



**Minneapolis/St Paul  
RV Vacation & Camping Show**

**February 3-6, 2022**

**Minneapolis Convention Center  
Minneapolis, MN**

**EXHIBITOR  
KIT**

## **Exhibitor information**

Please note that we have a new format for Exhibitor Information. On our website, simply click on the appropriate tab to order services online or find helpful information. Be sure to order services or book your hotel now to take advantage of special rates. Included are links for:

- Move-In/Out Schedule
- Electric Order Form
- Floorplan
- Show Decorator Services Kit
- Required Forms
- Badge/VIP Ticket Order Form
- Phone/Internet Order Form
- Hotel Information

## **Show information**

**Show dates:** February 3-6, 2022

**Show hours:**

Thursday:	10am - 7pm
Friday:	10am - 8pm
Saturday:	9am - 7pm
Sunday:	10am - 4pm

**Show location:** Minneapolis Convention Center  
1301 Second Ave. South  
Minneapolis, MN 55403

## **Exhibitor Fast Facts:**

### **When is final payment due for exhibit space?**

Final payment is due 60 days prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall – **NO EXCEPTIONS.**

### **Am I allowed to share a booth with another exhibitor?**

No. Booth sharing is absolutely, not allowed.

### **Is there free parking?**

No – there are various parking lots near the venue.

### **What comes with my exhibit space?**

Each space is designated with pipe/drape (3' high side rails, 8' high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

**Can I bring my own tables and chairs?**

Yes. No additional charge will apply.

**Do I need to present my Punch Card for the duration of the show?**

Yes. Each exhibitor **MUST** present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

**Do I need to charge sales tax on purchases made at the show?**

Yes. Appropriate sales tax must be charged on items sold during the show. Exhibitors are responsible for obtaining any required sales permits/forms.

**Dealers:**

You must obtain any Dealer Off-Site Sale Permits required by the State.

**Insurance:**

You **MUST** update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and Minneapolis Convention Center **WILL NOT BE** responsible for loss or damage of any property. Fax Certificate of Insurance to 270-438-4723.

**Badge/Punch Cards:**

Please click on the Badges & VIP tickets link on our website for the number of allocated Exhibitor Punch Cards. Punch cards are issued at the show. These are used for exhibitors to gain admission to the show, but are not needed for set-up. **Because we use punch cards in lieu of name badges, we suggest you wear your company name badge at the show.**

**Electric Service:**

Electric is handled through the Minneapolis Convention Center. Click the Electrical tab on our website to order online.

**Show Decorator/Equipment Rentals:**

Brede is the official supplier of draped and undraped tables, carpet, etc. Each booth is supplied with an 8' fabric backdrop and 3' side rails at no charge. Please click on the Decorator Kit tab on our website to order services.

**Do I have to use the required tape (if needed) in my display?**

Yes. This is a requirement of the Minneapolis Convention Center and is the sole responsibility of the exhibitor (see tape specifics in kit).

**GUIDELINES FOR VEHICLES DISPLAYED AT SHOW:**

**Each vehicle fuel tank must have a locking cap, locking compartment door, or must be taped.**

**Batteries in all motorized RVs must be disconnected during show hours. Fuel tanks shall be filled to no more than 1/4 of capacity.** No engine can be run during the show. All LP gas tanks must be removed from RVs. Any built-in tanks that cannot be removed must be empty. These will be inspected by the Fire Marshal. All decorative material is to be flame retardant in a manner satisfactory to the Fire Marshal. The Fire Marshal will inspect the exhibits prior to the opening and at other times during the show.

**Parking:**

A parking map is enclosed showing parking locations. After you unload your vehicle, please find a parking lot for your vehicle. Parking behind the Convention Center is controlled. If you park in unauthorized areas, your vehicle will be towed.

**Liability:**

It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall and they shall indemnify and exempt the Minneapolis Convention Center, the City of Minneapolis and GS Events from liability which may ensue from any cause whatsoever.

**Decorations:**

The Convention Center Management has informed us that helium balloons are NOT permitted in the building for sale or distribution. All decorations must be flame proof to comply with fire code regulations.

**Security:**

GS Events will provide 24-hour security in the show area throughout the official period of installation, show hours and dismantling. Each exhibitor must have an attendant in charge of his or her exhibit each day during official show hours. Only authorized service and exhibitor personnel will be permitted in the exhibit area before or after show hours.

**SHOW REGULATIONS:****Stickers & Tape:**

The use of tape, adhesives, staples or nails to secure signs or other objects to the Convention Center walls is prohibited. The distribution to the public of stickers, such as static, pressure, adhesive, etc., which may be intentionally or accidentally stuck to walls or floors is prohibited.

