

**Important information inside  
for all FlightSimExpo exhibitors.**

Remember, all Partners are invited to join us for the

### **FlightSimExpo 2026 Developer Conference**

presented by



### **Thursday, June 12**

Meet on the Ballroom Level of the Saint Paul RiverCentre at 10:00am.

Lunch Follows at 12:30pm.

The conference is free for all FlightSimExpo sponsors and exhibitors.

**FSE**expo

**June 12-14, 2026**

Saint Paul RiverCentre  
Minneapolis/Saint Paul

flightsimexpo.com  
info@flightsimassociation.com  
833-437-3976

Produced Annually By:



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This manual provides important information about FlightSimExpo. It includes deadlines, move-in and move-out dates, and other logistical details.

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## Introduction

Welcome to FlightSimExpo, North America's flight simulation and aviation convention! We're excited to have you on board as an exhibitor and are grateful for your support. We have worked hard to produce an affordable, accessible event in Minnesota's capital city, where over 100 languages are spoken and diversity is celebrated.

As a community-created and driven event, FlightSimExpo would not be possible without the support of industry partners like you. We rely heavily on ideas and feedback from our sponsors and exhibitors to produce an event that we are all proud of and pleased to attend. **THANK YOU** for the help and support we have received in putting this event together.

We look forward to seeing you in June.

### PROMOTING THE EVENT

We encourage all event partners and exhibitors to promote FlightSimExpo on social media and directly to customers. Referrals to our website and social media from other exhibitors have historically been very effective in growing the event.

Download our [media kit](#) for brand resources and information about the show and reach out to us with any questions about how to help promote FlightSimExpo.

### CONTACT INFORMATION

Our team is available to help answer your questions. Prior to the event, use your FlightSimExpo representative as your point of contact, or feel free to reach the team at:

Contact	Information
Evan Reiter	+1 416-735-5600 <a href="mailto:evan@flightsimassociation.com">evan@flightsimassociation.com</a>
Phil Coyle	+1 530-400-8350 <a href="mailto:phil@flightsimassociation.com">phil@flightsimassociation.com</a>

For any urgent on-site matters, please use the information below or send us a message on Discord. One of our team members will have access to email and phone throughout the event.

Contact	Information
Urgent On-Site Matters	<a href="mailto:onsite@flightsimexpo.com">onsite@flightsimexpo.com</a> 1-833-437-3976 (does not accept text messages)

## Important Links



Exhibit Hall  
Floorplan



Discounted  
Hotel Rooms



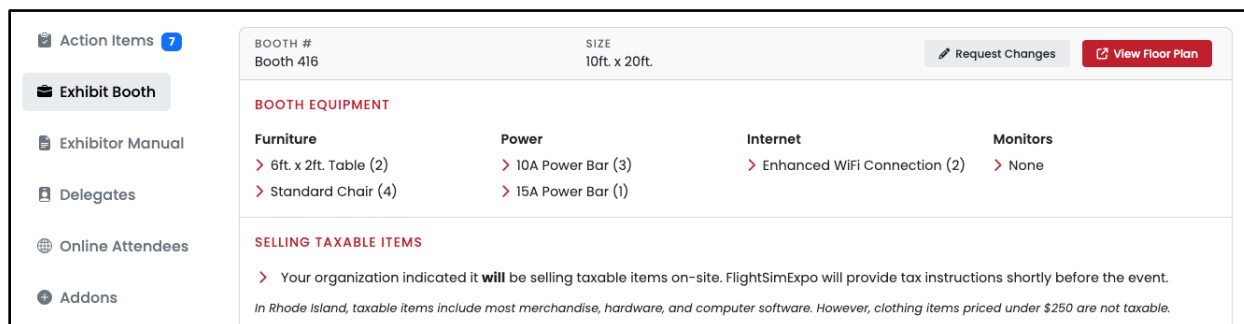
Exhibitor Setup  
Schedule



Your Exhibit  
Booth Equipment

## Your Exhibit Booth

The [FlightSimExpo Partner Hub](#) provides details about your exhibit booth's specifications, including booth size, basic furnishings, internet, electrical, monitors, and more:



The screenshot shows a dashboard for Booth #416. It includes a sidebar with navigation options like 'Action Items', 'Exhibit Booth', 'Exhibitor Manual', 'Delegates', 'Online Attendees', and 'Addons'. The main content area displays booth information: 'BOOTH # Booth 416' and 'SIZE 10ft. x 20ft.'. There are buttons for 'Request Changes' and 'View Floor Plan'. Below this, a 'BOOTH EQUIPMENT' section lists items in four columns: Furniture (6ft. x 2ft. Table (2), Standard Chair (4)), Power (10A Power Bar (3), 15A Power Bar (1)), Internet (Enhanced WiFi Connection (2)), and Monitors (None). A 'SELLING TAXABLE ITEMS' section contains a note: 'Your organization indicated it will be selling taxable items on-site. FlightSimExpo will provide tax instructions shortly before the event. In Rhode Island, taxable items include most merchandise, hardware, and computer software. However, clothing items priced under \$250 are not taxable.'

Access the Partner Hub to see exactly what's included in your booth, and to order add-ons.

[>> CLICK HERE TO ACCESS THE PARTNER HUB <<](#)

### NOTE

The deadline to place orders through the Partner Hub is **Friday, May 29.**

## DEMERS EVENTS & EXPO SERVICES

### Deadline for Discounted Pricing: May 29

Demers Events & Expo Services (Demers) is the show services partner for FlightSimExpo 2026. For exhibitors seeking add-ons other than those available via the Partner Hub, Demers is pleased to offer exhibitors a range of furnishings, carpet, labor, graphics, and more. Please see the [Demers Service Kit](#) for more information.

Please note that the exhibit hall floor is not carpeted.

### ORDERING ADDITIONAL SERVICES FROM DEMERS

See the Demers Exhibitor Kit for the full range of offerings. To order, email [info@demersexpo.com](mailto:info@demersexpo.com) and ask them to "create an online ordering login for FlightSimExpo 2026". They will respond with an online login link where you can view their catalog and place an order through the online storefront. Orders placed online save the 8% administrative fee!

## Attendee Giveaway Items

We encourage partners to bring giveaway items for attendees. In the past, we've seen branded mugs, T-shirts, hats, pens, bags, and more given to all FlightSimExpo attendees.

Giveaway items for **exhibitors** are placed at the exhibitor's booth. Items for **non-exhibiting sponsors** are placed near registration.

FlightSimExpo will cover material handling charges associated with attendee giveaway items **for Platinum and Diamond Sponsors**, provided they are shipped and addressed correctly.



**Quantity:** FlightSimExpo 2025 had almost 2,500 in-person attendees. For FlightSimExpo 2026, we recommend a quantity of **1,500** for giveaway items.



**Logistics:** You can either bring items with you or ship them in advance. Shipped items require special addressing and coordination with FlightSimExpo so you are not charged material handling. Additionally, items must be received between **May 12 and May 29**.

Please email [phil@flightsimassociation.com](mailto:phil@flightsimassociation.com) for attendee giveaway shipping instructions.



## Getting Your Items to the Event

You can bring items with you, ship them in advance, or a combination of both as desired.

### BRING ITEMS WITH YOU

#### Option 1: Hand-Carry Items onto the Show Floor



**How it Works:** Bring items with you and hand-carry them onto the exhibit floor. Mechanical assistance is limited to a self-supplied small dolly.



**Timeline:** Any time after 3pm on Wednesday, June 10.



**Material Handling Charges:** None.



**Instructions:** Park your vehicle in the Exhibitor Load-In Area (see [Load-In/Out Instructions](#)).

#### Option 2: Ship To or Drop Off at the Loading Dock with Demers



**How it Works:** Ship or drop off items, with load-in assistance from Demers on-site staff.



**Timeline:** Arrive during Show Services Staff Hours (see [Event Schedule](#)).



**Material Handling Charges:** \$95 per 100 lb. increment, with a \$190 minimum charge.



**Instructions:** Reach out to Ashley Parker using [ashley@demers-av.com](mailto:ashley@demers-av.com) to coordinate load-in timelines and obtain a material handling estimate. Please ensure you have provided a credit card in advance to avoid additional admin fees.

### SHIP ITEMS IN ADVANCE

#### Option 3: Ship to the Advance Warehouse for Direct Booth Delivery



**How it Works:** Ship items to Demers' warehouse in advance of the show. Items will be delivered to your booth on Wednesday, June 10. Empty boxes will be stored and returned to you at the end of the show for easy load-out.



