

# St. Paul Ice Fishing & Winter Sports Show

# December 1 - 3, 2017

# St. Paul RiverCentre St. Paul, MN

# EXHIBITOR KIT



# **EXHIBITOR'S TIMELINE**

<b>October 2</b>	Balance due for exhibit space
<b>October 30</b>	Room reservations cutoff for discounts at Holiday Inn St Paul
<b>November 6</b>	Room reservations cutoff for discounts at Hampton Inn & Suites
November 10	Exhibitor Admission Form – Cutoff date to order additional Punch Cards
□ November 10	Minnesota tax form ST-19 and certificate of insurance due
November 17	Exhibitor services order must be placed with Brede (show decorator) to receive discount prices
November 17	Electric or telephone service order forms due to St. Paul RiverCentre https://exhibitservices.rivercentre.org/exhibitor/Login.aspx
□ November 24	Deadline for all freight being shipped to Brede (drayage service)
□ Nov 30 – Dec 1	Move-in for show
December 1	Show opens at 11:00 am

## If you have any questions, please contact Ryan Reinke at 612-695-3219 or Tomi Hansen at 847-229-6739

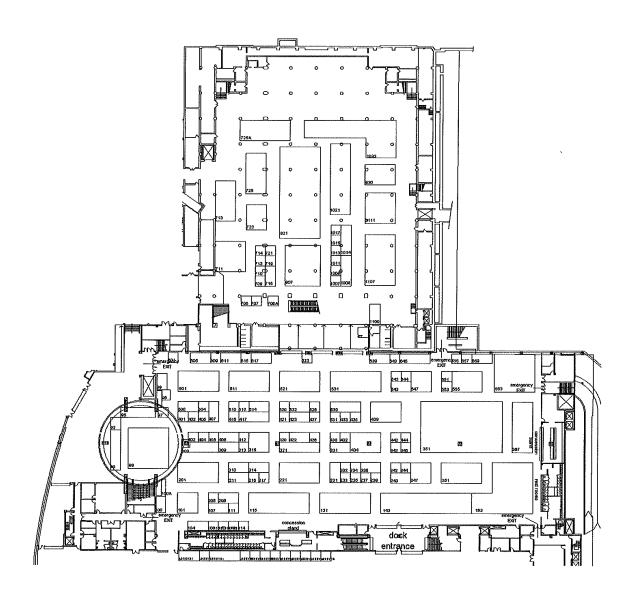


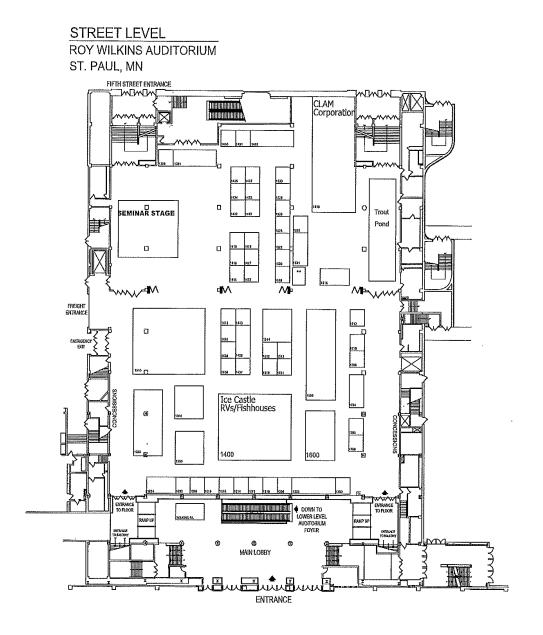
# **GENERAL INFORMATION**

Show Dates:	December 1 - 3, 2017		
Show Location:	St. Paul RiverCentre 175 Kellogg Blvd. West St. Paul, MN 55102 www.rivercentre.org www.stpaulicefishingshow.com		
Show Times:	Friday11:00am - 1:00pm - VIP show hoursFriday1:00pm - 8:00pm (Regular show hours)Saturday8:00am - 10:00am VIP show hoursSaturday10:00am - 7:00pm (Regular show hours)Sunday10:00am - 4:00pm		
Move-In:	Thursday, November 30:8:00am - 5:00pmFriday, December 1:7:00am - 9:00am		
Move-Out:	Booth teardown is not to start until close of the show at 4:00pm on Sunday, December 3. Move-out <u>MUST</u> be completed by 11:00pm on Sunday, December 3.		
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		



St. Paul Ice Fishing & Winter Sports Show





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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  $\underline{6}$  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.: <u>8 cards</u>
 401-600 sq. ft.: <u>10 cards</u>
 601-800 sq. ft: <u>12 cards</u>

801-1000 sq. ft.: <u>14 cards</u> 1001+ sq. ft.: <u>16 cards</u>

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 <u>must</u> sign their Punch Cards. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- Punch cards are punched <u>one time only each day</u> 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. <u>Cards are non-transferrable</u>.