**Electrical Services:**

Electricity needed for your exhibit is handled directly by the Minneapolis Convention Center. Please visit their website: <http://www.minneapolis.org/minneapolis-convention-center/exhibitors> to order. Exhibitors pay the Convention Center directly for this service.

**Vehicle Fuel/Propane:**

No more than ¼ of a tank of fuel may be in any vehicles. All propane tanks must be removed from all units to be exhibited. Propane tanks permanently installed must be completely empty or the unit will be removed from the show by the Fire Marshal's orders – **NO EXCEPTIONS**. A \$500.00 fine plus the cost of removing the tank or the unit will be charged to the exhibitor if any propane is found in the exhibit area. All gas caps must be locked and/or taped. Battery cables must be disconnected.

**Smoking/Food:**

There is NO SMOKING in the Exhibit Halls. No Outside food or beverages may be brought into the Exhibit Halls.

**Exhibit Height:**

Standard booths: Back wall can be a maximum of 8' high. Exhibitors who wish to use already existing display materials that exceed the 8' height limitation must submit booth design plans to show management prior to the show for approval. Island exhibit spaces are permitted up to 16' in height.

**Freight:**

There are no facilities at the Minneapolis Convention Center for the hauling and storage of freight prior to the show. Arrangements must be made through

Fern Expo  
c/o Yellow Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

An order form is included in the Fern Exhibitor Services kit.

**SHOW REGULATIONS****Drayage/Handling:**

Except for your company employees and your supervisory personnel at the exhibit site, exhibitors will be required to utilize the official drayage contractor (Fern Expo) to unload and load display materials and to move materials to and from exhibit booth.

**Empty Crates:**

Empty crates, will be stored by the official drayage contractor (Fern Expo) for a fee and returned to the exhibit booth at the close of the show. Small pieces and small crates must be placed inside the larger crates to the full capacity of the unit. Open crates will not be accepted for storage – all must be securely closed. Crate tags should be securely attached to each storage unit. Obtain tags from the Exhibitor Service Desk immediately upon arrival to exhibit area. If an exhibitor's representative is not present during the set-up of the booth, empty crates will be tagged by the official decorator (Fern Expo) for removal and storage. A company distinguishing mark (i.e., logo) on all crates will expedite their return at the close of the show.

**ASCAP-BMI:**

Per information we have received, the following applies to all show exhibitors:

Playing of copyrighted music at the show – it is a violation of federal copyright laws to play copyrighted music in the exhibition area during the public show hours, UNLESS:

1. You have a signed and properly executed contract with either ASCAP or BMI, which releases the show from liability.
2. Your music is original and written solely for your use and you have a letter from the composer.
3. You are playing music that has entered the public domain (it has been 50 years since the death of the composer).
4. You have a signed and properly executed contract with 3M for their Cantata System.
5. We will require letters from exhibitors, artists and/or composers, which will hold harmless the Show Management from Claims of ASCAP or BMI.

**Penalties:**

Any violations of any of the terms and conditions of these rules and regulations on the part of any exhibitor will be cause to terminate the agreement to occupy space. All monies paid (and owed) will be forfeited to show management. In case of violation of the terms and conditions of these rules and regulations on the part of the Exhibitor, right is hereby given to the Promoter to terminate the agreement to occupy space. The Promoter may re-enter and take possession of the space occupied by the Exhibitor and remove all persons, goods at the Exhibitor's own risk, without liability to the Promoter.

Any matters not covered by these rules are subject to the sole discretion of the sub lessor.

This agreement shall bind the parties hereto, their successors, heirs, executors and administrators.

This clause is part of the original space contract for this show.

**Display Materials:**

Fern Expo is the official drayage contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishing you may need to order (tables, chairs, etc.) Please contact them at 612-396-6401.

**Show Colors:**

Show drape colors are forest green and white.

## DUBLFILM® 274

### *Double Coated Cloth Tape*

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#### DESCRIPTION

**Dublfilm 274** is a woven cotton cloth, coated with an aggressive natural rubber adhesive on the liner side, and coated with a rubber adhesive on the exposed side specially formulated for clean removal from substrates. The product is supplied on an easy-release polyethylene liner.

