



GENERAL INFORMATION

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

SHOW HOURS:

Thursday, January 24..... 2:00 p.m. to 9:00 p.m.
Friday, January 25 12:00 p.m. to 9:00 p.m.
Saturday, January 26..... 10:00 a.m. to 9:00 p.m.
Sunday, January 27..... 10:00 a.m. to 5:00 p.m.

The exhibit hall will continue with partial lighting for 15 minutes after closing each evening so that sales in progress can be completed.

SHOW OFFICE – Lobby D Registration Desk

Phone: 612-330-3001/3002

The show office will be located in Lobby D next to the registration desk. The office will be staffed Monday, January 8th - Sunday, January 14th. During move-in and move-out days, the show office will be open from 8:00 a.m.- 8:00 p.m. During show days, the show office will open two hours prior to show open and remain so 30 minutes after show close.

EXHIBITOR SERVICE CENTER – Back of Hall C

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).

EXHIBITOR REGISTRATION

Phone: 612-330-3001/3002

The registration desk will be located in Lobby D beginning Monday, January 8th. Registration will be open during move-in hours each day. During show days, registration will be open two (2) hours prior to show open through 30 minutes after show closing.

PRESS ROOM – Mezzanine Level – Hall C

Phone: 612-330-3001/3002

All industry and working press may stop by the press room—located in mezzanine—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:

Bonnie Harris
PR Manager
Wax Marketing
harris@waxmarketing.com
612.801.0912

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 move-in or move-out, consult these Floor Managers (located in each hall wearing red coats). They can also be reached via radio by staff at the registration desk.

Exhibitor Insurance

All exhibitors are required to provide NMMA Shows with a Certificate of Insurance. There is an instruction form in the Exhibitor Kit under Exhibit and Insurance Information tab. Otherwise, a USI agent will contact you with instructions.

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.

ST-19 FORM

All exhibitors, even those not completing sales, must complete an ST-19 Operators Certificate of Compliance and return it to our office. The ST-19 is contained in the Exhibitor Kit under the Frequently Requested Forms.

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' X 10' 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 Friday, December 22, 2017 for the Advance Order Discount. The form can be found in the Exhibitor Kit under the FREQUENTLY REQUESTED FORMS tab.

FREE WIFI

WIFI Internet Services at the Minneapolis Convention Center will be provided, wireless connectivity will be available at no additional cost to all exhibitors.

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

We have secured discount rates with area hotels for your stay during the show. [Click Here](#) to take advantage of these special rates. Be sure to book early, hotels can/do sell out quickly. A list of hotels and the rates are also listed below:

Hilton Minneapolis
1001 Marquette Avenue
Minneapolis, MN
\$97.00 per night single
Includes FREE in-room wireless

Millennium Hotel –
225 S 11th Street
Minneapolis, MN
\$96.00 per night single
\$5.00 Parking While Available

**Note: Book by Friday,
December 28, 2018!**