



ST. PAUL HOME & PATIO SHOW

Friday, February 14 – Sunday, February 16, 2020

Saint Paul RiverCentre

The 10 minutes you take now to review this information will save you time and money when setting up your display at the show.

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Show Exhibitors:

Thank you for participating in our 2020 St. Paul Home & Patio Show!

As the exhibit contact you will be receiving all the information that we send out. Should another individual assume your responsibilities, be sure that we are promptly informed so we can keep our records current.

The Exhibitor Manual has been compiled to help exhibitors and their staff with complete details about all phases of the exhibition process at the show.

We strongly urge that you provide this manual to those having responsibility for your participation in the show.

We appreciate you being part of the 2020 show. Should you have any questions or concerns, please contact us at 952.933.3850 or 800.466.7469.

Sincerely,

Julianne Spargo
Show Manager
612.225.2335

juliannes@mpeshows.com

Megan Lien
Sales Consultant
612.225.2332

meganl@mpeshows.com

Autumn Pennington
Show Office Administrator
612.225.2334

autumnp@mpeshows.com

SHOW OFFICE #: 651.726.1830

DIRECTORY OF CONTRACTORS

Show Facility
Saint Paul RiverCentre
175 W Kellogg Blvd
St. Paul, MN 55102
Main Phone: 651-265-4800
Fax: 651-265-4899

Show Management
Marketplace Events
7550 France Ave. S #260
Edina, MN 55435
Phone: 952-933-3850
Toll Free: 800-466-7469
Fax: 952-933-7548

Official Show Decorator
Fern

Kansas City, MO
Phone: 763-458-7212
Fax: 816-471-1602

Electricity, Water, & Internet

Saint Paul RiverCentre -
Exhibitor Services
173 W Kellogg Blvd #501
Phone: 651-265-4875
Fax: 612-335-6600

SHOW DETAILS:

- **Show Office:** The Show Office is in the West Show Office to the East of the main show entrance entering from Kellogg Blvd. The Show Office phone number is 651.726.1830 and is available move-in to move-out.
- **Box Office:** Located inside Kellogg Lobby. The entrance for the lobby is on Kellogg Blvd.
- **Exhibitor Badges:** Exhibitor badges can be picked up in the Show Office during move in. Please have all exhibitor badges picked up by Thursday, February 13 before the show opens on Friday, February 14.
 - Please note, if you have not filled out an OCC/ST19 State of Minnesota tax ID form, one must be filled out at this time. Exhibitor badges will NOT be distributed until an OCC form has been submitted.
 - Additional details can be found under Exhibitor Badges in the Rules and Regulations section.

- **Will Call:** Located inside Kellogg Lobby. Will Call is set up as a courtesy and not for mass distribution of Exhibitor Badges. Please make sure to distribute your badges to staff prior to the Show.
- **Exhibitor Entrance:** Exhibitors can enter the Saint Paul RiverCentre at the Main Entrance to the Show off Kellogg Blvd. by presenting their Exhibitor Badge. Persons under 16 are NOT admitted with these cards.
- **Show Hours**
 Friday, February 14: 10:00pm – 8:00pm
 Saturday, February 15: 10:00am – 8:00 pm
 Sunday, February 16: 10:00am – 6:00 pm
 *Exhibitors are allowed to enter 90 minutes before the show opens to the public
- **Hotel Accommodations:** The Hampton Inn and Suites St. Paul Downtown is offering special rates of \$129+ tax for a single/double room, located at 200 W. 7th St., St. Paul, MN 55102. Call 651.224.7400 for reservations, Group Code is SMERF. The discounted rate is available until January 20th.