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

Company Name:			
Contact Name:			
Number of addition	al Punch Cards:	@ \$10.00 each	Total:
Number of one-day	discount tickets:	@\$5.00each	Total:
	**Credit	Card Payment Opt	tions**
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 <u>November 10,</u> <u>2017.</u>



# **RETAIL SELLING**

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, <u>November 10, 2017.</u>

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# **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.

INa	me of business selling or exhibiting at event		Minnesota tax	ID number
Se	ller's complete address	City	State	Zip code
Na	me of person or group organizing event			
Na	me and location of event			
Da	te(s) of event			
De	scribe the type of merchandise you pl	lan to sell.		
74				
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1	<ul> <li>I am selling only nontaxable items.</li> <li>I am not making any sales at the e</li> <li>I participate in a direct selling plan office or top distributor has a Minn</li> <li>This is a nonprofit organization tha Candy sold for fundraising p young people primarily aged</li> </ul>	event. h, selling for hesota tax ID number and remits the sale at meets the exemption requirements des purposes by a nonprofit organization that 1 18 and under (MS 297A.70, subd. 13[a]] p with fundraising receipts of \$10,000 or	(name of comp to tax on my behalf. scribed below: provides educational a [4]).	

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.

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) Producer:

ISSUE DATE

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

		COMPANIES AFFORDING COVERAGE
	COMPANY	
	LETTER A	
Phone:	COMPANY	
Insured:	LETTER B	
	COMPANY	
	LETTER C	
	COMPANY	
	LETTER D	

COVERAGES

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

CO			POLICY EFFECTIVE	POLICY EFFECTIVE		
LTR	TYPE OF INSURANCE	POLICY NUMBER	DATE (MM/DD/YY)	DATE (MM/DD/YY)	ALL LIMITS IN THOUSAND	<u> 08</u>
	GENERAL LIABILITY				GENERAL AGGREGATE	\$
	( ) COMMERCIAL GENERAL LIABILITY				PRDCTS-COMP OPS AGGREGATE	\$
	() Claims Made () Occurences				PERSONAL & ADVERTISE INSURY	\$
	( ) Owners & Contractors Protective				EACH OCCURRENCE	\$
	( ) Contractual Liability				FIRE DAMAGE-ANY FIRE	\$
	( ]X, C, U Coverage				MEDICAL EXPENSE PER PERSON	\$
	AUTOMOTIVE LIABILITY				COMBINED	
	( ] Any Auto	-		-	SNGLE	
	( ) All Owned Vehicles	$\leq \Delta$	MPI	F	LIMIT	\$
	( ) Scheduled Autos		I TITI		BODILY INJURY - PER PERSON	đ
	() Hired Autos					4
	( ) Non-Owned Autos				BODILY INSURY - PER ACCOUNT	\$
	( ) Garage Liability					*
	( ) Contractual Liability					
	( ) Garage Keepers Liability				PROPERTY DAMAGE	\$
⊢						<b>—</b>
	EXCESS LIABILITY					
	( ) on brana Ponni				EACH OCCURRENCE	\$
	( ) Other Than Umbrella Form					ľ
					AGGREGATE	\$
	WORKERS COMPENSATION				STATUTORY	STATUTORY
	AND				EACH ACCIDENT	\$
	EMPLOYER'S LIABILITY				DISEASE POLICY LIMIT	\$
⊢					DISEASE - EACH EMPLOYEE	\$
	OTHER					
DES	CRIPTION OF OPERATIONS/LOCA	TIONS//EHICLES/R	ESTRICTIONS/SPE	CIAL ITEMS		
				or a riento		
	OW NAME & DATES INCLUDING OW LOCATION	MOVE-IN AND MO	DVE-OUT			
	ntractual Liability covers all written and oral contra	cts between the insured an	d the City of Minnespolis			
r	General Liability and Excess Liability policies na		,	huees as additional insured	is and provide for severabiolity of interest (cross	
	between the named insured(s) and the City of M		and a construct and a series of the series	and the second of the second of the		
	TIFICATE HOLDER	in a real points		Cancellation		
	SHOW VENUE NAME &			NOTHWITHSTANDING TH	E EXPIRATION DATES SET FORTH IN THIS CER	RTIFI-
	GS MEDIA & EVENTS			CATE, SHOULD ANY OF T	HE HEREIN DESCRIBED POLICIES BE CANCEL	LED,
	250 Parkway Drive, Suite 270	)			WED, THE ISSUING COMPANY WILL MAIL 30 D	
	Lincolnshire, IL 60069			WRITTEN NOTICE BY RE	GISTERED MAIL TO THE CERTIFICATE HOLDER	R

Certificate For: ( ) Contract Number

- () License Type: () Purchase Order Number:
- ( ) Official Publication Number:

( )Lease

City Department/Division For Which Goods or Services Provided

WRITTEN NOTICE BY RE NAMED TO THE LEFT. ISTERED MAIL TO THE CERTIFICATE HOLDER ISSUING REPRESENTIVE CARRIES ERRORS AND OMISSIONS COVERAGE
[] YES [] NO

AUTHORIZED REPRESENTATIVE\_



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 submit proof of insurance 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.



