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## GENERAL INFORMATION

**LOCATION:** **Minneapolis Convention Center**  
1301 Second Ave. S  
Minneapolis, MN 55403  
(612) 335-6000

**SHOW HOURS:**

Wednesday, January 20..... 5:00 p.m. to 10:00 p.m.  
Thursday, January 21 ..... 12:00 p.m. to 10:00 p.m.  
Friday, January 22 ..... 12:00 p.m. to 10:00 p.m.  
Saturday, January 23..... 10:00 a.m. to 9:00 p.m.  
Sunday, January 24 ..... 10:00 a.m. to 5:00 p.m.

The exhibit hall will continue with partial lighting from 10:00 p.m. - 10:15 p.m. each evening, so that sales in progress can be completed.

**SHOW OFFICE – Mezzanine Level Hall C**

**Phone: 612/335-6880 / 6881**

The show office will be staffed beginning Sunday, January 17th through Monday, January 25th. During move-in and move-out days the show office will be open from 8:00 a.m. to 5:00 p.m. During show days the show office will open two hours prior to show open and remain so until thirty minutes after show close.

**EXHIBITOR SERVICE CENTER – Back of Hall B**

The following service contractors will be present to help you with any on site services you may require: Brede Exposition Services and Minneapolis Convention Center for utilities (i.e. telephone, electric, plumbing and audio visual rentals).

**PRESS ROOM – C/D**

**Phone: 612/335-6880 / 6881**

All industry and working press may stop by the press room—located in the show office—to pick up show-related press materials. Exhibitors wishing to have their press materials on display in the press room should send no more than 10 printed press kits to:

Ellen Hopkins  
Marketing & Communications Director  
NMMA  
[ehopkins@nmma.org](mailto:ehopkins@nmma.org)  
312-946-6249

**EXHIBITOR REGISTRATION**

**Phone: 612/335-6880 / 6881**

The registration desk will be located in Lobby D. Registration will be open during move-in from 8:00 a.m. to 5:00 p.m. each day. During show days, registration will be open two hours prior to show open through show closing.

**FLOOR MANAGERS**

Show Management has hired Floor Managers who are experts in convention and public show production and logistics. If you encounter any difficulties during the move-in or move-out, consult these Floor Managers (located in each hall). They can also be reached by radio through the Show Office.

### **EXHIBITOR INSURANCE**

All exhibitors are required to provide NMMA Shows with a certificate of insurance. Please forward this information to:

Jennifer Lees  
National Marine Manufacturers Association  
Minneapolis Boat Show  
331 2<sup>nd</sup> Avenue South, Suite 701  
Minneapolis, MN 55401

The exhibitor's insurance agent can obtain this certificate. Exhibitors also have the option of purchasing insurance through **Wells Fargo**. If you are unable to secure reasonable insurance for your exhibit an order form can be found under the ORDER FORMS TAB of the on-line kit.

### **SECURITY**

Show Management will provide perimeter security surveillance of the exhibit hall during move in, show days, and move out. All exhibitors must assume full responsibility for the care and control of their exhibit materials and should properly insure these items for theft, loss or damage from the time the exhibit materials leave your place of business until their return following the close of the show. Please contact either a Floor Manager or go to the Show Office should you have security issues during the event.

### **STANDARD BOOTH EQUIPMENT**

Exhibitors occupying booth space (8' X10' or 10' x 10') are provided with 8' pipe and drape back wall, 3' side rails, and a **FREE** two line identification sign with your booth number and company name.

### **ELECTRICAL SERVICE**

Electrical service is **NOT** included in your space rental. If you require electrical service for your display, please fill out the Minneapolis Convention Center Service order form along with a method of payment form and return it to the convention by the January 5th, 2010 deadline. These forms can be found under the ORDER FORMS TAB of the on-line kit.

### **SAVE ON ELECTRICAL SERVICE!**

All orders must be received prior to the January 5th, 2010 deadline in order to qualify for the indicated rate. Please fill out and return a Method of Payment form along with the service order form.

### **LITERATURE STORAGE**

Fire regulations prohibit storage of literature cartons or boxes in your exhibit space. Only a one-day supply of literature is allowed in your exhibit space. The show provides a free literature storage area for your convenience. Simply notify Show Management of your literature needs one day in advance, and your cartons will be delivered to your booth the following morning. Be sure all boxes are clearly marked with your company name, booth number and contents.

### **TAX AND BUSINESS LICENSE APPLICATIONS**

All exhibitors electing to sell goods and services are required to obtain an Itinerant Merchant License and a Minnesota Business Tax application. You will find these necessary forms under the ORDER FORMS TAB of the on-line kit.

### **HOTEL INFORMATION**

Show Management has reserved room blocks for exhibitors at the following hotel: The Hilton Towers, Minneapolis, The Hyatt Regency, and the Millennium Hotel Minneapolis. To reserve your room(s) or for further information contact:

#### **Hilton Towers Minneapolis**

1001 Marquette Avenue  
Minneapolis, MN  
\$89.00 per night single  
612.376.1000 or 800.445.8667  
Includes FREE in-room wireless internet service

#### **Hyatt Regency**

1300 Nicollet Mall  
Minneapolis, MN  
\$89.00 per night single  
888.421.1442  
includes FREE in-room wireless internet service

#### **Millennium Hotel**

1313 Nicollet Mall  
Minneapolis, MN  
\$89.00 per night single  
612.332.6000 or 800.522.8856  
FREE parking, while supplies last, a \$15.00 value

**Note: Book by January 1, 2010! You must state that your room is for the "Minneapolis Boat Show room block" in order to receive the rates listed above.**