

### Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) | online ordering: [www.boomer/valleyexpodisplays.com](http://www.boomer/valleyexpodisplays.com)
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

### Show Management Information

- BBI International
- Tami Vigness
- 701.738.4977
- [tvigness@bbiinternational.com](mailto:tvigness@bbiinternational.com)

### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard booth will include:

- Gold & Blue 8' Back Drape and 3' Side Drape
- (1) 11" x 17" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting. Aisle are carpeting in pepper color carpet.

**FLOOR COVERING ARE MANDATORY PER SHOW MANAGEMENT**

### Event Schedule Information

<b>Exhibitor Move In:</b>	Sunday	June 9, 2024	8:00AM - 5:00PM
	Monday	June 10, 2024	8:00AM-12:00PM
<b>Show Hours:</b>	Monday	June 10, 2024	5:00PM - 6:30PM
	Tuesday	June 11, 2024	11:00AM - 6:30PM
	Wednesday	June 12, 2024	7:30AM - 1:30PM
<b>Exhibitor Move Out:</b>	Wednesday	June 12, 2024	1:30PM - 6:30PM

### Shipping Addresses & Receiving Dates

#### Advance to Warehouse

Receiving Dates:

**5/8/2024 thru 6/5/2024**

Receiving Hours:

**Mon-Fri 7:30AM-2:30PM**

TO: Exhibiting Company Name and Booth #

FOR: International Fuel Ethanol Workshop & Expo 2024

ABF Freight

C/O Valley Expo & Displays

2950 Lone Oak Circle

Eagan, MN 55121

#### Direct to Show Site

Receiving Dates and Times:

**6/9/2024; 8:00AM - 5:00PM**

**6/10/2024; 8:00AM-12:00PM**

TO: Exhibiting Company Name and Booth #

FOR: International Fuel Ethanol Workshop & Expo 2024

Minneapolis Convention Center

C/O Valley Expo & Displays

1301 2nd Ave. South

Minneapolis, MN 55404