



### **Minnecon Booth Exhibitors – Know Before You Go!**

Thank you for participating in our annual Minnecon event on August 1, 2023, at RiverCentre in Saint Paul, MN. We are excited for our design community to learn about all you have to offer them this year. Frequent questions you have as a Minnecon booth vendor are answered below. For additional questions, please contact us at [minnecon@iida-northland.org](mailto:minnecon@iida-northland.org). Can't wait to see you there!

**If you need help at any point at the event, [committee members and volunteers will be wearing green lanyards](#) and are happy to assist you!**

### **Load In/Out | Parking | Installation**

- Load In/Out will occur at RiverCentre's Main Loading Dock, located at 310 Eagle Street, Saint Paul, MN. This link provides [directions to the Main Loading Dock](#)
- Load In times are pre-assigned, and you may arrive any time during your assigned time window. Upon arrival, you will receive a temporary dock pass allowing for 20 minutes of access, and a Dock Marshall will be on-site to provide directions and manage traffic. Please bring your own carts for loading materials in & out. **\*If you do not have an assigned Load In time, please contact us at [minnecon@iida-northland.org](mailto:minnecon@iida-northland.org)**
- Please refer to the attached load-in assignment document to locate your booth load-in time.
- If you are having a third-party service to have your items delivered/installed, **please make sure that they have your company name and contact information to provide to dock security.**
- Unload all items, bring them to your assigned booth in the Exhibit Hall, and then immediately return to your vehicle to move to a parking spot in the parking ramp or on the street. Other booth vendors are sharing your assigned time frame with you, so we need to get folks in and out of the dock spaces as efficiently as possible. **You will have a maximum of 20 mins at the dock.** There will be no parking allowed in the loading area. Some vendors might require longer than 20 minutes at the loading dock (e.g. furniture mfr & dealer box trucks). If so, notify the Dock Marshall upon arrival so they can accommodate.
- Parking is available in the RiverCentre Parking Ramp across the street and connected by skyway to the venue. [Directions from the main loading dock to the parking ramp are included here.](#)
- All exhibitors are to have their booths set up and **ready to go by 11:30am on Tuesday, August 1<sup>st</sup>.**
- When you and your booth personnel arrive for the trade show on August 1<sup>st</sup>, please swing by the registration area in the rotunda just outside the Exhibit Hall to check in and receive name badges. Name badges will be pre-printed based on the booth personnel you list in your Minnecon exhibitor profile account.



- If you need badges for additional staff in your booth, we ask that you add them via your Minnecon exhibitor profile account rather than having them register as a general show attendee.
  - Need access to your account? Look for an email in your inbox from [@mg.map-dynamics.com](mailto:@mg.map-dynamics.com) to find the link to the exhibitor profile for account access. If you need further assistance with this, please contact [info@iida-northland.org](mailto:info@iida-northland.org).
- There is no limit to the number of reps you can have at your booth during Minnecon.
- Booth sizes are as described during your registration.
  - 10x10 booths are all fitted with pipe and drape – 8’ high black back drape and 3’ high black side drape.
    - These drapes are to remain in place before and during the event. Removal of any drapes is not permitted.
    - If you have a double booth or would like to have the pipe and drape removed between your booth and the booth next to you, please inform us no later than July 26, 2023.
  - Tabletop booths can utilize a 4x4 space and include a 2’ round high-top table.
  - As a note, the exhibit area is not carpeted.
- Booths do not have tables, chairs, or other furnishings included (unless noted above). Booth furnishings can be ordered via Chrom Expo Services. You should have received an invitation directly from Chrom Expo to order items through their [online ordering portal](#). You may also use [this form](#). Chrom Expo orders are due by July 26, 2023.
- If you have items to ship to the event, please make arrangements with [Chrom Expo Services](#) by July 26, 2023.
- If you registered for electrical power for your booth, please bring your own extension cords.
- If you did not indicate the need for electrical service during registration, but will need access for the show, it is available for an additional charge and must be specifically requested through the venue. [Click here to order electrical service](#). It can be requested any time prior to the event for \$110. The day-of electrical request rate is \$150.
- Your **booth is to remain open until 5 PM** on August 1<sup>st</sup>.
- **When loading out, you must have all items loaded up at your booth *before* getting your vehicle. Once your vehicle is in the loading area, you will have 15 minutes to obtain your booth items, load them and depart.** This is to ensure a smooth, consistent traffic flow.



### Raffle

- If you signed up to bring a raffle item, one of our fabulous volunteers will bring an item to designate your booth as having a raffle prize, as well as a bag for collecting business cards. You will select and contact your raffle winner.
- Please arrange to give your prize to the winner. Our team will not be coordinating raffle prize selection, announcement, or distribution.

### Food & Beverage

- RiverCentre Outside Food & Beverage Policy: Due to health code regulations and the exclusive contract with MHC Culinary Group, **outside food and beverages are prohibited** for attendees, exhibitors and event promoters. This includes giveaway items such as outside alcohol, bottled water, cookies, candies, etc. in your booths.
- The Headwaters Café (located on the lobby level of RiverCentre) is open to the public beginning at 8am – great place to get a coffee and a bite to eat while you’re setting up!
- A Café Lunch Buffet will be set up in the Rotunda outside the Exhibit Hall from 11am – 2pm. Selections will include protein & vegetarian entrees with vegetables, a salad bar, soup, desserts & beverages. \$15/plate + dessert and beverage.
- Bars with alcoholic and non-alcoholic beverages will be available for purchase and will be set up throughout the exhibit hall beginning around 2pm. At this time, there will also be hosted coffee, tea, and light snacks. These will remain in place until the end of the show.
  - Exhibitor sponsored drink tickets can be purchased for \$10.50 + service charge and tax. These tickets are priced per ticket and unused tickets will not be refunded. Please reach out to [Jamie.Hejhal@Rivercentrecatering.org](mailto:Jamie.Hejhal@Rivercentrecatering.org) for further information.
- Water stations are available throughout the day in the Exhibit Hall.
- If you purchased food for your booth through the venue, please refer to their confirmation email for more detail.



### **Minnecon Exhibitor Schedule at a glance**

#### **Monday, July 31<sup>st</sup>**

- 11:00 – 5:00 PM – Load In & Set Up: Pre-registration required.
  - Please note Load In times are for dock access only. Once your items are loaded into the Exhibit Hall, you can take as long as you need to set up.

#### **Tuesday, August 1<sup>st</sup>**

- 9:00 – 11:00 AM – Load In & Set Up: Pre-registration required.
  - Please note: Load In times are for dock access only. Once your items are loaded into the Exhibit Hall, you can take as long as you need to set up.
- 12:00 PM – Minnecon Trade Show Opens – Exhibit Hall
- 12:00 PM – CEU Session #1 – Upper-Level Meeting Room
- 1:30 PM – CEU Session #2 – Upper-Level Meeting Room
- 2:00 PM – Cash Bars open, hosted snacks, coffee, & tea – Exhibit Hall
- 3:00 PM – CEU Session #3 – Upper-Level Meeting Room
- 5:00 PM – Minnecon Trade Show Ends – Exhibit Hall
- 5:00 – 7:00 PM – Load Out

### **Load Out**

All booths must be cleared and **Loaded Out by 7:00 PM.**