



Minnecon Booth Vendor – Know Before You Go!

Thank you for your participation in our annual Minnecon event on July 31, 2019 at Target Field in Minneapolis, MN. We are excited for our design community to learn about all you have to offer them this year. Here is some information to help answer any questions you may have as a Minnecon booth vendor.

Load in/out | Parking | Installation

- Due to increased security rules at Target Field, you are required to register to Load In & Load Out. **If you have not already done so, please [Register to Load In](#) & [Register to Load Out](#) now.**
- Here is a map of the [Target Field loading dock area](#) indicating where you can load/unload during your registered load in & load out times.
- Please be sure to **unload** all items onto the dock and **move your vehicle** and **then** bring items up to the event floor. Other booth vendors are sharing your assigned time frame with you, so we need to get folks in and out of spaces as efficiently as possible. **You will have a maximum of 15 mins at the dock.** There will be no parking allowed in the loading area.
- All vendors should be clearly wearing the **yellow “vendor” wristbands while using the docks.** This wristband will be distributed upon arrival to the loading dock to allow your access to the dock and service level areas during load in and out.
- Exhibitors are to have their booths set up and **ready to go by 12pm on July 31, 2019.**
- There is **parking** adjacent to the building that is FREE and limited to the first 100 cars on July 31. Ramp A or B are other, fee-based options near Target Field.
- For the curious, [here is list of vendor booths & booth numbers.](#)
- When you and your other booth attendees arrive for the trade show, please swing by the registration area after 9:30 am on July 31 so you can print yourself a badge.
- **Booth sizes and amenities** are described in your booth purchase online. They all come with white drapes. These drapes are to remain in place before and during the event. Removal of **any** drapes is not permitted.
- Booths will not have a draped table or chair. Order items you need for your booth from [Core Expo](#).
- **Your booth is to remain up until 6pm on July 31,** please refer to your tear down schedules for day of and next day as stated below.
- If you registered for a booth with power, please bring your own extension cords. Neither Minnecon nor Target Field will have any to provide.



Raffle

- If you signed up to bring a raffle item, one of our fabulous volunteers will bring a balloon & bag to your booth for collecting business cards. Please select and contact your raffle winner.
- Please plan to give your winner their prize because our team will not be collecting this information.

Schedule at a glance

July 30, 2019

- noon -5pm | Load In & Set Up :pre-registration required, If you have not already done so, please [Register to Load In](#)

July 31, 2019

- 8am – 11am | Load In & Set Up pre-registration required, If you have not already done so, please [Register to Load In](#)
- 9am – 10am | CEU #1 Skyline Suite
- 11:15 – 11:15 am | CEU #2 Skyline Suite
- 11:30 – 12:30pm | Annual Member Meeting & Lunch (members only, pre-registration required)
- Noon – 6pm | Minnecon Tradeshow
- 1:30pm – 2:30pm | CEU #3 Skyline Suite
- 2:45pm – 3:45pm |CEU #4 Skyline Suite
- 4 – 6pm | Tradeshow Happy Hour
- 6 – 8pm | Happy Hour at Bat & Barrel
- 6 - 8:30pm | Take down & **Load-out pre-registration required**, If you have not already done so, please [Register to Load Out](#) now.
- **August 1, 2019**
- 8am – 11am | Take down & **Load-out pre-registration required**, If you have not already done so, please [Register to Load Out](#) now.

Please make sure to join us at Bat & Barrel after the show to network, eat, drink and celebrate. Thanks again for your support of Minnecon; we are delighted to have you join us on July 31. We especially appreciate your patience and flexibility with our NEW load in and load out registration requirements this year.

So that we may improve your experience next year, please take a few moments to [provide some feedback](#).