Holiday Inn St. Paul Downtown is also across the street from RiverCenter:
 175 W. 7th St.
 St. Paul, MN 55102
 *parking available in back lot

DATES AND DEADLINES:

- Final Payment: **Due upon Invoice in 2020.** Penalties for non-payment include loss of space and monies paid in part for space.
- Operator Certificate of Compliance (OCC)/ST19 MN Tax form due **January 20, 2020.** See forms section at the end of kit. Email completed forms directly to AutumnP@mpeshows.com.
- **Floor covering** ordered from Fern for discount pricing by **Jan. 27th, 2020.** Last day to order in advance is Feb. 5th.
- Advanced shipping arrangements made with Fern, our decorator, from Jan. 10 – **Feb. 4, 2020.** If arrival on show site, deliveries can be accepted from **Feb. 10-13.**
- **Utilities: Internet & Telephone, Electricity, Water/Drainage** can all be ordered through the Saint Paul RiverCentre: <http://www.rivercentre.org/exhibit/order-exhibitor-services>. **For advanced rates, order 10 days prior to the first day of the event, by February 3. (See RiverCenter site)**

Decorator kit information will be emailed to each exhibitor from Fern to order online: <https://www.fernoveview.com/login> along with an individual password.

This will bring you to a login page for OneView. Log in to Fern’s site to view products, pricing and to order materials. With the new OneView site we will no longer have the actual PDF version of kits. All pricing and information will now be online. CHECK YOUR SPAM FOLDER if you have not yet received an email from Fern for OneView login.

- Cleaning of booths spaces is ordered through our Show Decorator, Fern.
- RiverCentre will empty trash cans if exhibitors place them in the aisles after the show closes at no charge.

MOVE IN, MOVE OUT:

Move In:

- All Exhibitors MUST move in through the RiverCentre loading docks during approved times. Exhibitors Halls A&B will be utilizing the main loading dock located at:
 - **310 Eagle Street**
St. Paul, MN 55102
- Exhibitors in Lower Wilkins will be utilizing the secondary dock located at:
 - **165th West 5th Street**
St. Paul, MN 55102
- Exhibitors must be prepared to remove their own material with hand trucks or dollies.
- Children under 16 are not permitted on the show floor during move in or more out.
- Vehicles are allowed on the show floor during move-in until Wednesday, February 12. Beginning Thursday, February 13, no vehicles will be allowed on the show floor.
- **No parking is allowed at the dock or in the building. Vehicles must be removed as soon as they are unloaded. When dropping off supplies at booths, vehicles must be turned off to minimize gas fumes.**
- **Dock doors close at 8:00pm on Thursday, February 13. All exhibit material must be within the exhibit space by 6:00pm** so RiverCentre personnel can clean the aisles and Fern can lay carpet.

Move In Schedule:

Exhibitors will be divided into four (3) move in times over three (3) days: Yellow Zone, Blue Zone, and Red Zone. **Red Zone Exhibitors may NOT move in until Thursday, February 13. Please refer to the MOVEIN maps on our website for your scheduled move in time.**

Move in dates/hours:

