialized equipment - add \$5.00 CWT to above rates to cover additional handling time.	\$ 7.50	\$15.00
ADDITIONAL SERVICES (per hour - 1 hour minimum) All per cwt. rates quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pickup and delivery, special trips or special handling due to excessive weight or size. For such services, the following rates will apply.	STANDARD OVERTIME	\$60.00 \$65.00
RETURN TO WAREHOUSE FEE - OUTBOUND Unless alternate plans have been made, all freight left in the exhibit area once show is dismantled will be loaded and brought back to the warehouse to ship out. The following rate will apply.		\$60.00



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 Fax: (320) 253-3324

RENTAL ORDER

SHOW NAME: #4193 MN School Bus Operators

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____
 Taxable _____ Tax Exempt _____ If tax exempt, please enclose copy of tax exempt certificate
 Ordered By _____ P.O. # _____
(print name) (signature)

Qty	Description	Advance Price	Floor Price	Total
Display Tables - Skirted				
_____	4' 24"W x 30"H	45.20	53.70	_____
_____	6' 24"W x 30"H	52.20	62.20	_____
_____	8' 24"W x 30"H	60.70	72.20	_____
_____	Blue Gray Burgundy White			_____
_____	Teal Red Green Black			_____
_____	4' 24"W x 42"H	55.70	67.70	_____
_____	6' 24"W x 42"H	58.20	70.70	_____
_____	8' 24"W x 42"H	71.70	83.70	_____
_____	Blue Gray Burgundy White			_____
_____	Teal Red Green Black			_____
Display Tables - Unskirted				
_____	4' 24"W x 30"H	23.20	30.20	_____
_____	6' 24"W x 30"H	26.70	33.20	_____
_____	8' 24"W x 30"H	28.70	35.20	_____
_____	4' 24"W x 42"H	27.70	33.20	_____
_____	6' 24"W x 42"H	30.20	38.70	_____
_____	8' 24"W x 42"H	32.70	40.70	_____
Draped Table Risers				
_____	4' 12"W x 12"H	19.70	24.20	_____
_____	6' 12"W x 12"H	24.70	31.20	_____
_____	8' 12"W x 12"H	30.70	37.70	_____
Furnishings				
_____	Padded Side Chair	12.70	17.20	_____
_____	Folding Chair	2.70	3.70	_____
_____	Padded High Stool	21.20	25.70	_____
_____	Waste Basket	7.70	8.70	_____
_____	Easel	9.70	11.70	_____
30" Round Tables (w/o linen):				
_____	30"High	21.20	26.70	_____
_____	42"High	23.20	28.70	_____
30" Round Tables (w/linen):				
_____	30"High	36.20	41.70	_____
_____	42"High	38.20	43.70	_____
_____	4' x 8' Display Boards	58.20	69.70	_____
Miscellaneous				
_____	_____			_____
_____	_____			_____
_____	_____			_____
_____	_____			_____
		Subtotal		_____
		Sales Tax (7.625%)		_____
		Total		_____

Qty	Description	Advance Price	Floor Price	Total
Carpeting <small>Subject to availability; indicate 1st & 2nd choice</small>				
_____	Gray _____ Black _____ Blue _____			_____
_____	Burgundy _____ Red _____			_____
_____	8' x 10'	68.50	82.00	_____
_____	8' x 20'	137.00	164.00	_____
_____	10' x 10'	94.00	113.00	_____
_____	10' x 20'	171.00	205.00	_____
Carpet Cleaning (Vacuuming)				
_____	Once prior to show (30¢ per sq. ft.)			_____
_____	Daily x # of days (25¢ per sq. ft.)			_____
Labor - Install & Dismantle				
Labor charge in quarter hour increments with a one hour minimum; call for current hourly rates. Exhibitor is responsible for arranging on site labor by calling 320-253-4050. Exhibitor must be there to supervise during install and dismantle.				
Install				
We will require _____ person(s) for approximately _____ hour(s) @ _____/hour _____				
Dismantle				
We will require _____ person(s) for approximately _____ hour(s) @ _____/hour _____				
Additional Services Available				
Floral ~ Custom Signs ~ Registration Services Information and prices are available; call 320-253-4050.				

Payment via:

Check Credit Card *

* Please complete credit card authorization form

Credit Card Receipt Requested:

Yes No Thanks!

PAYMENT POLICY: Advance payment must accompany your order 5 days prior to show date to qualify for Advance Price. All orders received without payment or on show site will be charged Floor Price. All rentals subject to 6.875% MN sales tax & any applicable local taxes.