**Timeline:** Ship items to arrive between May 12 and May 29.

**Material Handling Charges:**



*For shipments over 50lbs:* \$95 per 100 lb. increment, with a \$190 minimum charge.

*For individual boxes less than 50lbs:* \$50 each, with a maximum of 3 boxes.



**Instructions:** See [Demers Shipping Instructions](#).

## Exhibit Hall Setup and Load-In

Your booth will be available for setup beginning at:



**Wednesday, June 10**



**3:00pm**

When arriving, proceed to FlightSimExpo Exhibitor Check-In located in the Kellogg Lobby of the Saint Paul RiverCentre. Registered delegates of your organization will be provided with badges. Exhibitors and those under their escort will be able to access the Exhibit Hall continuously, including outside of show hours, with their FlightSimExpo badge.

**Exhibit setup must be completed by 4:30pm on Friday, June 12**, when the Exhibit Hall opens to the public. Setup is not permitted before show hours on Saturday and Sunday, aside from items needed to prepare your booth each day (e.g., powering on and verifying computer equipment, basic tidying, etc.).

### FLIGHTSIMEXPO VOLUNTEERS

Venue policies restrict our volunteers from assisting with booth setup. Plan accordingly to ensure you have sufficient support to both setup and staff your booth in on-site. We are happy to help make advance arrangements should you need assistance during setup or on show days.

### IMPORTANT NOTE

Remember to bring any accessories, tools, and other peripherals you may need for setting up your booth. **FlightSimExpo does not stock and will not be able to provide** items such as extension cords, power adaptors, computer peripherals, tape, etc.

If such items are needed on-site, you will need to source them locally at your own expense.

FlightSimExpo strongly recommends performing a “dry run” setting up your booth prior to shipping items and/or traveling to the show, to ensure that you have everything you need.

## Exhibit Hall Breakdown and Load-Out

FlightSimExpo 2026 ends at 3pm on Sunday. All materials must be removed from the facility by:



**Sunday, June 14**



**9:00pm**

Any materials remaining in the facility after this time will be disposed of at your expense. You can take items with you, ship them outbound, or a combination of both as desired.

### TAKE ITEMS WITH YOU

Option A: Hand-Carry Items off the Show Floor



**How it Works:** Hand-carry your items; mechanical assistance is limited to a self-supplied small dolly and several restrictions apply. Dollies will not be provided.



**Material Handling Charges:** None.



**Instructions:** Park and load your vehicle in the Exhibitor Load-Out Area (see [Load-In/Out Instructions](#)) during move-out hours.

Option B: Pick Up at the Loading Dock with Demers



**How it Works:** Demers' personnel will move your items from the show floor and load your vehicle at the loading dock.



**Material Handling Charges:** Material handling fees paid during load-in also cover load-out.



**Instructions:** Coordinate with Demers once on-site.

### SHIP ITEMS

Option C: Outbound Shipping

There are four choices:

- **C-1:** Leave up to 3 pre-labeled boxes of 50 lbs. or less with Demers for pickup by FedEx or UPS.
  - Complete a bill of lading before leaving the show site. Items will be returned to the Demers warehouse. You must schedule a pick-up with FedEx or UPS starting June 22.
- **C-2:** Have your own carrier or the house carrier pick up from the show site on Sunday, June 14.
  - If your carrier can't pick up on Sunday, the house carrier (ABF Freight) can be used.
- **C-3:** Have Demers take your larger shipments back to the warehouse and schedule a pick-up using your preferred carrier starting June 22.
  - If you prefer to use your own carrier, and they can't pick up on Sunday, use this option.
- **C-4:** Leave items on the Saint Paul RiverCentre loading dock for pick-up by your preferred carrier on Monday, June 15.
  - There is no overnight security. You are responsible for meeting your carrier on Monday.

Details on each of these options are located on the following page.

### C-1: Small Shipments from the Show Site

#### **Up to 3 boxes, each 50lbs or less, shipped with FedEx or UPS only:**



**How it Works:** Label items and leave them at the Demers Service Desk. Demers will bring the items to their warehouse. You then schedule a FedEx or UPS pickup on or after June 22.



**Material Handling Charges:** Inbound material handling charges cover outbound service; if you did not ship to Demers inbound, the outbound charge is \$50 per package.