Electrical/Phone Service:	Electricity and telephone needed for your exhibit is handled directly by the St. Paul RiverCentre. <b>Order directly online as faxed copies are no</b> <b>longer accepted.</b> Please go to the website listed below to set up your account. <b>https://exhibitservices.rivercentre.org/exhibitor/Login.aspx</b>
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 <sup>1</sup> / <sub>4</sub> 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.



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



ASCAP-BMI continued:	<b>Penalties</b> - 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 reenter 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 AuditoriumParking: 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, November 30:8:00am - 5:00pm - move-in doors close promptly at 5:00pmFriday, December 1:7:00am - 9:00am

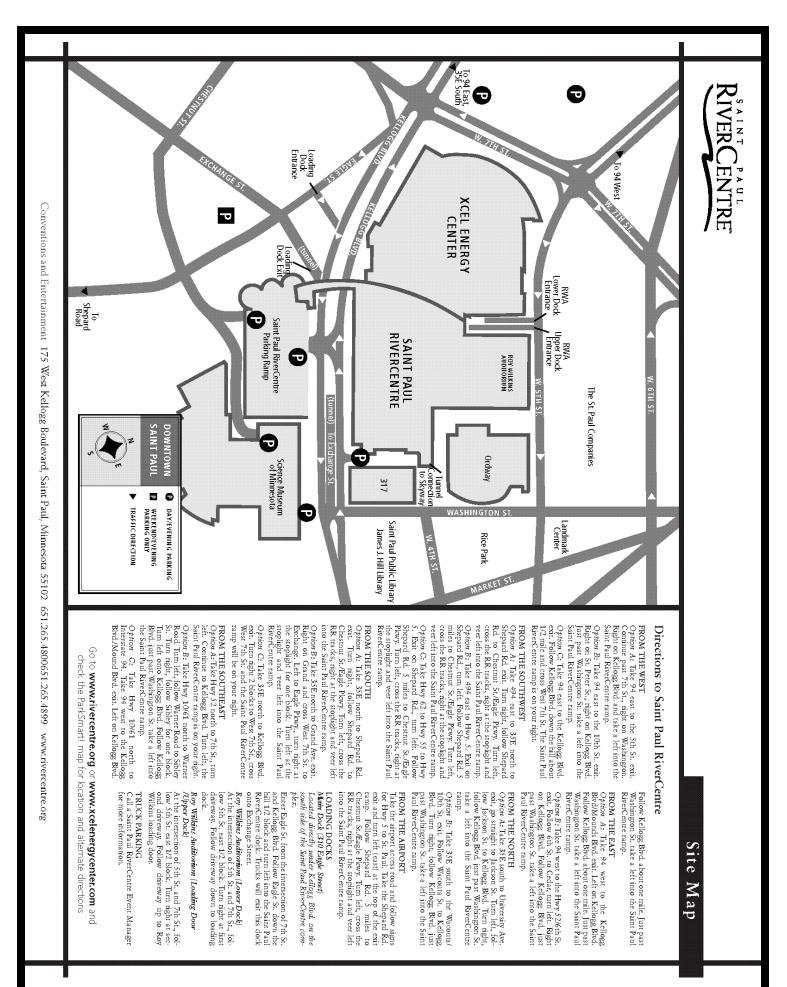
**IMPORTANT:** ALL exhibits must be set and ready by 10:00am on Friday, December 1, 2017. Show opens at 11:00am.

## **MOVE-OUT**:

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

**<u>IMPORTANT</u>**: All exhibits must be completely removed from the Exhibit Hall by 11:00pm on Sunday, December 3 - <u>NO EXCEPTIONS</u>.

RiverCentre regulations require that exhibits may not be dismantled while the public is in the building. **DO NOT DISMANTLE until 4:00pm on Sunday**.





# HOTEL/TRAVEL INFORMATION

## **Headquarters Hotels:**

## Holiday Inn St. Paul Downtown

175 West 7<sup>th</sup> Street
St. Paul, MN 55102
1-888-465-4329-toll free reservations
1-651-225-1515-telephone
<u>St. Paul Ice Fishing Show</u> - Group rate is \$125.00 for single, double room

Reservation Deadline for discounted rates is October 30, 2017. Discount is based on availability. Once the block is full, rack rates will apply. Book early!

Hampton Inn & Suites St. Paul Downtown 200 W. 7th St. St. Paul, MN 55102 Phone: 651-224-7400 St. Paul Ice Fishing Show - Group rate is \$129.00 for single, double room

Reservation Deadline for discounted rates is November 6, 2017. Discount is based on availability. Once the block is full, rack rates will apply. Book early!

For other locations and area information visit the following websites: <u>www.saintpaul.org</u> or <u>www.roadsideamerica.com</u>