



## GENERAL INFORMATION

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

**SHOW HOURS:**

Wednesday, March 24 ..... 1:00 p.m. to 9:00 p.m.  
Thursday, March 25 ..... 1:00 p.m. to 9:00 p.m.  
Friday, March 26 ..... 11:00 a.m. to 9:00 p.m.  
Saturday, March 27 ..... 10:00 a.m. to 9:00 p.m.  
Sunday, March 28 ..... 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 Tuesday, March 10 through Monday, March 16. 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 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 - 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:

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 8:00 p.m. 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:

Jennifer Lees  
National Marine Manufacturers Association  
Northwest Sportshow  
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 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.

### **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 in Tab #4 (ORDER FORMS) of this kit.

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

All orders must be received prior to February 25 deadline in order to qualify for this 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 w/free Internet  
612.376.1000 or 800.445.8667

#### **Hyatt**

1300 Nicollet Avenue  
Minneapolis, MN  
\$89.00 per night single/double w/free Internet  
888.421.1442

#### **Holiday Inn Express**

225 South 11<sup>th</sup> St  
Minneapolis, MN  
\$79.95 Single or Double w/free breakfast  
800.465.4329 or 612.341.3300

#### **Millennium Hotel**

1313 Nicollet Avenue  
Minneapolis, MN  
\$85.00 per night single w/free parking  
612.332.6000 or 800.522.8856

**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.**