1. Complete a bill of lading at the Demers Service Desk on-site prior to show close.
2. Use FedEx or UPS labels with from address: **151A Park Ave, East Hartford, CT 06108.**
3. Beginning June 22, schedule FedEx or UPS pick-up from the address above.  
Warehouse hours are 8:30am - 3:30pm Monday-Friday, excluding holidays.

### C-2: Large Shipments from Show Site on Sunday

#### **Crated, LTL Shipments, or larger shipments directly from the show site on Sunday:**



**How it Works:** Have your own carrier pick up from the show site on Sunday, June 14, or use the house carrier (ABF) to ship outbound that day.



**Material Handling Charges:** None.



- Arrange with your carrier to pick up directly from the venue on Sunday, June 14.  
Carriers must check in with Demers by 5pm.
- If your carrier cannot pick up on Sunday, June 14, you can use the house carrier (ABF Freight). Email Ashley Parker ([ashley@demers-av.com](mailto:ashley@demers-av.com)) for a quote.

### C-3: Large Shipments from the Post-Event Warehouse

#### **Crated, LTL Shipments, or larger shipments that cannot be picked up on Sunday:**



**How it Works:** If your carrier cannot pick up from the show site on Sunday, Demers can take your shipments back to their warehouse. Schedule pick-up using your carrier starting June 22.



**Material Handling Charges:** \$1.35/lb. with a minimum charge of \$95.



1. Complete a bill of lading at the Demers Service Desk on-site prior to show close.
2. Beginning June 22, schedule a pick-up with your preferred carrier from the Demers warehouse at **151A Park Ave, East Hartford, CT 06108.**  
Warehouse hours are 8:30am - 3:30pm Monday-Friday, excluding holidays.

### C-4: Large Shipments from Show Site on Monday

#### **Leave items at the Saint Paul RiverCentre for Monday pick-up:**



**How it Works:** Leave items on the loading dock, at your own risk, for pick-up Monday, June 15.



**Material Handling Charges:** None.



**Caution!** There will be no security or FlightSimExpo personnel on-site overnight on Sunday. Additionally, if your items are not picked up on Monday, they will be disposed of your expense. FlightSimExpo and Demers will not be held responsible for damaged or missing items.

# Join us on Discord

Where FSA Members and FlightSimExpo Attendees  
*Meet, Collaborate, and Learn*



OR, VISIT [FLIGHTSIMEXPO.COM/DISCORD](https://FLIGHTSIMEXPO.COM/DISCORD) TO JOIN

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FlightSimExpo invites all partners to join us on Discord, the conference's social networking app. You can post announcements, share your event plans, or offer giveaways and discounts directly to our attendees, all in Discord.

Don't already have a Discord account? Create one now at [discord.com](https://discord.com). Then, use the join link above.

## Feedback from Previous Events

FlightSimExpo attendees provided the following feedback in post-event surveys. The opinions below come directly from attendees and are provided to help produce the ideal attendee experience.

### WATCH OUR “MAXIMIZING YOUR ROI AT FLIGHTSIMEXPO” SESSION

Prior to FlightSimExpo, we'll host a free seminar for partners where we cover feedback from past events and share best practices to help you get the most out of the FSE Expo experience. Look for a calendar invitation in March or April as the event approaches.



**Ability to Buy On-Site.** The most frequent comment we hear from attendees! Consider pre-sales with on-site pickup, point of sale transactions with shipping to the attendee's house, or bringing merchandise with you. If you sell virtual items, sell download codes right on-site.



**Offer Show-Specific Discounts.** Attendees commented that they would like to see discounts offered to those in attendance, as is common in other industries.



**Health Practices.** Attendees were concerned about the spread of germs, specifically when trying simulators or VR headsets. One comment suggested using wipes to clean VR headsets between each use or using single-use covers.



**Announcing New Products.** Attendees are looking for exhibitors and developers to announce new products. They recommend using shows like FlightSimExpo as platforms to “wow the audience”, rather than update existing work.



**Staying for the Whole Event.** Attendees commented that some exhibitors were packing up before 3pm on Sunday. They indicated this had a negative experience on the “vibe” toward the end of the show. Exhibitors who vacate their exhibit booth before 3pm on Sunday may be subject to penalties at future events.



**Consider “Reservations” or “Tickets” for Your Booth.** For popular displays, a “take a number” or sign-up system allows attendees to walk the floor while waiting their turn. This was especially recommended for some of the higher-end hardware vendors, who might want a one-on-one opportunity to meet with customers who are genuinely interested in making a significant investment.

