



Minnesota Sheriffs' Association

2026 PSAP 9-1-1 COMMUNICATIONS CONFERENCE

EXHIBITOR DATES: MARCH 16 - 17, 2026
THE PARK EVENT CENTER, WAITE PARK, MN

EXHIBITOR'S PROSPECTUS

CONFERENCE DETAILS: The Minnesota Sheriffs' Association 2026 PSAP 9-1-1 Communications Conference brings together public safety communications professionals from across the state. The exhibit hall provides vendors with valuable opportunities to connect with decision-makers, showcase products, and build relationships within the 9-1-1 community.

The Conference and Exhibition will be held at The Park Event Center, Waite Park, MN. **The registration fee is \$725.00** and includes the following: one 8' draped table, two chairs, free Wi-Fi, and electrical power (if specified on the registration form- see details below). Additional tables may be available depending on room layout and spacing. Please contact the MSA office prior to registering if additional space is needed.

Admission to all vendor activities (including meals on Monday evening and Tuesday lunch) for two exhibitors during the exhibit hours are also included. Additional exhibitor attendees must remit payment as specified on the exhibitor registration form.

Electrical Power:

- Standard electrical power is available at no cost if vendors bring their own extension cords and properly tape or cover cords to prevent tripping hazards.
- If the conference provides extension cords, power strips, and floor tape, a \$25 fee per vendor will apply.
- Vendors requiring power beyond a standard 110 outlet must contact the MSA office in advance.

Setup, Load-In & Tear Down

Load-In / Setup Times:

- Exhibitor setup officially begins Monday, March 16, 2026, at 2:00 p.m.
- Additional setup needs should be indicated on the online registration form.

Tear Down:

- Exhibitors tear down will begin at 1:30 p.m. on Tuesday, March 17, 2026.

EXHIBIT TIMES:

Monday, March 16, 2026

2:00 – 5:00pm **Registration & Setup**
5:30 – 7:30pm **Exhibitor Reception & Dinner** (Dinner 6:30 - 7:30pm)
8:00 – 11:00pm **Professional Networking**

Tuesday March 17, 2026

10:00 **Hall opens for Exhibitors**
11:45 – 1:30 **Exhibitor Break & Lunch** (Door Prize/ Passport Drawings will be held at approximately 12:45 pm)
1:30pm **Exhibitor Tear Down**

PASSPORT: Attendees will be given a Passport to have vendors initial. *All exhibitors will be listed on the passport.* Once the card is completed, the passports will be entered in a drawing for a prize. Drawings for prizes will be made following lunch on Tuesday. We encourage our exhibitors to contribute prizes for this drawing. Exhibitors who register after March 10, 2026, may not be included on the passport due to printing needs.

SPONSORSHIPS:

Vendor hall dinner:	\$ 1,000.00 (can be split)
Breaks	\$ 250.00 (can have multiple sponsors)
Lunches	\$ 500.00 (can have multiple sponsors)
Banquet	\$ 750.00 (can have multiple sponsors)
Banquet Drink Tickets	\$ 500.00 (can have multiple sponsors)
Speaker	\$ 1,000.00
Professional Networking	\$ 500.00

All event sponsorships will be recognized during conference. Please contact Alison Schiebel at MSA (aschiebel@mnschieriffs.org) for more information on sponsorships.

Exhibitors are invited to attend the Professional Networking gathering on Monday evening.

Shipping & Delivery Information:

- Please use the following address for all shipments.

The Park Event Center Attn: Alex Cable/ MSA PSAP 911 Conference

500 Division Street

Waite Park, MN 56387

- Packages may be delivered no earlier than seven (7) days prior to the event.
- Pallet deliveries must be dropped at the rear garage door.
 - No loading dock or forklift available; pallet jack only.
- Pick-up services are not facilitated by TPEC.
 - Outbound shipments will be held in the front office until retrieved by the shipping carrier.
- Outbound shipments must be picked up by Thursday morning following the conference.

LODGING RESERVATIONS: Room reservations must be made by completing the online reservation form found on the MSA website under the Exhibitor link

CANCELLATION: All cancellations must be made no later than 48 hours prior to the event. No refunds or credits will be issued for cancellation requests on or after the first date of the event. No refunds or credits will be issued for no-shows.

PAYMENT INFORMATION: Online registrations can either pay by credit card or select "Invoice Me", where you will be sent a confirmation email and invoice shortly after registering. Checks should be made out to the Minnesota Sheriffs' Association.

Minnesota Sheriffs' Association
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