

Minneapolis Convention Center
1301 2nd Ave S
Minneapolis, MN 55403
[Directions/Parking](#)

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor,

Cyber Security Summit would like to be one of the first to welcome you to the show. We will do our part to make your experience a successful one. Listed below is information you may need and where to find it.

DEADLINES AT A GLANCE

- 9/30/18** [Hotel Reservations Deadline](#) – Subject to availability
- 10/1/18 Submit Logo/Description/Ad (if applicable) for print material – extended deadline, please ensure you provide this info so it can be included in the printed guide
- 10/2/18 Register individuals for Complementary Summit Passes (If applicable)
- 10/2/18 Register Cyber Security Summit Sponsorship/Exhibitor Booth Staff
- 10/4/18 Register to attend VIP Reception if applicable – Invitation Only
- 10/4/18 Register to attend Visionary Leadership awards – Tuesday, 10/23
- 10/9/18 Furnishings rental, custom exhibit rentals or labor via Brede (See [Exhibitor Resources Packet](#) for more details)
- 10/16/18 Advance shipments to warehouse (if shipments are received after, additional charges via Brede services will be incurred.)
- 10/22/18 Shipments to show site to arrive no sooner than October 22, 2018

INCLUSIONS

- 8'x10' booth, with (1) 8'x30" table and (2) chairs and wastebasket
- Carpeted show floor
- Wifi
- Lead Retrieval (if applicable)
- 2 booth staff representatives (unless otherwise noted)
- Meals within exhibitor hours
- Inclusion in onsite Summit Guide

LODGING

- The Cyber Security Summit has arranged for a discounted hotel rate for attendees and exhibitors at two different properties:
 - [Minneapolis Marriott City Center](#) for \$158 per night.
30 South 7th Street
Minneapolis, MN 55402
 - [Hilton Garden Inn Minneapolis](#) for \$164 USD per night.
1101 4th Avenue South
Minneapolis, Minnesota, 55404
- These rates are subject to availability, so we encourage you to make your arrangements as soon as possible.
- Last day to book at the discounted rate: 9/30/2018 - subject to availability

PARKING/TRANSPORTATION

The 2018 Cyber Security Summit will take place at the Minneapolis Convention Center, located in downtown Minneapolis. The Minneapolis Convention Center is easily accessible by car or public transportation, and it is surrounded by several parking ramps.

Minneapolis Convention Center
1301 Second Ave S, Minneapolis, MN 55403
612-335-6000

For detailed information on parking and directions, visit the [Minneapolis Convention Center website](#).

EXHIBITOR SERVICES/SHIPPING

Brede is the designated service provider for shipping. Please refer to page 2 of the [Exhibitor Services Packet](#) for information regarding shipping needs, deadlines, labeling, etc.

ELECTRICITY, UTILITIES, AV, AND DEDICATED HIGH SPEED INTERNET ARE NOT INCLUDED.

Please find all the necessary forms for purchasing electricity, furniture, special lighting, high speed internet, etc., in the [Exhibitor Services Packet](#), which can also be found on the [resources page](#) of the Cyber Security Summit website. Wireless internet is complimentary for all exhibitors.

REGISTERING EXHIBIT BOOTH STAFF

Please [Register](#) your booth staff online. Additional Booth Staff Passes for your organization representatives may also be purchased at \$125.00 per person, per day. Please contact Jennifer Churchill, Sponsorship/Exhibitor Sales Manager, The Event Group, Incorporated at Jennifer.Churchill@eventshows.com. Alternatively, feel free to call Jennifer at 763-548-1306.

EXHIBITOR SETUP SCHEDULE

Monday, October 22: 12:00 PM – 5:00 PM

EXHIBITOR TEARDOWN SCHEDULE

Wednesday, October 24: 5:30 PM - 10:00 PM

Badge Pick-Up

Monday, October 22: 12:00 PM – 5:00 PM

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Tuesday, October 23: 7:00 AM - 12:00 PM

Badges can be picked up at the registration desk located outside of Ballroom A. Badges are required for entry into the event.

Lead Retrieval Pick-Up

TRC Badgerite, our partner for CSS 2018, provides a tradeshow lead retrieval system that lets exhibitors collect leads during the show. If applicable, exhibitors can pick up their lead retrieval devices at their desk, stationed adjacent to the outside of Ballroom A.

Lead retrieval not included in your package? No worries! We have limited number of units available pre-event at the discounted rate of \$350. To learn more and see if there are any available, contact Jennifer Churchill, Sponsorship/Exhibitor Sales Manager, The Event Group, Incorporated at Jennifer.Churchill@eventshows.com. Alternatively, feel free to call Jennifer at 763-548-1306.

Exhibit Hall Open (exact times subject to change)

Tuesday, October 23

7:00 AM – 8:00 AM	Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Break in Exhibit Hall
12:00 PM – 1:15 PM	Lunch in Exhibit Hall
3:00 PM – 3:30 PM	Break in Exhibit Hall
5:15 PM – 6:00 PM	Networking Reception in Exhibit Hall

Wednesday, October 25

7:15 AM – 8:15 AM	Networking Breakfast in Exhibit Hall
10:00 AM – 10:30 AM	Networking Break in Exhibit Hall
11:30 AM - 12:45 PM	Networking Lunch in Exhibit Hall
2:45 PM – 3:15 PM	Networking Break in Exhibit Hall