## Travel Information

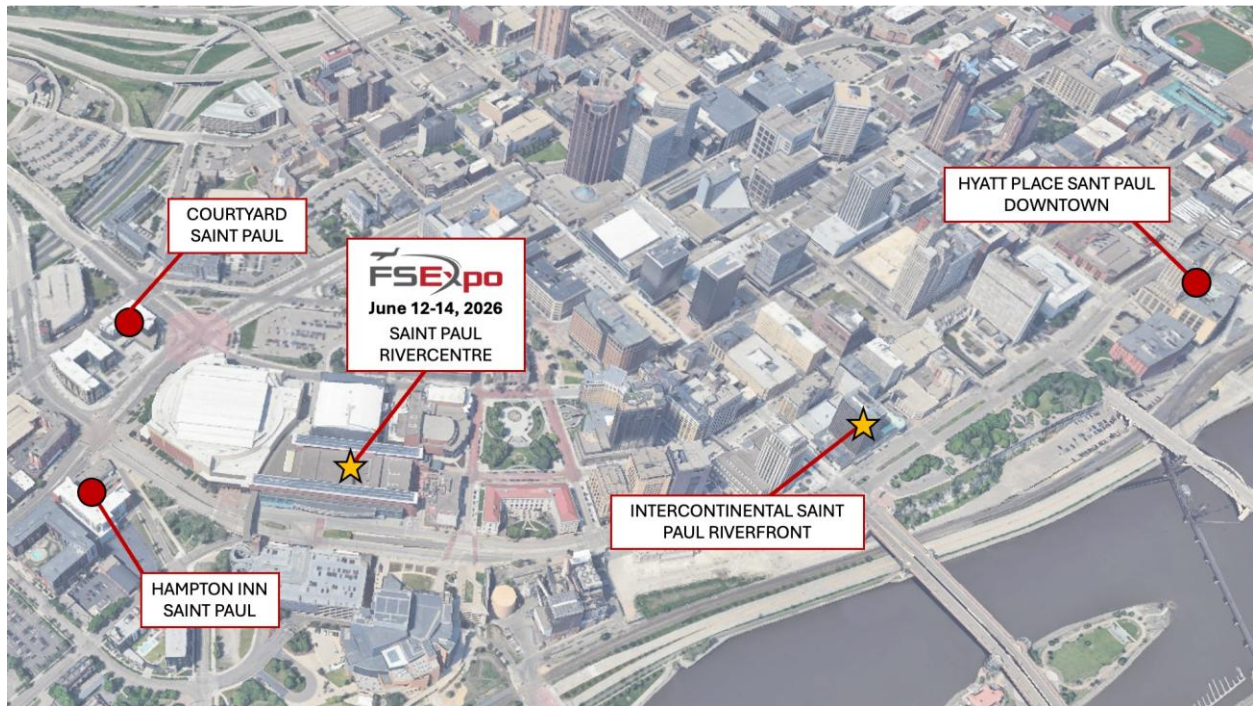
### TRAVEL DISCOUNTS

FlightSimExpo has negotiated discounts for hotel guests, air travel, and ground transportation to help make the event as affordable as possible. For more information, visit [our website](#).

The entire event—including the Developer Conference and the #FSExpoFriday Announcements—is self-contained at the Saint Paul RiverCentre, within walking distance from all FlightSimExpo hotels.

The Saint Paul RiverCentre is located at **175 West Kellogg Boulevard, Saint Paul, MN**.

