



GENERAL INFORMATION

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

SHOW HOURS:

Wednesday, March 28 1:00 p.m. to 9:00 p.m.
Thursday, March 29 1:00 p.m. to 9:00 p.m.
Friday, March 30 11:00 a.m. to 9:00 p.m.
Saturday, March 31 10:00 a.m. to 9:00 p.m.
Sunday, April 1 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 – Mezzanine Level Hall C

Phone: 612-335-6880 / 6881

The show office will be staffed beginning Sunday, March 25 through Monday, April 2. We will have the show office 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 until 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.

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:

Sarah Ryser
PR Manager, Shows
NMMA
sryser@nmma.org
312-946-6285

EXHIBITOR REGISTRATION

Phone: 612/335-6880 / 6881

The registration desk will be located in Lobby D beginning on Tuesday, March 27th, before that day badges can be picked up in Show Office C/D. Lobby D 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 the close of the show.

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:

Sarah Hultgren
National Marine Manufacturers Association
Northwest Sportshow
331 2nd 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 they are unable to secure reasonable insurance for your exhibit an order form can be found under the OTHER SERVICES TAB of the 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. Should you have security issues during the event contact the floor managers or the show office.

STANDARD BOOTH EQUIPMENT

Exhibitors occupying booth space (8' X10' and 10' x 10') are provided with 8' pipe and drape back wall with 3' side rails and a **FREE** two line identification sign with booth number and company name. **Also, remember that Wireless Internet Service is available at no 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 ORDER FORMS of this kit.

SAVE ON ELECTRICAL SERVICE!

All orders must be received prior to March 7th in order to qualify for the advanced discounted 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 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

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

Hilton Towers
1001 Marquette Avenue
Minneapolis, MN
\$89.00 per night single
612.376.1000 or 800.445.8667

Hilton Garden Inn
1101 4th Avenue S
Minneapolis, MN
\$99.00 per night single/double
612.339.6633

Millennium Hotel
1313 Nicollet Avenue
Minneapolis, MN
\$89.00 per night single!
612.332.6000 or 800.522.8856

Holiday Inn Express
225 South 11th St
Minneapolis, MN
\$81.95 single/ double w/free breakfast
\$92.95 single/double one-room suites w/free breakfast
800.465.4329 or 612.341.3300

**Note: Book early! You must state that your room is for the
"Northwest Sportshow room block" in order to receive the rates listed above.**

****Additional hotel blocks may become available. Please contact show staff at 612.332.8330 for further information.**