



St. Paul Ice Fishing & Winter Sports Show

December 6-8, 2019

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

**EXHIBITOR
KIT**

GENERAL INFORMATION

Show Dates: December 6-8, 2019

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 show hours
Friday	1:00pm - 8:00pm (Regular show hours)
Saturday	8:00am - 10:00am VIP show hours
Saturday	10:00am - 7:00pm (Regular show hours)
Sunday	9:00am - 4:00pm

Move-In: Wednesday, December 4, 2019 – from 8am to 5pm
Thursday, December 5, 2019 – from 8am to 5pm

Move-Out: Booth teardown is not to start until close of the show at 4:00pm on Sunday, December 8 from 5pm-11pm. **Move-out MUST be completed by 11:00pm on Sunday, December 8, 2019.**

SHOW REGULATIONS

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. **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: Please go to the website listed below to order wireless service.
<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.

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.

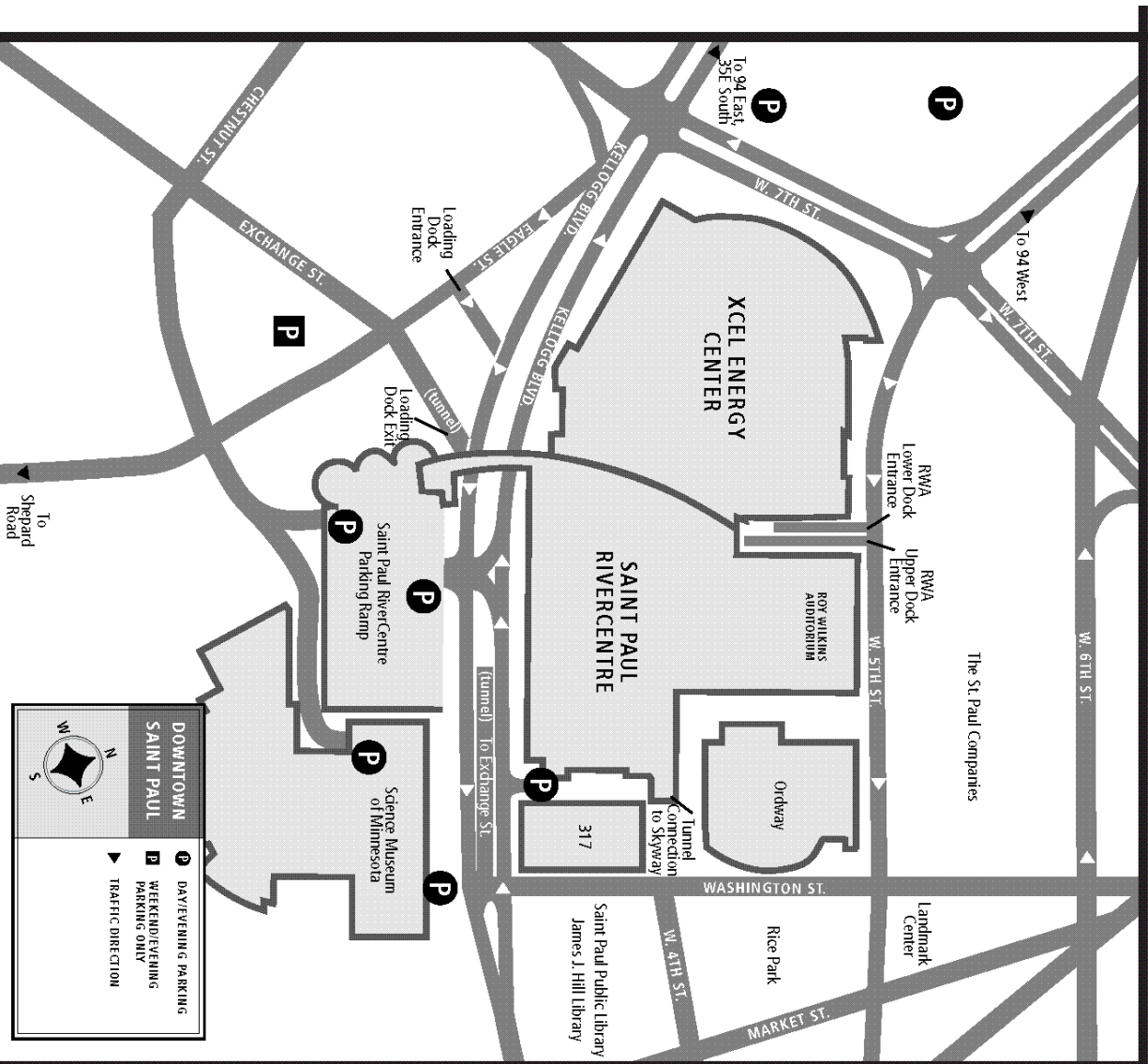
Penalties - Any violations of any of the terms and conditions of these rules and regulations on the part of any exhibitor will be cause to terminate the agreement to occupy space. All monies paid (and owed) will be forfeited to show management. In case of violation of the terms and conditions of these 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.

Furnishings: 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.



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 for one block. Turn left 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 ramp is on your right.
Option B: Take Hwy 10/61 north to Warner Road. Turn left, follow Warner Road to Sibley St. Turn right, follow Sibley 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.
- Follow Kellogg Blvd. about one mile. Just past Washington St. take a left into the Saint Paul RiverCentre ramp.
- FROM THE EAST**
Option A: Take 94 west to the Kellogg Blvd./Mounds Blvd. exit. Left on Kellogg Blvd. Follow Kellogg Blvd. about one mile. Just past Washington St. take a left into the Saint Paul RiverCentre ramp.
Option B: Take 94 west to the Hwy 52/6th St. exit. Follow 6th St. to Cedar. Turn left. Right on Kellogg Blvd. Follow Kellogg Blvd. just past Washington St. take a left into the Saint Paul RiverCentre ramp.
- 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 Wisconsin/10th St. exit. Follow Wisconsin 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**
Main 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)
 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.

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