



EXHIBITOR GUIDE

MINNEAPOLIS

February 7-9, 2020

Minneapolis Convention Center
Minneapolis, MN



PO Box 73 • Excelsior, MN 55331

Phone: 952-471-1192 • Fax: 952-471-0051

LOCATION

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

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.

EXHIBITOR MOVE-IN / MOVE-OUT

There is a scheduled move-in and move-out time for all exhibits. Your Exhibitor Move-In Passport lists your company name, booth number and scheduled move-in date and time. In order for show management to run the most efficient show possible, it is critical that you adhere to your scheduled times.

We provide a labor crew and carts to assist your move-in. Vehicles **CANNOT** drive onto the show floor during move-in/out unless pre-arrangements are made with show management. 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 9**. 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.

Open Hours of Move-In

Wednesday, February 5	7 a.m. - 6 p.m.
Thursday, February 6	8 a.m. - 6 p.m.
Friday, February 7	8 a.m. - noon

Open Hours of Move-Out

Sunday, February 9	4 p.m. - 10 p.m.
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EXHIBIT HOURS

The Lake Home & Cabin Show will officially open at 2 p.m., Friday, February 7, 2020. Daily show hours are as follows:

Friday, February 7	2 p.m. - 8 p.m.
Saturday, February 8	10 a.m. - 6 p.m.
Sunday, February 9	10 a.m. - 4 p.m.

On Saturday, February 8 and Sunday, February 9 exhibitors with badges will be admitted into the show beginning one hour prior to the show opening in order to maintain complete security.

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. The loading docks and marshaling area **WILL NOT** be accessible to exhibitors after 2 p.m. Friday through the run of the show.

SHOW OFFICE

The show office will be located outside the entrance of the show, please follow the directional signs. Staff will be available to assist you with Exhibitor Badges and questions. The office will be staffed from Wednesday, February 5 through Sunday, February 9. The phone number is (952) 471-1192.

DIRECTIONS

From The West (I-94):

Take the 4th Street exit from I-94 and proceed to 2nd Avenue South. (Do NOT turn right onto 2nd Avenue North.) Turn right on 2nd Avenue South and go 8 blocks to Convention Center.

From The West (I-394):

Take Downtown exit (12th Street): follow 12th Street South to 2nd Avenue South and turn right. The Convention Center is on your left. The Underground Plaza Parking Ramp is on your right.

From The East (I-94):

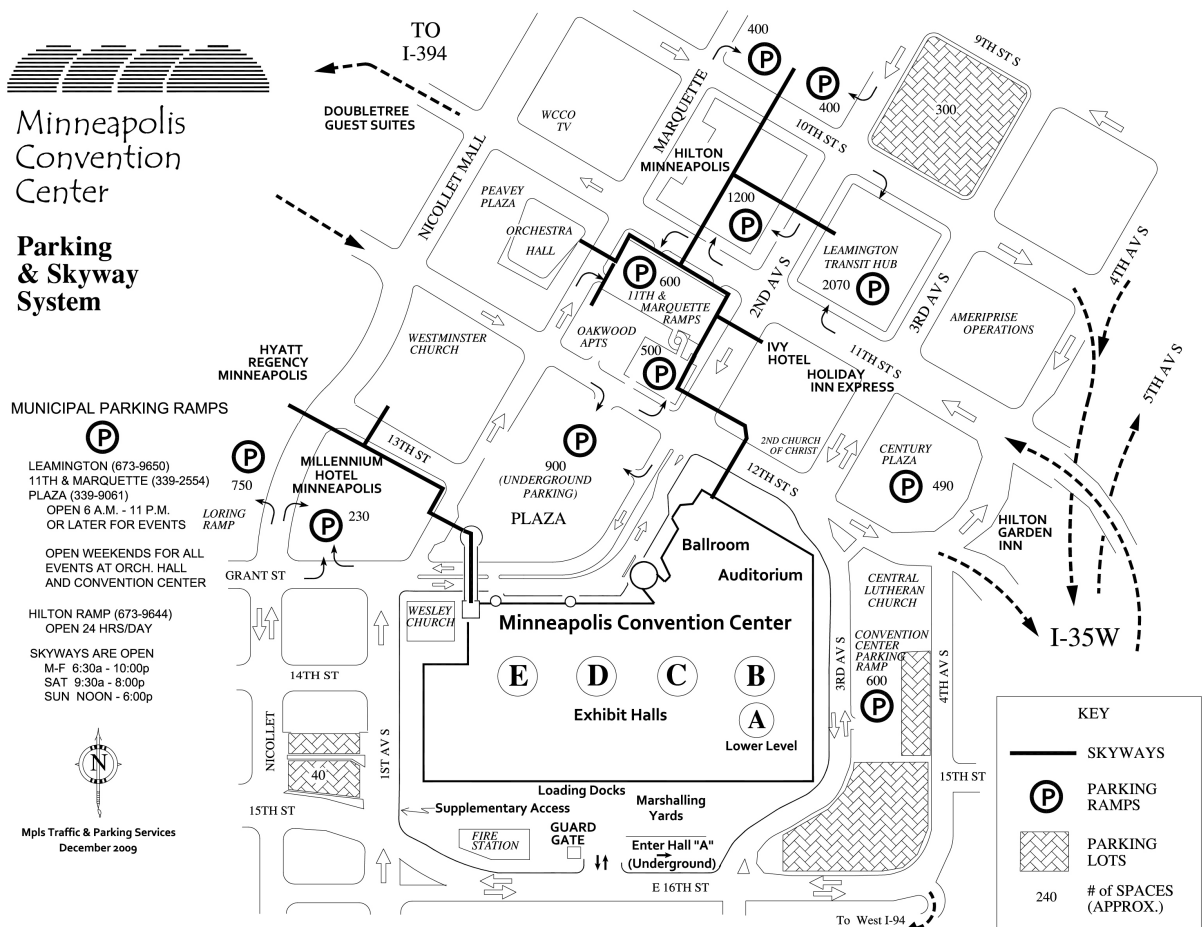
Take the 11th Street exit: follow 11th Street South until you reach 2nd Avenue South, turn left onto 2nd Avenue South and cross 12th Street South. The Convention Center is on your left. The Underground Plaza Parking Ramp is on your right.

