



St. Paul Ice Fishing & Winter Sports Show

December 2 - 4, 2016

**St. Paul RiverCentre
St. Paul, MN**

**EXHIBITOR
KIT**



EXHIBITOR'S TIMELINE

- October 3** Balance due for exhibit space
- October 17** Room reservations cutoff for discounts at Holiday Inn
- November 11** Exhibitor Admission Form – Cutoff date to order additional Punch Cards
- November 11** Minnesota tax form ST-19 and certificate of insurance due
- November 18** Exhibitor services order must be placed with Brede (show decorator) to receive discount prices
- November 18** Telephone and electrical service order forms due to St. Paul RiverCentre
<https://exhibitservices.rivercentre.org/exhibitor/Login.aspx>
- November 25** All freight being shipped to Brede (drayage service) must arrive by this date
- December 1-2** Move-in for show
- December 2** Show opens at 11:00 am

**If you have any questions please call the show hotline at 1-800-848-6247
or contact Tomi Hansen at 847-229-6739**



GENERAL INFORMATION

Show Dates: December 2 - 4, 2016

Show Location: **St. Paul RiverCentre**
175 Kellogg Blvd. West
St. Paul, MN 55102
www.rivercentre.org
www.stpaulicefishingshow.com

Show Times:

Friday	11:00am - 1:00pm VIP Preview
Friday	1:00pm – 7:00pm Regular Show Hours
Saturday	8:00am - 10:00am VIP Preview
Saturday	10:00am - 7:00pm Regular Show Hours
Sunday	9:00am - 3:00pm

Move-In: Thursday, December 1: 9:00am - 6:00pm
Friday, December 2: 7:00am - 9:00am

Move-Out: Booth teardown is not to start until close of the show at 3:00pm on Sunday, December 4. **Move-out MUST be completed by 11:00pm on Sunday, December 4.**

Hotel Reservations: See page 17 for area hotels.

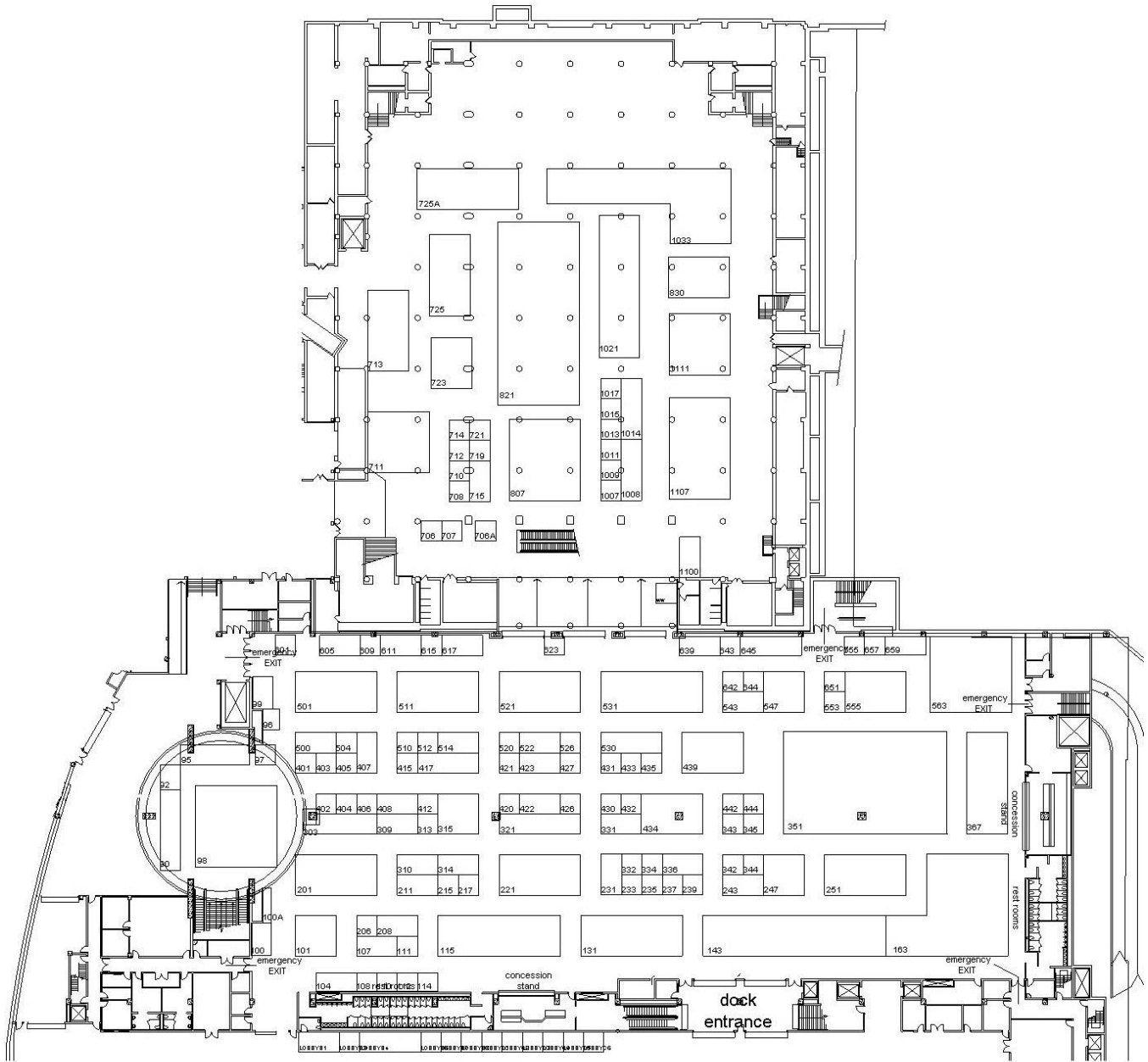
Security: RiverCentre security will be in force during move-in and show hours.

