



Minnesota Music Educators Association 2025 Midwinter Convention Exhibit Hall Final Details

Hello MMEA Exhibitors,

We are looking forward to seeing you soon at the MMEA Midwinter Convention in Minneapolis in February. Here are some final details for you regarding the exhibit hall. Please pass this document on to all your booth workers.

EXHIBIT HALL HOURS

Set Up	<ul style="list-style-type: none">•Wednesday, February 12, 2025 - 1:00 p.m. - 5:00 p.m.•Thursday, February 13, 2025 - 8:00 a.m. - 11:00 a.m.
Exhibitor Meeting	<ul style="list-style-type: none">•Thursday, February 13, 2025 - 11:15 a.m. in Exhibit Hall
Open Days and Hours*	<ul style="list-style-type: none">•Thursday, February 13, 2025 - 11:30 a.m. - 5:00 p.m.•Friday, February 14, 2025 - 9:00 a.m. - 5:00 p.m. <p>Note: Booths must remain open and staffed during all exhibit hall hours. Thanks for your cooperation with this.</p>
Tear Down	<ul style="list-style-type: none">•Friday, February 14, 2025 - 5:00 p.m. - 9:00 p.m.

ARRIVAL AND UNLOADING

We will be located in Exhibit Hall B of the Minneapolis Convention Center (MCC). This hall is on the lower level of the MCC. (See map on page 3 of this document.) You can enter the Loading Dock/Marshalling Yards from East 16th Street. You may need to speak with the guard on duty or use the call box to gain access. Immediately to the right, it says, "Enter Hall A (Underground)". That will take you down a ramp to our hall. There you can park your car or truck temporarily, unload, and move equipment and materials into your booth. Once you have unloaded your vehicle (30-minute time limit), please move it out of the hall so others can come in. Thanks! (Please note that this area is not where you can park during the show; only to unload.)

Note - The MCC does not have carts for exhibitors to use to unload. If you have a lot of heavy items to transport to your booth, think about bringing a cart of your own.

Parking lots are located in numerous locations around the MCC. See the attached map or this link for details:

<https://www.minneapolis.org/minneapolis-convention-center/directions-parking/>.

BOOTH FURNISHINGS (Fern Expo)

You have already received an email from Fern, the company that provides carpeting, furnishings, etc. for our show. Using the link and password in that email, order any materials you want them to supply for your booth. You can also contact their representative, Jessica Mulheron, by email at jmulheron@fernexpo.com or call her at 800-774-1251, ext. 8443.

SHIPPING AFTER TEAR DOWN

If you are having materials shipped out of the exhibit hall, contact Fern to arrange this, or make arrangements with another shipping company of your choice to pick up your materials.

ELECTRICITY, INTERNET, TELEPHONE LINES AND BOOTH CLEANING SERVICES

If you have not already done so, you may order electricity, a telephone landline, WiFi, booth cleaning services, and more at the Minneapolis Convention Center- <https://www.minneapolis.org/minneapolis-convention-center/exhibitors> or call them at 612-335-6550.

EXHIBITORS SERVING FOOD AND/OR FOOD SAMPLES

Exhibitors are welcome to hand out small candies or samples at their booth as long as they are commercially pre-wrapped. (Ex. Halloween Candy size) Only exhibitors who have completed a Minneapolis Short Term Food Permit Application may cook, brew, or bake in their booth(s). Compliance with all Minneapolis and State of Minnesota food safety regulations is the responsibility of the exhibiting organization. You may also place a food order with the MCC's exclusive food provider, Kelber Catering at <https://www.kelber.com/>.

CONVENTION RESOURCE BOOK

Our Convention resource is printed again this year and is also available NOW digitally. The schedule will be published Sept 1, and the resource book will be available in January 2025. You can find links to both as they are available on the [attendees page on the MMEA website](#).

CONVENTION BADGES

The convention badges you ordered for booth workers will allow you into the convention sessions. You may, of course, have additional workers in your booth. Just ask them to wear their company or school name tags.

STUDENTS, ALL-STATE GROUPS, AND ATTENDEES VISIT THE EXHIBIT HALL

We have invited all the MMEA performing groups to spend time in the hall. The All-State ensembles will also have time built into their schedule to visit the exhibit hall. Please welcome them as future (or current) customers, students and supporters.

In addition, MMEA will be hosting a group of high school students interested in becoming future music educators. They will also be visiting the exhibit hall, especially to see colleges and universities with music education programs.

MMEA has also built time into the convention schedule for attendees to visit the exhibit hall.

GIVEAWAYS AND PRIZE DRAWINGS

We encourage you to consider having a drawing, raffle, free pencils, etc. at your booth. If you want us to, we can announce your drawings on our microphone for you. Due to some concerns about the frequency of our announcements, we will limit these to once or twice during a morning or afternoon. We do not announce the names of winners, so be sure to collect contact information at your booth.