Tuesday, February 11: 8:00 am – 8:00 pm **Yellow Zone**

Wednesday, February 12: 8:00 am – 8:00 pm **Blue Zone**

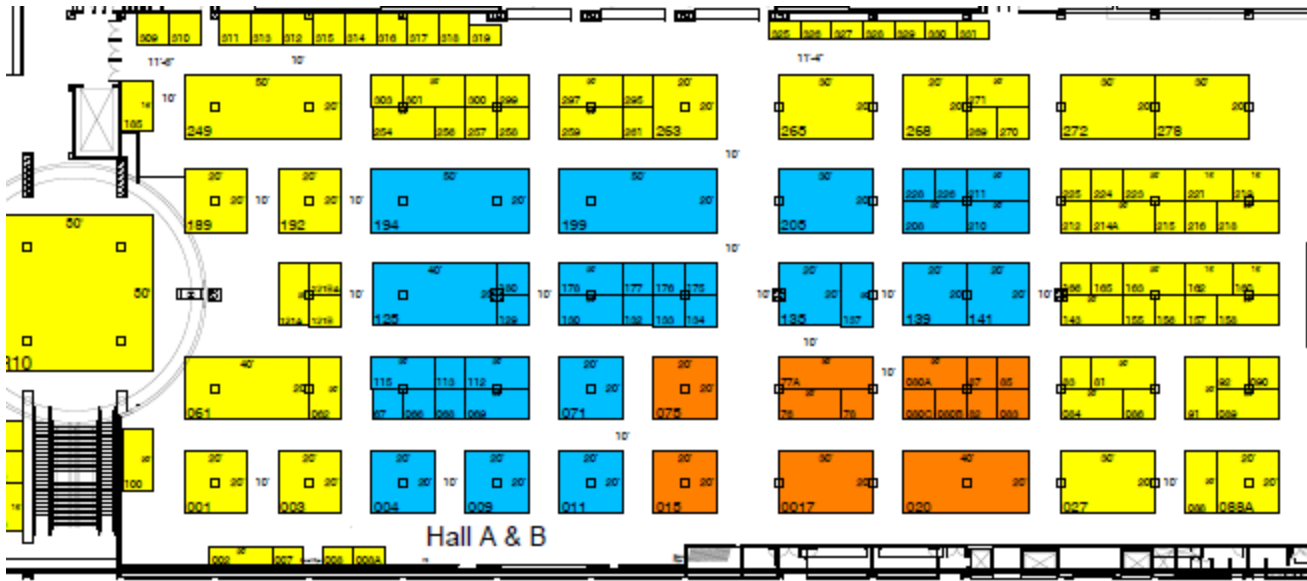
**Driving onto the show floor is not guaranteed on this day, especially later afternoon.

Thursday, February 13: 8:00 am – 8:00 pm **Red Zone Only**

**Driving onto the show floor is not allowed on this day.

* Pipe and drape will be set up on based on individual move in dates and not before that date in each zone.

Halls A & B. See Move-in map below – **SEE WEBSITE links for larger versions under EXHIBITOR KIT to zoom in / see booth numbers clearly.**



Hall A & B

Exhibit Halls A-B

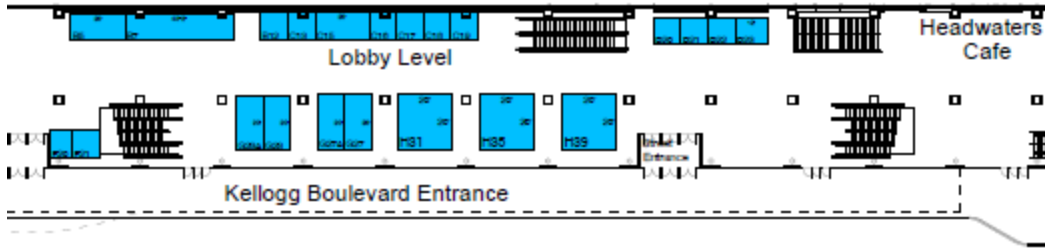
	Tuesday, February 11th	8:00 am - 8:00 pm
	Wednesday, February 12th	8:00 am - 8:00 pm
	Thursday, February 13th	8:00 am - 8:00 pm

Lower Wilkins Move-in map below:



	Tuesday, February 11th	8:00 am - 8:00 pm
	Wednesday, February 12th	8:00 am - 8:00 pm
	Thursday, February 13th	8:00 am - 8:00 pm

Lobby: Move-in map below: Move-in Wed. & Thursday only in Lobby



Color	Event	Time
Green	Lobby Move In	
Green	Monday, February 10th	1:00 pm - 8:00 pm
Yellow	Tuesday, February 11th	8:00 am - 8:00 pm
Blue	Wednesday, February 12th	8:00 am - 8:00 pm
Orange	Thursday, February 13th	8:00 am - 8:00 pm

Move Out:

- All Exhibitors **MUST** move out through the RiverCentre's loading docks during approved times. Exhibitors Halls A&B will be utilizing the main loading dock located at:
 - **310 Eagle Street**
St. Paul, MN 55102
- Exhibitors in Lower Wilkins will be utilizing the secondary dock located at:
 - **165th West 5th Street**
St. Paul, MN 55102
- **All booths MUST remain up and fully staffed until show close Sunday, February 16 at 6:00 p.m. or will be subject to fines.**
- No vehicles are allowed in the halls until all carpet is removed by Fern and a pass has been cleared after Red Zone exhibitors have moved out.