Promoter: **GS Events**
250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
Telephone: 1-800-848-6247; Fax: 270-438-4723
www.gsevents.com

EXHIBITOR HOTLINE: 1-800-848-6247 or contact Tomi Hansen at 847-229-6739

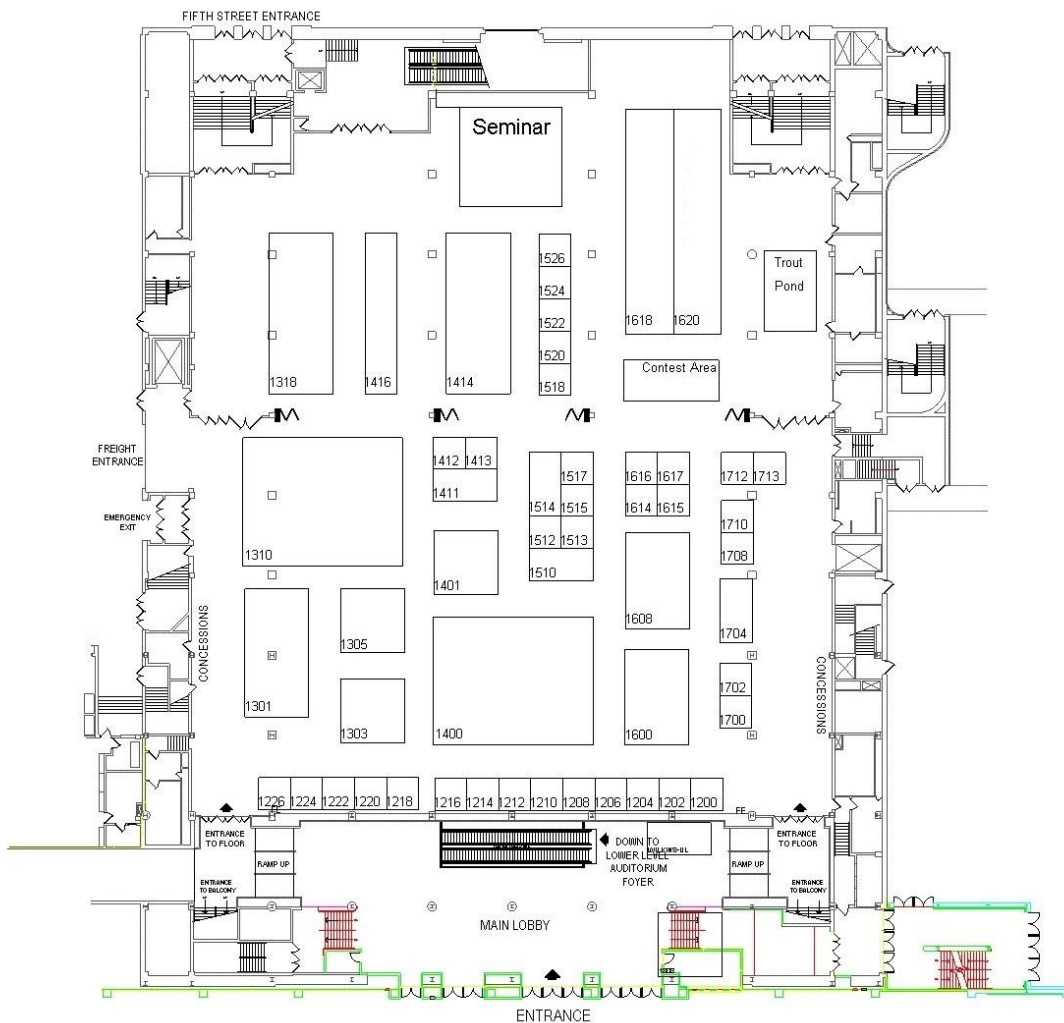


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St. Paul River Centre
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EXHIBITOR ADMISSION FORM

To expedite admission to the show for exhibitors, we are using PUNCH CARDS. Here is how the program works: Each 10 x 10 exhibitors will be provided 6 cards. For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakdown below):

200-400 sq. ft.: 8 cards 401-600 sq. ft.: 10 cards 601-800 sq. ft.: 12 cards
 801-1000 sq. ft.: 14 cards 1001+ sq. ft.: 16 cards

Note: The maximum number of punch cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 1) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 2) Exhibitors **must** sign their Punch Cards. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 3) Punch cards are punched *one time only each day* at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

Visa Mastercard Discover American Express

Credit Card #: _____ Exp Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. Please fax this form to GS Events at 270-438-4723 no later than **Nov 11, 2016.**



RETAIL SELLING

Retail selling is allowed and is a **major benefit** to exhibitors at the show. Regardless if you are selling products from your exhibit or just displaying, you must submit **BOTH** of the following items:

- 1) ST-19 Minnesota-Revenue Operator Certificate of Compliance
- 2) Certificate of Insurance

Please mail or fax both forms to:

GS Events
250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
Fax: 270-438-4723

**IMPORTANT! Both forms must be received in our office no later than
Friday, November 11, 2016.**

*****Sales are very strong at the *St. Paul Ice Fishing & Winter Sports Show* presented by *CLAM Corporation*. Be ready to sell your products to active ice fishing enthusiasts... and be prepared to accept all major credit cards.*****



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).
_____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]).	
_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.	