From The South (I-35W):

Follow downtown exit signs to the 11th Street exit and follow 11th Street to 2nd Avenue South. Turn left on 2nd Avenue South and go 1 block to Convention Center.

From The North (I-35W):

Take the I-94 exit. Follow I-94 to the 11th Street exit (NOT 11th Avenue exit). Follow 11th Street to 2nd Avenue South. Turn left on 2nd Avenue South and go 1 block to the Convention Center.



BOOTH SERVICES

Furniture & Carpet

Corexpo

2110 Old Highway 8 NW
New Brighton, MN 55112
(651) 917-2632

If you need to order carpet, tables, chairs or other booth furnishings you can download all forms at: www.lakehomeandcabinshow.com. Completed forms should be sent directly to Corexpo.

Electrical, Telephone & Internet Service

Minneapolis Convention Center

1301 Second Avenue South
Minneapolis, MN 55403

(612) 335-6550

To receive the best prices, you MUST order these services online at

www.minneapolis.org/minneapolis-convention-center/. Click on "Exhibitors," click "Order Services Online," select "Lake Home & Cabin Show," and enter your booth number. **ADVANCE ORDER DEADLINE = JANUARY 15, 2020.**

DISCOUNT ADMISSION TICKETS

Regular \$12 tickets may be purchased for \$8. 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.

EXHIBITOR BADGES

All exhibitor personnel need to have their own Lake Home & Cabin Show Exhibitor Badge to enter the show. Exhibitor Badges are for the sole use of company personnel working the exhibit. They are not for use by customers or other exhibitors.

Each company exhibiting at the show will receive a set number of badges based on their booth size:

Standard Booth		Bulk Space	
8x10	= 4	20x20	= 4
10x10	= 4	20x30	= 6
10x20	= 6	20x40	= 8
10x30	= 8	20x50	= 10

If you need additional Exhibitor Badges, you can purchase more by completing the order form on the show website. We will not be mailing badges to you before the show. They will be available at the show office during the move-in.

HEADQUARTERS HOTEL

Hilton Minneapolis

1001 Marquette Avenue

Minneapolis, MN 55403

(612) 376-1000

\$107.00 Single Occupancy – Free Breakfast

\$117.00 Double Occupancy – Free Breakfast

Parking \$14.00 Per Day

(Special hotel rate offer expires January 14, 2020)

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

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 9. 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 5. "Collect" shipments will not be accepted.

For Shipments To Arrive On Or After Wednesday, February 5:

Instruct your common carrier, van line, Fed Ex or UPS – Do Not Deliver Before February 5, 2020. Your shipment will be delivered from the loading dock to your booth. You will incur a material handling charge for this service.

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

For Shipments to Arrive Before Wednesday, February 5:

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

Ship To:
Your Company Name & Booth #
Lake Home & Cabin Show
Corexpo
2110 Old Hwy 8 NW
New Brighton, MN 55112

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 available online at: www.taxes.state.mn.us/forms/st19.pdf. The sales tax rate is 8.025%.

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.

BOOTH DIMENSIONS POLICY FOR 10’ WIDE X 10’ DEEP BOOTHS

To create a fair and equal sales environment for all exhibitors please adhere to the following booth dimensions policy.

HEIGHT: No part of a booth or display should extend higher than the eight feet back wall.

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).