In an effort to improve the speed of move out, Red Zone exhibitors will receive a dedicated pass to access the docks and move out first. Yellow and Blue exhibitors will NOT be allowed in the move-out line until all Red Zone exhibitors have gotten in.

Red Zone exhibitors must pick up a Red Zone pass in the Show Office on Sunday, February 16th ONLY. Passes will not be distributed before then. One pass is given per exhibitor.

Because multiple exhibitors are trying to move-out at one time, exhibitors ARE NOT guaranteed to drive onto the show floor during the Red Zone move-out. We make every effort to make this possible, but it cannot be guaranteed. Please plan accordingly and bring carts or dollies for move-out.

Move Out Schedule:

Sunday, February 16	6:01 p.m. – 8:00pm	RED ZONE ONLY
Sunday, February 16	8:00 p.m. – 10:00 p.m.	Open Move Out
Monday, February 17	8:00 a.m. – 2:00 p.m.	Open Move Out
*Monday, February 17	*2:00 p.m.	*All Exhibitors moved out

*Exhibits not removed by 2:00 p.m. on Monday, February 17 are subject to removal and a cleaning fee. Marketplace Events is not responsible for any materials or displays that are left at the building.

Early move out is strictly prohibited and NO EXHIBITS can be removed during show hours.

View the Move-Out Schedule below. [Link to the pdf version on the site to zoom in / see booth numbers clearly.](#)

Halls A & B MOVE-OUT SCHEDULE:

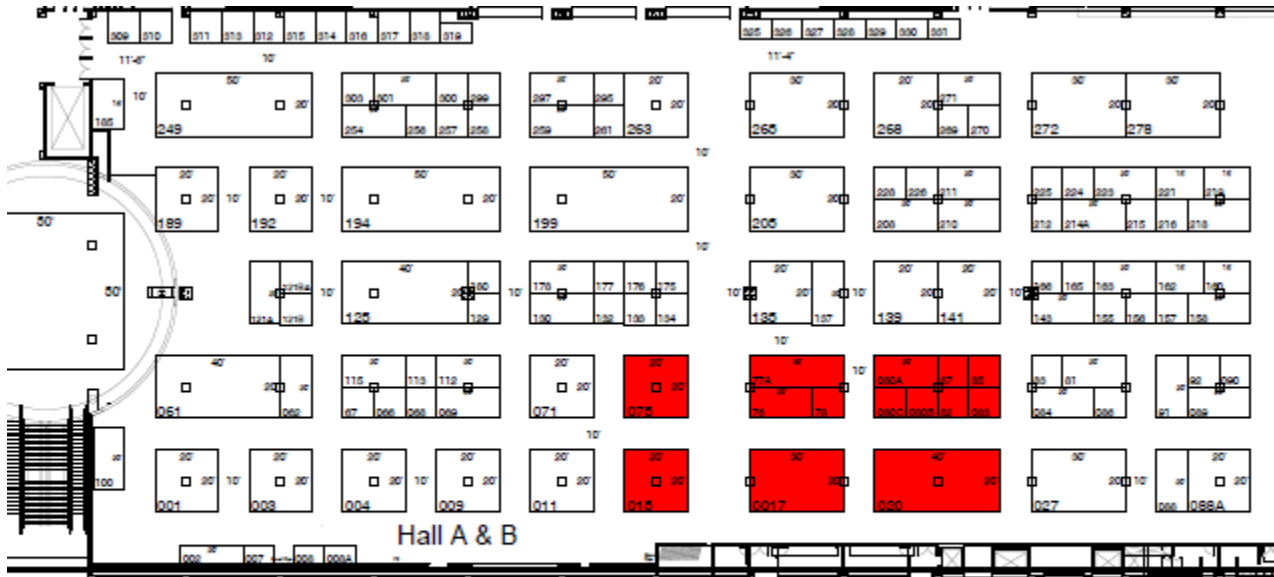


Exhibit Hall - Move Out Schedule
Sunday, February 16th 6:00 pm - 8:00 pm
*Non RED ZONE booths are encouraged to start taking down at this time.
We will make every effort to get vehicles onto the floor as soon as possible,
but please be patient during this time.

Sunday, February 17th: OPEN TO ALL EXHIBITORS: 8:00 pm - 10:00 pm
Monday, February 18th: 8:00 am - 2:00 pm

LOWER WILKINS MOVE-OUT SCHEDULE:



Lower Wellness - Move Out Schedule
 Sunday, February 10th 8:00 pm - 8:00 pm
 *Note: 100% loading is encouraged to start loading items at this time. We will make every effort to get vehicles onto the floor as soon as possible, but please be patient during this time.
 Sunday, February 11th OPEN TO ALL EXHIBITORS 8:00 pm - 10:00 pm
 Monday, February 12th 8:00 am - 2:00 pm

RULES, REGULATIONS AND BOOTH INFO

Our top priority is to produce a quality event. Two very important aspects to doing this are maintaining the visual integrity of the show and creating an atmosphere where all exhibitors can do business. The following Rules and Regulations help us to maintain these aspects:

1. Advance Shipments

- If your exhibit will arrive between **Jan. 10 – Feb. 4**, it should be arranged in advance with Fern and shipped to the Show Decorator, Fern. Fern will store and deliver your exhibit material to the RiverCentre for a charge. All shipments must be prepaid. Refer to Fern's Exhibitor Kit for details on shipping on our website.
- If arrival on show site, deliveries can be arranged and accepted by Fern from **Feb. 10-13**.

2. Alcohol

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

3. Animals/Pets

Animals/pets are not permitted in the Saint Paul RiverCentre without prior approval of Show Management and RiverCentre management *including* move-in and move-out times. Exceptions are always made for seeing-eye dogs.

4. Booth design and construction

Drape and Height:

- Booth rental comes with 8' high back drape and (2) two 3' high side drape, one for each side of the booth (all draping is black).
- Nothing is to be pinned or stapled to drape – "S" hooks are available through Fern.
- Exhibit tables, stands, displays, etc. may extend forward all 10' from the rear drape at 8' in height (previously only to 5'). The outward facing sides of your exhibit must be finished and may not contain any marketing.
- There is one common back drape shared by exhibitors on either side of the drape. Exhibitors must remain on their own side of the drape. Your carpet, bracing, etc. may not extend into the exhibit space behind you.
- No part of your exhibit or product may block the view into the exhibit next to you.

Signage:

- Booth rental comes with (1) one identification sign (7" x 44") that includes your company name and booth number.
- All additional signage must be professionally made. Hand-written signs are NOT allowed.
- Signage cannot be attached to any of the RiverCentre walls, pillars, etc.
- Signage cannot be above 8' in height in a space less than 20' x 20'.
- Signs above 8' in height may include company name and logo; they may not be used to advertise products and services.
- If signage requires hanging, please contact the RiverCentre Exhibitor Services line at 651-265-4875. You will need to provide the size of the banner to complete your order. Cost to hang signage is the responsibility of the Exhibitor.
- The use of tents must be approved prior to the show by Show Management. If your booth display includes a tent or canopy, you will be required to have a fire extinguisher in your booth. You can bring your own fire extinguisher or rent one from us by ordering online at our Exhibitor Services website. If our Exhibitor Services staff or the Fire Marshal finds a booth with a tent or canopy and no fire extinguisher, you will be required to rent a fire extinguisher immediately.
- Overhead inflatable signs are not permitted.
- If you would like your sign to be read differently than what it listed on your space agreement, fill out the Sign Order Form in the forms section of the packet.