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.taxes.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at www.taxes.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

Phone: _____

Insured: _____

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____	SAMPLE			COMBINED SINGLE LIMIT	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY	STATUTORY
	OTHER				EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT
SHOW LOCATION

Contractual Liability covers all written and oral contracts between the insured and the City of Minneapolis
 The General Liability and Excess Liability policies name the City of Minneapolis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Minneapolis

CERTIFICATE HOLDER

SHOW VENUE NAME & ADDRESS
GS MEDIA & EVENTS
 250 Parkway Drive, Suite 270
 Lincolnshire, IL 60069

Certificate For:
 Contract Number:
 License Type:
 Purchase Order Number:
 Official Publication Number:
 Lease:

City Department/Division For Which Goods or Services Provided

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____



SHOW REGULATIONS

- Show Location:** St. Paul RiverCentre
175 West Kellogg Blvd. West
St. Paul, MN 55102
- Our Office:** GS Events
250 Parkway Drive, Suite 270, Lincolnshire, IL 60069
Phone: 1-800-848-6247
Fax: 270-438-4723
- Exhibitor Credentials:** Please refer to the “Exhibitor Admission Form” in this kit. Only authorized exhibitors will be allowed into the show one hour prior to show opening.
- Insurance:** A sample insurance form is included with this kit. Each exhibitor must fill out this form in order to exhibit at the show.
- Liability:** It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall and they shall indemnify and exempt the RiverCentre, the City of St. Paul and GS Events from liability which may ensue from any cause whatsoever.
- Decorations:** RiverCentre 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. Exhibitors must have an attendant in charge of their 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.
- Stickers & Tape:** The use of tape, adhesives, staples or nails to secure signs or other objects to the RiverCentre 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.