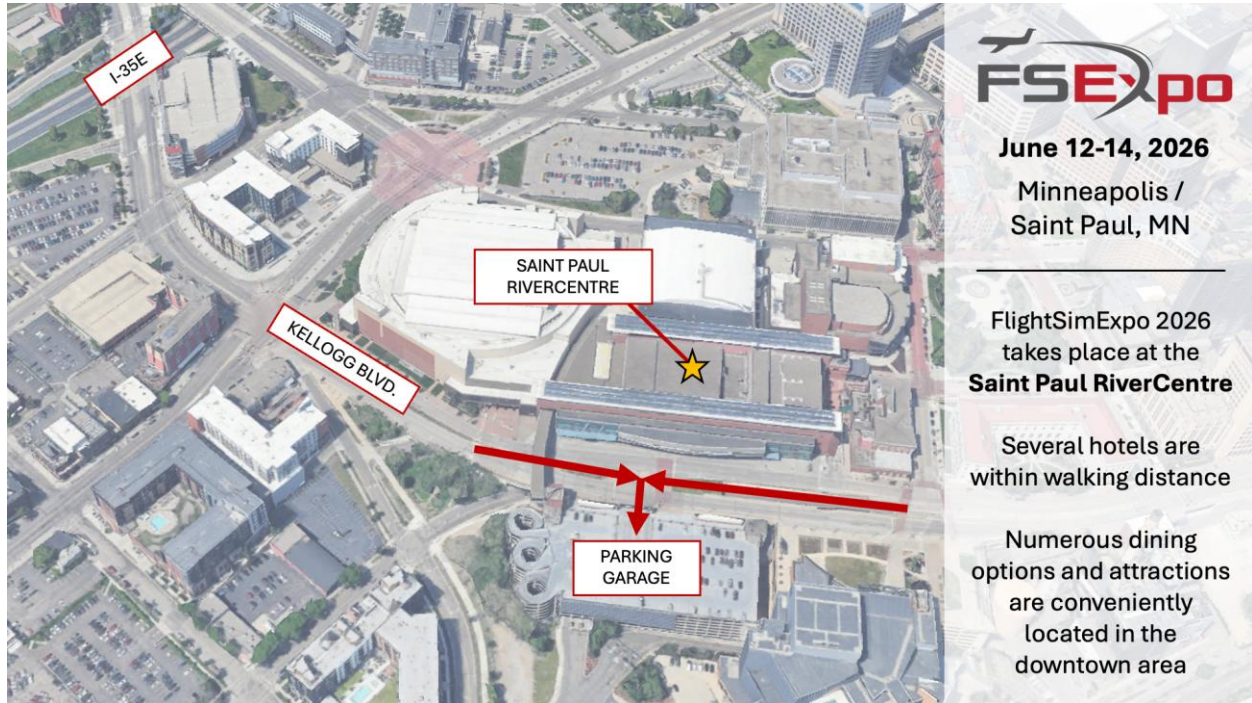
We encourage all sponsors, exhibitors, and attendees to stay at one of our other contracted hotels and to book using the links [on our website](#) for the best rates and a breakdown of what each property includes.



## EVENT PARKING

Please see [our website](#) for information on parking at the Saint Paul RiverCentre. If you are staying at one of [our contracted hotels](#), it will likely be more economical for you to leave your vehicle at the hotel and walk to the convention center each day.

If you are parking your own vehicle for self load-in/out, please see [Self Load-In/Out Instructions](#) for the parking lot address and details.



## Other Logistics

### SECURITY

The exhibit hall will be restricted to FlightSimExpo attendees, sponsors, exhibitors, and personnel identified by FlightSimExpo badges. Generally, members of the public who are not registered for the event will not have access to FlightSimExpo event spaces. However, the Saint Paul RiverCentre is a public facility and there may be other groups in nearby meeting spaces at the property.

During event hours, FlightSimExpo spaces will generally have a visible security presence that involves a mix of venue-provided security measures, security officers, and uniformed police officers. During the overnight periods, all event spaces will be locked. A minimum of one FlightSimExpo contracted security officer will be present beginning at 6:00pm on Wednesday, June 10 until 3:30pm on Sunday, June 14.

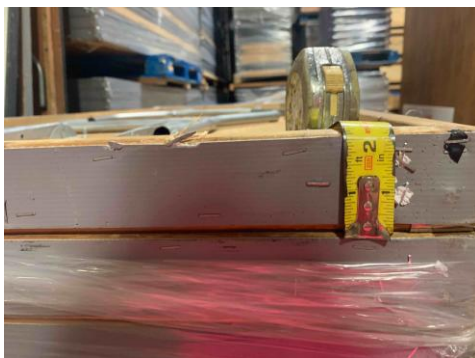
Please take appropriate caution with effects. FlightSimExpo recommends that all personal items and any valuables are kept with you at all times, as FlightSimExpo will not be held liable for lost or stolen property.

### AFTER-HOURS ACCESS

Public access to the venue is locked down between 11pm and 6am daily. Entrance to the facility and our contracted space during these hours is restricted to FlightSimExpo exhibitors wearing their badge via a separate loading dock entrance. Additional details will be provided on-site for anyone requiring access to the venue during these hours.

