

FEBRUARY 2-4 – Rochester, Minnesota

EXHIBITOR INFORMATION & REGULATIONS

- Show Location:** Mayo Civic Center, 30 Civic Center Dr. SE Rochester, Minnesota 55904-3701
- Show Dates & Hours:** Friday, February 2, 2018
Friday, 2 P.M. to 9 P.M. Saturday, February 3, 2018
Saturday, 10 A.M to 8 P.M Sunday, February 4, 2018
Sunday, 10 A.M to 4 P.M
- Exhibit Rates:** 1 Corner Exhibit Space \$475.00 per. 1 Corner Exhibit Space / 1 In Line Exhibit Spae \$850.00 per.
1 In Line Exhibit Space \$425.00 per. 2 In Line Exhibit Spaces \$800.00 per.
4 Exhibit Space End Cap \$1,550.00 per. Non-Profit organizations \$200.00 per.
- Bulk Exhibit Rates:** 360 Sq. Ft. to 600 Sq. Ft. \$1.95 Per Sq. Ft. Bulk Exhibit Space 601 Sq. Ft. Plus \$1.75 Per Sq. Ft.
- Exhibit Details:** An exhibit space is 10 ft. wide x 8 ft. deep. 8ft. back and 3ft. side curtains are provided.
- Electrical & Internet:** Internet access is provided complimentary on a non secure open wireless system. Arrangements for Electrical Power and Enhanced Secure Internet access are contracted with Mayo Civic Center. Utility rates are set by the Mayo Civic Center. Information on reserving utilities is available at www.rochestermnshows.com and will be included in the final exhibit packet.
- Reserving Space:** The exhibit investment is based on the amount, position and type of exhibit space or bulk space requested. To reserve exhibit space, a deposit of 50% of the total amount must be returned with completed contract.
- Final Payment:** The final balance will be due and payable by Friday, January 5 2018.
- Payment Methods:** Business, Certified, Personal, Credit Card Convenience Checks, Money Orders as well as Am Ex, Discover, Master Card or Visa Credit Cards are accepted forms of payments. Credit card payments made to RochesterMNShows will be processed through its affiliated company B & J Promotions, a company under common ownership.
- Move In:** Thursday, February 1, 9 A.M. to 8 P.M. Friday, February 2, 8:30 A.M. to 1P.M.
- Move Out:** Exhibit Move Out will begin at the conclusion of the show at 4 P.M. on Sunday, February 4. All exhibits must be removed entirely from the interior of the facility on Sunday, February 4.
- Exhibit Badges/ Passes:** Two (2) Exhibit Badges and Two (2) Exhibit Passes will be provided for each single exhibit space. Details on obtaining additional badges and passes will be available with your final statement.
- Retail, Sales & Reservations:** This is a selling event. The acceptance of payment for goods, services, or the receipt of a deposit for reservations is encouraged. Exhibitor is responsible for complying, reporting and payment of all retail sales taxes.
- Insurance:** Each exhibitor must provide a Certificate of Insurance to RochesterMNShows with a total of no less than (\$100,000 General Liability Insurance) by January 5, 2018.
- Security:** EXHIBITOR and their employees are responsible for the security of all goods, materials, exhibits or products delivered to, or left at the Mayo Civic Center. After show closing, the building is secured and accessed only by facility personnel.
- Draping:** Tables, chairs, carpet, & any other items needed for your exhibit may be rented from the designated decorator prior to the show. Rental information will be available with final statement. Use of your own table, chairs, carpet & other display materials are permitted.
- Food Samples:** Food or beverage samples are permitted but carry specific restrictions. Compliance to State law regarding packaging, preparation and sampling must meet guidelines and must be approved by the show SPONSOR and the facility prior to the show.
- Lodging:** The Double Tree and Hilton Garden Inn are the designated lodging facilities for this show. They offer climate controlled skyway access to the Mayo Civic Center. Information on these facilities is available at www.rochestermnshows.com and will be included in the final exhibit packet.
- Signage:** All exhibits must have at least 1 sign identifying the exhibit. Hand or stencil lettered signs will not be permitted as exhibit identification.
- MN St-19:** Minnesota law requires that exhibitors provide information on their status of possessing a valid sales tax permit number, having applied for, or declaration that you are not required to have a sales tax permit number. This form will accompany the final statement.
- Line Of Sight:** Individual exhibit displays may not utilize materials higher than 4 feet, that extends further than 4 feet from the rear of an exhibit that would obscure the view of adjacent exhibitors.
- Restrictions:** Tables must be skirted and covered. Skirting must be clean and reach from the table top to just at the floor. No food or beverage may be brought into the facility for personal consumption during the event unless for health reasons. This will be monitored by facility management. This restriction is related to the distribution of food born pathogens in a public facility. The gratuitous distribution of "Wrapped Candy" is encouraged. Helium Balloons, stickers or products with any transferable adhesive quality are restricted materials at this show. Aerosol cans with flammable propellants and or liquids that can create a slipping hazard are prohibited. Pets are not allowed in the exhibit area or on the grounds of Mayo Civic Center.
- Final Exhibit Packet:** The Final Exhibit Packet will include detailed information on the following: Entering Facility, Exhibit Restrictions, Draping, Lodging, Fuel level restrictions, Insurance, Gaming / Raffle display restrictions, Minnesota St-19 form & other information related to participation in this event.

ROCHESTERMNSHOWS

P.O. Box 1926 North Mankato, Minnesota 56002-1926

phone: 507-387-7469 • rochestermnshows@gmail.com • fax: 612-564-7259