



Alyssa Kresky
Minnesota Power
30 W Superior St
Duluth, MN 55802

218-355-2228
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Dear Exhibitor,

Thank you for participating in the **27th annual Energy Design Conference & Expo**. A variety of workshops will be included in the agenda and this conference is a great opportunity for exhibitors to display residential and commercial energy-related products and services. All breaks and a Tuesday evening reception will be in the exhibit hall, providing the greatest exposure for exhibitor products and services.

WHERE:	Duluth Entertainment Convention Center (DECC) 350 Harbor Drive (bayside, downtown Duluth)	
WHEN:	February 21-22, 2017	
EXHIBIT HOURS:	Tuesday, February 21 7:30 a.m. to 6:00 p.m.	Wednesday, February 22 7:30 a.m. to 3:00 p.m.

Any exhibitors applying for continuing education credits that did NOT register online as an Attendee through the link on your exhibitor confirmation email should contact Alyssa Kresky at 218-355-2228.

- **Exhibitor Setup:** Ballroom doors will be open from 11:00 a.m. to 4:30 p.m. on Monday, February 20, for Exhibitor setup. Setup must be completed by 6:00 p.m.
- **Teardown** at 3:00 p.m. on Wednesday, February 22.
- **Single Booth vendor fee** includes conference registration for two people for both days, continental breakfasts, lunches, electricity, two chairs, 8' covered and skirted table in a carpeted ballroom. Additional persons pay separately at attendee conference rates.
- **Double Booth vendor fee** includes conference registration for four people for both days, continental breakfasts, lunches, electricity, four chairs, 16' covered and skirted table in a carpeted ballroom. Additional persons pay separately at attendee conference rates.
- **Exhibitors not registered** online can request name tags at the registration desk.
- **Hospitality Room** will be open for continental breakfast from 7:00–10:30 a.m. each day. It is located in the **St. Louis River Room**.
- **Exhibitors eat lunch each day at 11:30 a.m.** This allows you to be back in your booth for Attendees to visit after their morning sessions.



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- **To ship materials** to the DECC prior to check-in, please ship to:

DECC
Deliver to Door 9
Energy Design Conference – *(your company name)*
350 Harbor Dr
Duluth, MN 55802

- **Monday evening Welcome Reception:** Featuring live music, complimentary refreshments and networking.
4:30–7:00 p.m. in the French River Room
- **Tuesday evening reception:** Gives you an additional opportunity to meet with prospective clients and allow attendees another chance to view exhibits. Food, beverages, and door prizes will be offered.
4:30–6:00 p.m. in the Exhibit Hall

We encourage each exhibitor to donate a door prize in the \$25–\$50 range, to be given out at the Tuesday evening reception. Door prizes will be collected Monday afternoon/evening or Tuesday morning.

We look forward to seeing you there!

Thank you,

A handwritten signature in black ink that reads "Alyssa Kresky". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alyssa Kresky
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