### TABLES

Standard exhibit tables are 6' long x 2' wide x 30" tall, with a 2" lip, black skirting, and a white top. To assist with determining how to connect or place peripherals, the images below depict the standard tables used on-site without the skirting and top:



### SELLING ITEMS ON-SITE

Please see our [Sales Tax Overview](#).

## BEWARE OF SCAMS!

We take great care in protecting contact information provided to us, and do not share any contact information with third parties, except:

1. Through the FlightSimExpo Partner Directory, if you opt in.
2. With Demers Events & Expo Services, our show services partner.

You may be contacted by Demers Events & Expo Services with questions about your shipping plans or if you ordered additional furnishings.

Otherwise, all communication will come directly from the FlightSimExpo team with an '@flightsimassociation.com' or '@flightsimexpo.com' address.

We anticipate that partners will receive unsolicited emails or phone calls from companies falsely offering to provide contact information, hotel booking services, exhibitor lists, or attendee lists for our conference. In one instance in 2024, a caller claiming to be "from the FlightSimExpo hotel" attempted to obtain an exhibitor's credit card number by falsely suggesting the hotel rate had changed and asking for a credit card number to cover the difference. Sometimes, emails even include the illegal use of the FSE Expo logo. This is a common scam that affects all events (just [search Attendee List Sales Scams on Google](#)).

Emails and phone calls about FlightSimExpo from anyone other than our team or Demers Events & Expo Services are fraudulent and should be ignored. You may wish to mark them as spam and/or report them. FlightSimExpo will never call you unsolicited to request credit card or other financial information.

## PRIVATE MEETING SPACE

Meeting space can be made available for your exclusive use starting at \$700 per day. Please inquire with us in advance for more information.

## FOOD & BEVERAGE

A concession stand will be available with breakfast and lunch items available for purchase via cash or credit card on Friday, Saturday, and Sunday. Please note that no outside food and beverage is permitted in the facility.

Food and beverage services for your booth may be purchased from Morrissey Hospitality, the on-site catering group. To order:

1. [Visit this website](#).
2. Enter the password **MorrisseyHospitality**.
3. Place your order online.

## Self Load-In/Out Instructions

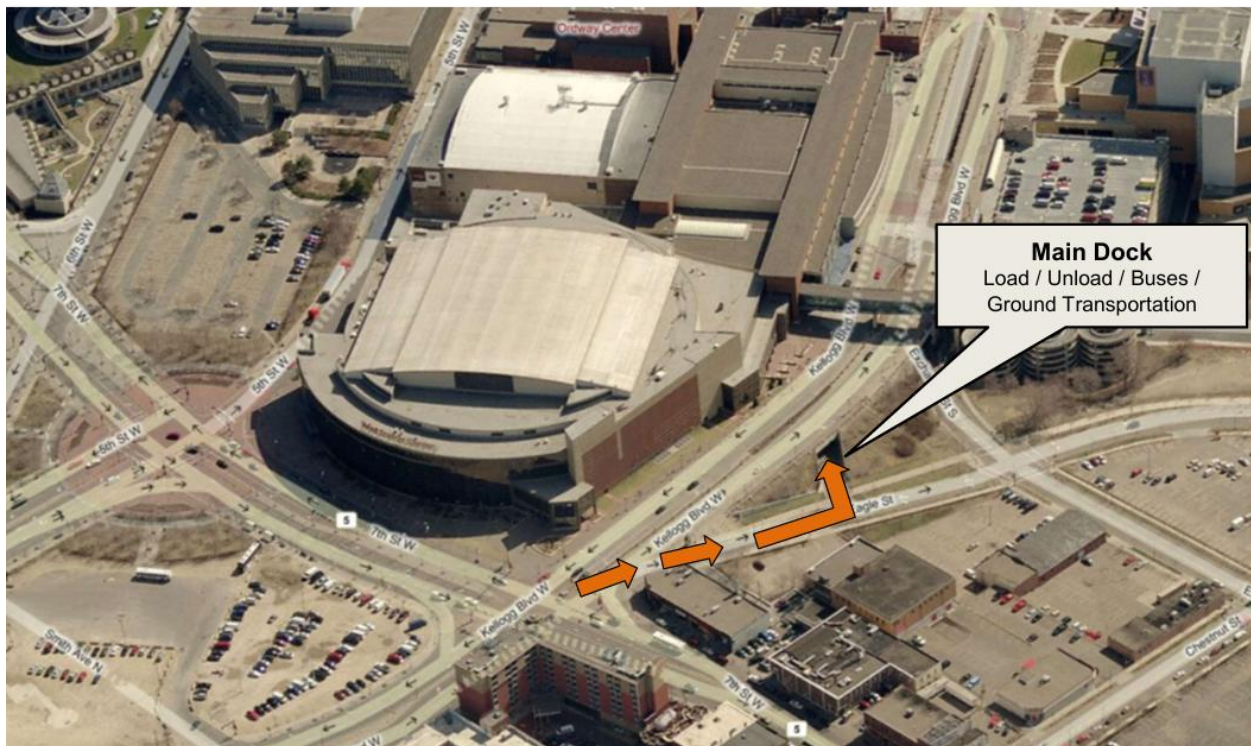
During load-in and load-out, exhibitors can access the loading dock at no charge. Upon arrival, personnel from the Saint Paul RiverCentre (venue) and Demers (our show services partner) will provide instructions on where to park and unload.