SHOW REGULATIONS

- Electrical/Phone Service:** Electricity and telephone needed for your exhibit is handled directly by the St. Paul RiverCentre. **Order directly online as faxed copies are no longer accepted.** Please go to the website listed below to set up your account.
<https://exhibitservices.rivercentre.org/exhibitor/Login.aspx>
- Wireless Internet:** Free – no ordering required. Please note that this service is intended for light exhibitor use (i.e., checking email, web browsing). Free service is NOT for running credit cards, etc. Please go to the website listed below to order wireless service for heavy business use.
<https://exhibitservices.rivercentre.org/exhibitor/Login.aspx>
- Vehicle Fuel:** No more than ¼ of a tank of fuel may be in any vehicle. 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/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 in advance for approval.
- Freight:** There are no facilities at the St. Paul RiverCentre for the hauling and storage of freight prior to the show. Arrangements must be made through Brede Exposition Services c/o Yellow Freight, 12400 Dupont Avenue South, Burnsville, MN 55337. An order form is included in the Brede 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 (Brede) to unload and load display materials and to move materials to and from exhibit booths.

Empty Crates: Empty crates, for a fee, will be stored by the official drayage contractor (BREDE) 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 setup of the booth, empty crates will be tagged by the official decorator (BREDE) 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. Playing of copyrighted music in the exhibition area during 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.



SHOW REGULATIONS

ASCAP-BMI continued: **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 sublessor.

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.

Materials: Brede, Inc. is the official drayage contractor for the show. In addition to booth set-up (pipe/drape), they also handle any furnishings you may require (tables, chairs, etc.) Please contact them at 612-331-4540. Please see Brede Services Kit for more information.

Colors: Show drape colors are blue and white.



EXHIBITOR MOVE-IN/OUT INFORMATION

(Please read carefully)

Exhibit Locations: Exhibit Halls A & B, Roy Wilkins Exhibit Hall, Roy Wilkins Auditorium

Parking: Dock masters will be on hand to direct you to specific unloading areas. Once your vehicle is unloaded it must be removed from the building and parked in one of the surrounding parking lots. You will be directed to area parking locations (see enclosed maps).

MOVE-IN:

Move-in of exhibits is on the following days:

