



GENERAL INFORMATION

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

SHOW HOURS:

Thursday, March 21..... 1:00 p.m. to 9:00 p.m.
Friday, March 22..... 12:00 p.m. to 9:00 p.m.
Saturday, March 23..... 10:00 a.m. to 8:00 p.m.
Sunday, March 24..... 10:00 a.m. to 5:00 p.m.

The exhibit hall will continue with partial lighting for fifteen minutes after each show, so that sales in progress can be completed.

SHOW OFFICE – Lobby D Registration

Phone: 612-330-3001/3002

The show office will be located in Lobby D next to the registration area. The office will be staffed beginning Tuesday, March 19 through Sunday, March 24. The show office will be open from 8:00 a.m.-8 p.m. open during move-in and move-out of the show. During show days the show office will open two (2) 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 - telephone, electric and plumbing and audio visual rentals.

EXHIBITOR REGISTRATION

Phone: 612/330-3001/3002

The registration desk will be located in Lobby D beginning Tuesday, March 19. 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 15 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 the mezzanine level—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 the move-in or move-out, consult these Floor Managers (located in each hall wearing a red jacket and on a golf cart). They can also be reached via radio through the Show Office in Lobby D.

EXHIBITOR INSURANCE

All exhibitors are required to provide NMMA Shows with a certificate of insurance. Please refer to the form in this Exhibitor Kit for submitting your proof of insurance online.

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. Should you have security issues during the event contact the floor managers or the show office.

STANDARD BOOTH EQUIPMENT

Exhibitors occupying booth space (8' X 10' and 10' x 10') are provided with 8' pipe and drape back wall with 3' side rails, a **FREE** two-line identification sign with booth number and company name. **Also, remember that Wireless Internet Service is available at no additional cost to exhibitors located in the exhibit hall.**

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 center. These forms can be found under the section FREQUENTLY REQUESTED ORDER FORMS in this kit. **SAVE MONEY!** Order by March 8th to qualify for the discounted rate. Please fill out and return a Method of Payment form along with the service order form.

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 the 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.

HOTEL INFORMATION

We have secured discount rates with area hotels for your stay during the show. Connections Housing are the Official Hotel Reservations partner of NMMA. [Click Here](#) to book or modify your hotel reservation for the show now!

Show Management has reserved room blocks for exhibitors at the following hotels: The Hilton Towers, Hyatt and Millennium Hotel. To reserve your room(s) or for further information contact Connections Housing at (800) 262-9974.

Hilton Minneapolis

1001 Marquette Avenue
Minneapolis, MN
\$97.00 per night single
FREE WIRELESS INTERNET

Hyatt Regency Minneapolis

1300 Nicollet Mall
Minneapolis, MN
\$97.00 per night single/double
FREE WIRELESS INTERNET

Millennium Hotel

1313 Nicollet Avenue
Minneapolis, MN
\$96.00 per night single
NO CHARGE – Based on Availability

Note: Book by March 1, 2019