Again, thanks so much for joining us this year. See you soon.

Chip Williams & Joni Sutton
MMEA Exhibit Chairs
exhibits@mmea.org



Minneapolis

Convention Center

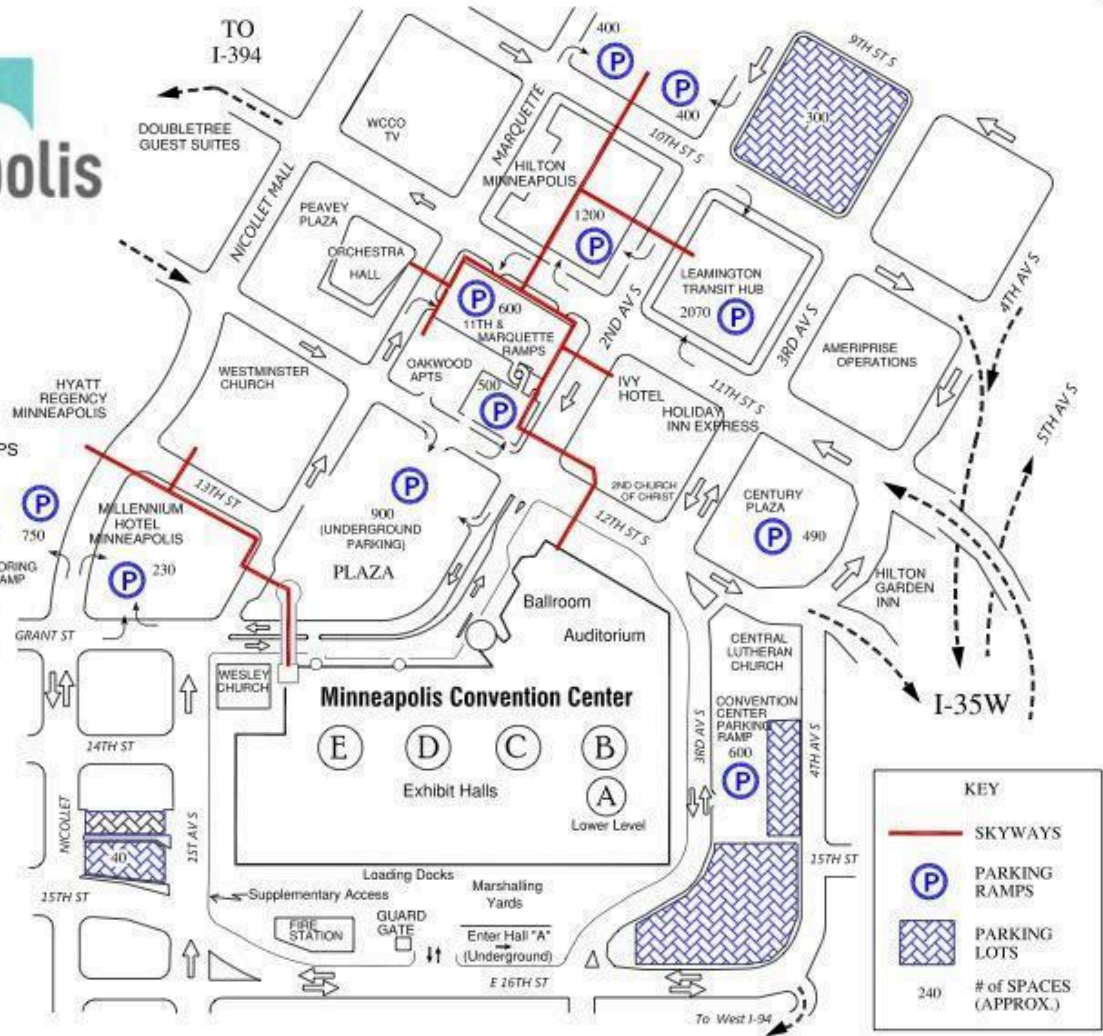
Parking & Skyway System

MUNICIPAL PARKING RAMPS

- (P)** LEAMINGTON (673-9650)
11TH & MARQUETTE (339-2554)
PLAZA (339-9061)
OPEN 6 A.M. - 11 P.M.
OR LATER FOR EVENTS
- (P)** LORING RAMP
- OPEN WEEKENDS FOR ALL
EVENTS AT ORCH. HALL
AND CONVENTION CENTER
- (P)** HILTON RAMP (673-9844)
OPEN 24 HRS/DAY
- SKYWAYS ARE OPEN
M-F 6:30a - 10:00p
SAT 9:30a - 8:00p
SUN NOON - 6:00p



Mpls Traffic & Parking Services
January 2013



KEY	
	SKYWAYS
	PARKING RAMPS
	PARKING LOTS
240	# of SPACES (APPROX.)