Thursday, December 1: 9:00am - 6:00pm
Friday, December 2: 7:00am - 9:00am

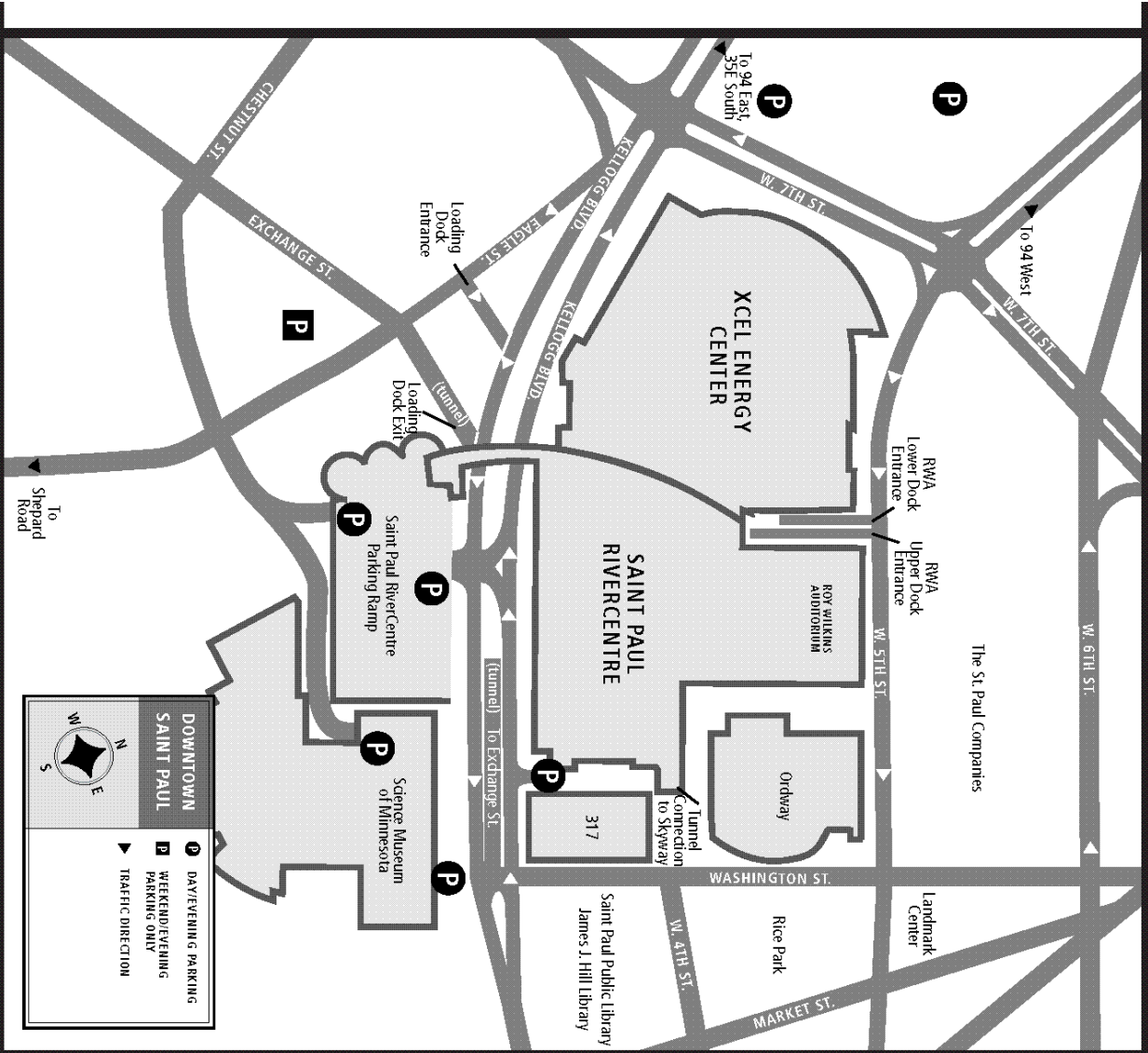
IMPORTANT: ALL exhibits must be set and ready by 9:00am on Friday, December 2, 2016. Show opens at 11:00am.

MOVE-OUT:

Sunday, December 4: 3:00pm - 11:00pm

IMPORTANT: All exhibits must be completely removed from the Exhibit Hall by 11:00pm on Sunday, December 4 - NO EXCEPTIONS.

RiverCentre regulations require that exhibits may not be dismantled while the public is in the building. **DO NOT DISMANTLE until 3:00pm on Sunday.**



Legend

- P** DAY/Evening Parking
- P** WEEKEND/Evening Parking
- P** TRAFFIC DIRECTION

Map Orientation

Map Labels

- TO 94 East 35E South
- TO 94 West
- TO Shepard Road
- TO Exchange St
- TO Skyway

Conventions and Entertainment 175 West Kellogg Boulevard, Saint Paul, Minnesota 55102 651.265.4800/651.265.4899 www.rivercentre.org

Site Map

Directions to Saint Paul RiverCentre

FROM THE WEST

Option A: Take 94 east to the 5th St. exit. Continue past 7th St., right on Washington. Right on Kellogg Blvd, and take a left into the Saint Paul RiverCentre ramp.

Option B: Take 94 east to the 10th St. exit. Right on St. Peter St., right on Kellogg Blvd. Just past Washington St. take a left into the Saint Paul RiverCentre ramp.

Option C: Take 94 east to the Kellogg Blvd. exit. Follow Kellogg Blvd, down the hill about 1/2 mile and cross West 7th St. The Saint Paul RiverCentre ramp is on your right.

