



# Lake Home & Cabin Show®

February 10-12, 2012

Minneapolis Convention Center - Minneapolis, Minnesota

## EXHIBITOR GUIDE

### LOCATION

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403  
(612) 335-6000

### EXHIBITOR MOVE-IN

Wednesday, February 8	11 a.m. - 5 p.m.
Thursday, February 9	8 a.m. - 6 p.m.
Friday, February 10	8 a.m. - noon

### NOTICE

The Minneapolis Convention Center will be enforcing their building policy: "**Children under the age of 16 years are not allowed on the show floor during the move in or move out.**"

This is **NOT** a policy of the Lake Home & Cabin Show and we apologize for any inconvenience it causes.

We provide a labor crew and carts to assist your move-in. Please adhere to your scheduled move-in time located on your "Move-In Permit". Vehicles **CANNOT** drive onto the show floor during move-in/out unless pre-arrangements are made with show management.

### EXHIBIT HOURS

The Lake Home & Cabin Show will officially open at 2 p.m., Friday, February 10, 2012. Daily show hours are as follows:

Friday, February 10	2 p.m. - 8 p.m.
Saturday, February 11	10 a.m. - 6 p.m.
Sunday, February 12	10 a.m. - 4 p.m.

*On Saturday, February 11 and Sunday, February 12 exhibitors with badges will be admitted into the show beginning one hour prior to the show opening in order to maintain complete security.*

### EXHIBITOR MOVE-OUT

Sunday, February 12 4 p.m. – 10 p.m.

Our crew will assist you as quickly as possible. Your patience and cooperation are essential for an efficient move-out. All exhibits and materials must be out of the building no later than 10 p.m., Sunday, February 12. During the move-out it is very important to secure any valuables such as computers, electronics or merchandise. Don't make it easy for someone to walk out with part of your display.

### EXHIBITOR PARKING

There is no designated exhibitor parking. Exhibitors may park in any of the Minneapolis Convention Center parking ramps, or at any of the Municipal Parking Ramps in the downtown area (see map on next page).

### SHOW OFFICE

The show office will be located just outside the entrance of Hall B. Staff will be available to assist you with Exhibitor Badges and questions. The office will be staffed from Wednesday, February 8 through Sunday, February 12. The phone number is (952) 471-1192.





### **BOOTH FURNITURE & CARPET**

Hubbell/Tyner  
1810 Como Avenue  
St. Paul, MN 55108  
(800) 947-9750 or (651) 917-2632

If you need to order carpet, tables, chairs or other booth furnishings you can download all forms at: [www.lakehomeandcabinshow.com](http://www.lakehomeandcabinshow.com). Completed forms should be sent directly to Hubbell/Tyner.

### **DISCOUNT ADMISSION TICKETS**

Regular \$10 tickets may be purchased for \$6. These tickets are to be used by exhibitors for their guests only, and under no circumstances are to be resold. Upon receipt of your order and payment, the tickets will be mailed to you, or you can purchase them at the show office.

### **ELECTRICAL & TELEPHONE SERVICE**

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403  
(612) 335-6550

Order form is available online at [www.lakehomeandcabinshow.com](http://www.lakehomeandcabinshow.com). Completed form should be sent directly to the Minneapolis Convention Center.

### **EXHIBITOR BADGES**

All exhibitor personnel need to have their own Lake Home & Cabin Show Exhibitor Badge to enter the show.

The Exhibitor Badge application should be completed online ASAP to avoid any delay in processing your badges. From our website click on Minneapolis Show, click on Exhibiting at the Show, click on Exhibitor Forms and Materials, click on Exhibitor Badge Request. We will not be mailing badges to you prior to the show. Badges will be available at the show office beginning Wednesday, February 8, 2012.

Exhibitor Badges are issued in the company name of the exhibitor and are for the sole use of the people assigned by the company to work the exhibit. They are not for use by customers or another exhibitor (see Discount Admission Tickets). Persons whose names do not appear on the Exhibitor Badge Application WILL NOT be issued badges.

### **HEADQUARTERS HOTEL**

#### **Hilton Minneapolis**

1001 Marquette Avenue  
Minneapolis, MN 55403  
(612) 376-1000  
\$99.00 single occupancy - Free Breakfast  
\$109.00 double occupancy - Free Breakfast  
Parking \$13.00 per day  
(Offer expires January 10, 2012)

A direct link for making your hotel reservations is located in the "Exhibiting at the Show" section on our website.

### **INTERNET SERVICE**

Minneapolis Convention Center/Priority Networks  
1301 Second Avenue South  
Minneapolis, MN 55403  
(800) 214-7780

Order form is available online at [www.lakehomeandcabinshow.com](http://www.lakehomeandcabinshow.com). Completed form should be sent directly to Minneapolis Convention Center / Priority Networks.

## **REMOVAL OF EXHIBITS**

While we realize that you will be tired and anxious to pack your exhibit and get started for home, our policy is that no goods, literature, exhibit material or portions of exhibit material can be removed from the exhibit space, nor can the exhibit be dismantled prior to the closing of the show at 4 p.m., Sunday, February 12. PLEASE ADHERE TO THIS SHOW POLICY.

## **SHIPPING EXHIBIT MATERIALS**

If you are shipping exhibit materials to the show, the least expensive way is to schedule shipments to arrive on or after Wednesday, February 8. "Collect" shipments will not be accepted.

### **For Shipments To Arrive On Or After Wednesday, February 8:**

Instruct your common carrier, van line, Fed Ex or UPS – Do Not Deliver Before February 8, 2012. Put February 8, 2012 on the shipping label and Bill of Lading. Your shipment will be delivered from the loading dock to your booth. You will incur a material handling charge for this service through Hubbell/Tyner.

#### *Ship To:*

Lake Home & Cabin Show – Hubbell/Tyner: Exhibit Hall B  
Your Company Name & Booth #  
Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, MN 55403

### **For Shipments To Arrive Before Wednesday, February 8:**

You will incur a material handling charge for this service through Hubbell/Tyner. For rates please contact Hubbell/Tyner at (800) 947-9750.

#### *Ship To:*

Your Company Name & Booth #  
Lake Home & Cabin Show  
Hubbell/Tyner c/o Yellow Transportation  
12400 Dupont Ave. S  
Burnsville, MN 55337

## **SALES TAX**

Minnesota law requires that exhibitors must have either proof that they are registered to collect Minnesota sales tax or a written statement from the exhibitor that no taxable items are being sold. **Exhibitors are required to give Porchlight Productions a completed Operator's Certificate of Compliance, Form ST-19.** The form is included in your exhibitor packet or available online at: [www.taxes.state.mn.us/forms/st19.pdf](http://www.taxes.state.mn.us/forms/st19.pdf). The sales tax rate is 7.775%.

## **SECURITY**

We are not responsible against loss. We suggest that you provide a trunk or box equipped with a lock where small items you want to leave overnight can be safely kept. It is wise to secure a cover over your exhibit at the close of each show day.

## **DIMENSIONS POLICY FOR 10' WIDE X 10' DEEP BOOTHS**

To create a fair and equal sales environment for all exhibitors the following booth dimensions policy will be enforced.

**HEIGHT:** No part of a booth or display may extend higher than eight feet.

**WIDTH:** You may extend the sides of your booth up to eight feet, but only within three feet of the back of the exhibit space. The maximum side height beyond three feet from the back of the exhibit space is three feet (the height of the draped side rail).