#### APPLICATIONS

- Carpet installation where a more aggressive adhesive is required
- Temporary mounting for assembly or machining operations
- Print plate mounting

#### PRODUCT BENEFITS

- Aggressive adhesive on liner side especially suited for adhesion to carpet
- Adhesive on exposed side leaves no residue upon removal
- Adhesive provides good shear resistance

#### TECHNICAL PROPERTIES

**Total Thickness** (not including liner) 12 mils (.305 mm)

**Adhesive Thickness** (each side) 5 mils (.127 mm)

#### ADHESIVE TEST DATA

	<b>Exposed</b>		<b>Liner</b>	
	<u>Oz./Inch</u>	<u>(N/25mm)</u>	<u>Oz./Inch</u>	<u>(N/25mm)</u>
<b>Peel Adhesion</b> – (PSTC 101 Mod.) Initial to S.S. (20 min. @ RT)	40	11	50	14
<b>Tensile Strength</b> (ASTM D-1000)	<u>lbs./Inch</u>	<u>(N/25mm)</u>	<u>lbs./Inch</u>	<u>(N/25mm)</u>
	28	123	28	123

#### RECOMMENDATIONS

##### *Application to Primary Surface:*

Unwind adhesive film or tape and apply the adhesive side to the mounting surface. Apply firm pressure. Recommended application temperature to achieve best results is 65° F (18° C) or above. Proper bonding may not occur unless adhesive and surface material are both at 65° F (18° C) or above.

##### *Application to Secondary Surface:*

Peel off the protective release liner and apply the adhesive side to the desired surface. Apply firm pressure. Recommended application temperature to achieve best results is 65° F (18° C) or above. Proper bonding may not occur unless adhesive and surface material are both at 65° F (18° C) or above.

- NOTE:**
- 1. When applying pressure sensitive adhesive films to any surface, be sure that the surface is free from oil or other surface contaminants such as powder, dust, or release agents. Adhesive performance should be carefully checked when used on substrates containing plasticizers.**
  - 2. Shelf life is one year from date of shipment when stored in a cool dry place below 76° F (24°C). Rolls should be stored on end.**

*Dublfilm is a registered trademark of Scapa North America*

## **Directions to Downtown Minneapolis & Convention Center**

### **FROM THE WEST (I-94):**

Take the 4<sup>th</sup> Street exit from I-94 and proceed to 2<sup>nd</sup> Ave. S. (**DO NOT** turn right onto 2<sup>nd</sup> Avenue North.) Turn right on 2<sup>nd</sup> Ave. S. and go eight blocks to Convention Center.

### **FROM THE EAST (I-94):**

Take the 11<sup>th</sup> Street Exit; follow 11<sup>th</sup> Street S. until you reach 2<sup>nd</sup> Ave. S. Turn left onto 2<sup>nd</sup> Ave. S. and cross 12<sup>th</sup> Street S. The Convention Center will be on your left. The Underground Plaza Parking Ramp is on your right.

### **FROM THE WEST (I-394):**

Take Downtown Exit (12<sup>th</sup> Street); follow 12<sup>th</sup> Street S. to 2<sup>nd</sup> Ave. S. and turn right. The Convention Center will be on your left. The Underground Plaza Parking Ramp will be on your right.

### **FROM THE SOUTH (I-35W):**

Follow downtown exit signs to the 11<sup>th</sup> Street exit and follow 11<sup>th</sup> St. to 2<sup>nd</sup> Ave. S. Turn left on 2<sup>nd</sup> Ave. S. and go one block to Convention Center.

### **FROM THE NORTH (I-35W):**

Take the I-94 exit. Follow I-94 to the 11<sup>th</sup> Street exit (NOT 11<sup>th</sup> Avenue exit). Follow 11<sup>th</sup> Street to 2<sup>nd</sup> Ave. S. and turn left on 2<sup>nd</sup> Ave. S. Go one block to the Convention Center.

### **FROM THE AIRPORT MAIN TERMINAL:**

Take Hwy 55 exit from the airport. Follow Hwy 55 west to Minneapolis. This will become Hwy 62 west. Follow Hwy. 62 to I-35W north to the Minneapolis downtown exits. Then take the 11<sup>th</sup> Street exit Follow 11<sup>th</sup> Street to 2<sup>nd</sup> Ave. S. Turn left on 2<sup>nd</sup> Ave. S. and go one block to the Convention Center.

### **PUBLIC ENTRANCES:**

There are 4 main public entrance rotundas located on 2<sup>nd</sup> Avenue S. & Grant Street, labeled “Ballroom Entrance”, “Plaza 1”, “Plaza 2” and “Plaza 3.” Designated handicap entrances (power assisted doors) are adjacent to Plaza 3 (entrance closest to Wesley Church), and the 12<sup>th</sup> Street Entrance.

### **ENTRANCES/EXITS TO UNDERGROUND PLAZA PARKING RAMP:**

Enter either on 2<sup>nd</sup> Ave. S., or on 12<sup>th</sup> Street S. The Plaza Ramp has handicap parking – elevators and a skyway connect the Ramp to the Convention Center, allowing easy access for wheelchairs.



# WELCOME TO MINNEAPOLIS

## Downtown Street Map