FROM THE SOUTHWEST

Option A: Take 494 east to 35E north to Shepard Rd. exit. Turn right, follow Shepard Rd. to Chestnut St./Eagle Pkwy. Turn left, cross the RR tracks, right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

Option B: Take 494 east to Hwy. 5. Exit on Shepard Rd., turn left. Follow Shepard Rd. 5 miles to Chestnut St./Eagle Pkwy. Turn left, cross the RR tracks, right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

Option C: Take Hwy 62 to Hwy 55 to Hwy 5. Exit on Shepard Rd., turn left. Follow Shepard Rd. 5 miles to Chestnut St./Eagle Pkwy. Turn left, cross the RR tracks, right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

FROM THE SOUTH

Option A: Take 35E north to Shepard Rd. exit. Turn right, follow Shepard Rd. to Chestnut St./Eagle Pkwy. Turn left, cross the RR tracks, right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

Option B: Take 35E north to Grand Ave. exit. Right on Grand and cross West 7th St. to Exchange. Left to Eagle Pkwy, turn right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

Option C: Take 35E north to Kellogg Blvd. exit. Turn right 2 blocks to West 7th St., cross West 7th St. and the Saint Paul RiverCentre ramp will be on your right.

FROM THE SOUTHEAST

Option A: Take Hwy 52 north to 7th St., turn left. Continue to Kellogg Blvd. Turn left, the Saint Paul RiverCentre ramps is on your right.

Option B: Take Hwy 10/61 north to Warner Road. Turn left, follow Warner Road to Stober St. Turn right, follow Stober for one block. Turn left onto Kellogg Blvd. Follow Kellogg Blvd, just past Washington St. take a left into the Saint Paul RiverCentre ramp.

Option C: Take Hwy 10/61 north to Interstate 94. Take 94 west to the Kellogg Blvd./Mound Blvd. exit. Left on Kellogg Blvd.

FROM THE NORTH

Option A: Take 35E south to University Ave. exit, go straight to Jackson St. Turn left, follow Jackson St. to Kellogg Blvd. Turn right, follow Kellogg Blvd. just past Washington St. take a left into the Saint Paul RiverCentre ramp.

Option B: Take 35E south to the Wacoua/10th St. exit. Follow Wacoua St. to Kellogg Blvd. Turn right, follow Kellogg Blvd., just past Washington St. take a left into the Saint Paul RiverCentre ramp.

FROM THE AIRPORT

Take the airport access road and follow signs for Hwy 5 to St. Paul. Take the Shepard Rd. exit and turn left (east) at the top of the exit ramp. Follow Shepard Rd. 5 miles to Chestnut St./Eagle Pkwy. Turn left, cross the RR tracks, right at the stoplight and veer left into the Saint Paul RiverCentre ramp.

LOADING DOCKS

Ment Dock (310 Eagle Street)
Located directly under Kellogg Blvd. on the south side of the Saint Paul RiverCentre complex.

Enter Eagle St. from the intersection of 7th St. and Kellogg Blvd. Follow Eagle St. down the hill 1/2 block and turn left into the Saint Paul RiverCentre dock. Trucks will exit this dock onto Exchange Street.

Roy Wilkins Auditorium (Lower Dock)
At the intersection of 5th St. and 7th St., follow 5th St. east 1/2 block. Turn right at first driveway. Follow driveway down to loading dock.

Roy Wilkins Auditorium (Loading Dock)
(Upper Dock)
At the intersection of 5th St. and 7th St., follow 5th St. east 1/2 block. Turn right at second driveway. Follow driveway up to Roy Wilkins loading dock.

TRUCK PARKING
Call a Saint Paul RiverCentre Event Manager for more information.

Go to www.rivercentre.org or www.xcelenergycenter.com and check the ParkSmart! map for location and alternate directions.



HOTEL/TRAVEL INFORMATION

Headquarters Hotel:

We have reserved special rates and room blocks for the show at the Holiday Inn St. Paul Downtown. When making your reservation, please make sure and mention you are with the *St. Paul Ice Fishing & Winter Sports Show*. If you use the link below, you can book a room at the group's discounted rate. This rate is only available through this link for the following dates: November 30 - December 4, 2016. However, if you would like to book a room and come in a day earlier or stay a day later, you can call the hotel to book your room at 651-225-1515. Indicate that you are with the St. Paul Ice Fishing Show.

Holiday Inn St. Paul Downtown

175 West 7th Street
St. Paul, MN 55102
1-888-465-4329-toll free reservations
1-651-225-1515-telephone
1-651-225-1616-fax

[St. Paul Ice Fishing Show](#)

Group rate is \$125.00 for single, double room

Reservation Deadline for discounted rates is Friday, October 17, 2016. Discount is based on availability. Book early!

For other locations and area information visit the following websites:

www.saintpaul.org or www.roadsideamerica.com