



## FACT SHEET

## Minnesota Trade Office Services and Staff

The Minnesota Trade Office (MTO), an office within the Department of Employment and Economic Development (DEED), is the state agency that provides export assistance to Minnesota companies. The MTO delivers programs and services particularly focused on helping small and medium sized companies enter and compete in the international market.

### EXPORT COUNSELING AND TECHNICAL ASSISTANCE

International trade representatives with broad international business experience are available to provide practical advice and information to help companies successfully export. International trade representatives provide assistance with conducting market research, identifying market opportunities, developing business plans, evaluating market entry strategies, identifying potential distributors/agents/partners, providing advice on international logistics, reviewing regulatory requirements, and much more.

### EXPORT EDUCATION AND TRAINING SERVICES

The MTO provides cutting-edge training seminars designed to provide knowledge and tools necessary to be successful exporters. A complete listing of educational programs is posted on the MTO Website (click on *Calendar of Events*).

### EXPORT PROMOTION SERVICES

The MTO organizes promotional events to help companies explore market opportunities firsthand and meet potential business partners and buyers. The MTO organizes trade missions, provides exhibition opportunities at domestic and international trade shows, and arranges face-to-face meetings with potential foreign buyers.

### MARKET INTELLIGENCE AND RESEARCH RESOURCES

The MTO works with the DEED library to maintain an extensive collection of information on foreign markets. The library is replete with economic data, export statistics, trade periodicals, company directories, a wide variety of electronic and internet-based market research tools, etc. The library is open to the public Monday through Friday (9:00 a.m. - 4:00 p.m.) and staffed with a professional researcher. Companies also can access valuable research resources on the MTO Website.

### CERTIFICATES OF FREE SALE

Some countries require imported products to have a Certificate of Free Sale showing that the products comply with U.S. laws for distribution and sale within the U.S. The MTO issues Certificates of Free Sale.

### PROTOCOL ASSISTANCE

As the Office of Protocol for Minnesota, the MTO ensures that affairs of the state with official visiting foreign delegations and dignitaries are conducted in accordance with standard etiquette of diplomacy and culturally appropriate practices. The MTO also serves as the liaison between the State of Minnesota and the Minnesota Consular Corps.

### SPEAKERS BUREAU

The MTO is readily available to provide presentations and keynote addresses on international trade-related topics to local chambers of commerce, Rotary Clubs, college and university classes, and other organizations.

### TRADE ASSISTANCE HELPLINE

To request assistance from the Minnesota Trade Office, simply call the Trade Assistance Helpline at 651-259-7498.

Trade Assistance Helpline  
**651-259-7498**

**[www.exportminnesota.com](http://www.exportminnesota.com)**



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## Minnesota Trade Office Services and Staff

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### INTERNATIONAL TRADE REPRESENTATIVES (ITRs) BY ASSIGNED RESPONSIBILITIES

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**651-259-7498**

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