The following criteria apply to exhibitors choosing to handle their own materials:

- Personnel performing the work must be bonafide, full-time employees of the exhibiting company.
- Hand-operated equipment self-supplied by the exhibitor, including two-wheeled hand trucks and four-wheeled flat carts, is permitted.
- The use of fork trucks or other mechanized equipment is restricted to licensed personnel.
- The exhibitor assumes responsibility for their own storage during the show.

The loading dock entrance is: [310 Eagle Street, Saint Paul, MN, 55102](#).

## Loading Dock Entrance 310 EAGLE STREET, ST PAUL MN 55102



## Demers Events & Expo Services: Advance Shipping Instructions

Demers can assist with inbound and outbound freight handling. This service includes:

- Receiving your items in advance and delivering them directly to your booth.
- Storage of empty boxes/crates during show hours.
- Return of empty boxes/crates during move-out.
- Facilitation of outbound shipping.

### SHIPPING INFORMATION

Items sent to the Advance Warehouse must be received between **May 12 and May 29** and labeled as shown below. Items received after May 29 will be subject to a late fee of at least \$100, with an absolute deadline of Monday, June 8.

Shipments may be received on Monday through Friday between 8:30am – 3:30pm, excluding holidays.

You can use your own carrier, a courier like FedEx or UPS, or ABF Freight (Demers' preferred carrier). Email [ashley@demers-av.com](mailto:ashley@demers-av.com) to receive a quote on ABF services.

All materials must be labeled according to the following example shipping label. A printable template is included on the following page for your convenience.

To: Name of Exhibitor & Booth #  
 FlightSimExpo c/o ABF Freight Inc.  
 2950 Lone Oak Cir  
 Eagan, MN 55121, United States of America

### PACKAGE HANDLING RATES

Packages and/or freight will be assessed the following handling charges:

Package	Handling Charge
Up to 3 small boxes up to 50 lbs. each	\$50 per box
All Other Items	\$105 for each 100 lb. increment with a minimum charge of \$210

Please **provide your credit card information to Demers before shipping your package**. You can either:

1. Complete [this credit card authorization](#) and send it to [info@demersexpo.com](mailto:info@demersexpo.com).
2. Email [info@demersexpo.com](mailto:info@demersexpo.com) requesting they "create an online login for FlightSimExpo 2026", then input credit card information into the online portal.

For assistance, questions, or package tracking, please contact Demers at [info@demersexpo.com](mailto:info@demersexpo.com).

# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Friday, May 29, 2026** to avoid the late fee.

FlightSimExpo, Saint Paul RiverCentre, June 12-14, 2026

# RUSH!

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TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**FlightSimExpo**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

c/o ABF Freight  
2950 Lone Oak Cir  
Eagan, MN 55121

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces





**DARKOCEAN**  
DESIGN

# Make your exhibit truly stand out

Eye-catching custom booth designs and premium branded stationery that showcase your brand at its best, from a design agency that really understands flight simulation.

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DARKOCEAN DESIGN is the team behind VA SYSTEMS. Now exhibiting at FlightSimExpo for the third consecutive year, we're ready to put our experience to work to make your brand and booth stand out.

[contact@design.darkocean.net](mailto:contact@design.darkocean.net)