Flooring:

All booths in the show MUST have floor covering (carpet preferred). No exceptions will be made. Exhibitors may provide their own floor covering or it can be rented from Fern.

"If taping is necessary, the **RiverCentre** requires the use of quality gaffer's tape on carpet. Only professional low residue double-sided carpet tape may be used on exhibit hall floors. Duct tape, clear cellophane or packing tape is NOT allowed. Exhibitor is responsible for removal of any additional tape beyond Fern marking floors. Any tape or residue left on any surface will be removed by the RiverCentre and will be billed to the Exhibitor. Approved tape is available for purchase at the RiverCentre Exhibitor Services Desk.

Misc:

Materials such as table draping, cut trees, wood chips and mulch used in the construction of displays must be fire resistant. All tables must be professionally skirted; i.e., skirting that is pleated or shirred and of floor length (no paper or sheets or tablecloths). The only exception is fine, designer furniture.

**Refer to the Forms section for a booth layout.

Cleaning:

The Show Decorator, Fern cleans booths with a filled out form you can find on pg. 28 of the Decorator kit. See their link on our website for more details. The RiverCentre will empty trash cans if exhibitors place them in the aisles after the show closes. There is no charge for this.

5. Credits

If an additional firm is assisting with your displays, signs, etc. and you would like to give them credit/recognition, you may display one (1) professionally made sign within your booth ONLY if they are an exhibitor at the show. Signage may not exceed 7"x11". If your assisting firm is NOT an exhibitor in the show, call Marketplace Events regarding how they can be identified. If they have NOT leased space from us for the show, they cannot distribute literature in any way inside the facility.

6. Demonstrations/Distribution

- Displays, demonstrations or distribution of materials are not permitted outside of Exhibitor's booth(s).
- The use of microphones is NOT permitted on the show floor unless approved by Show Management.
- Small sound amplification systems for captive-audience demos may be used, but the sound must be inoffensive to neighboring exhibitors.
- Advertisement, exhibit or promotion may include prices but cannot include price comparisons with competitive products.
- No stickers, pressure adhesive, etc. can be used or given away by exhibitors
- Helium-filled balloons are NOT allowed.
- No food (including popcorn) or beverages may be distributed by exhibitors inside the MCC unless approved by Marketplace Events.

7. Display Vehicles

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose prior to **January 18**. Safety precautions are needed and sponsorship regulations may prohibit certain type of vehicles.

Vehicles and equipment exhibited inside the building, including gas powered snow blowers, lawn mowers, boats, and snowmobiles must have:

- gas tanks taped or locked
- batteries disconnected
- shall not be fueled in the building.
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less. (MSFC 314.4)

8. Drawings and Giveaways

All drawings must have prior approval from Show Management and be held before show closing. Drawing Registration Form must be filled out (see forms section) by the start of the show. Per state regulations, exhibitors are required to turn the name of each winner in to the Show Office. Show Management reserves the right to terminate any contest by removing ballots from the booth if it does not comply with Show Management regulations.

9. Exhibitor Badges & Admission Passes

Exhibitor Badges:

Exhibitor badges need to be picked up in the show office during move in.

Booth attendants must have and wear Exhibitor Badges at all times for admission to the show. No badge – no admission.

Exhibitors receive ten (10) Exhibitor badges. Lost badges are not the responsibility of Show Management. Additional badges can be purchased in the Show Office for \$20.00. Badges that need to be shared among staff can be left at Will Call located outside the West Show Office to the East of the main show entrance entering from Kellogg Blvd.

Admission Passes:

Admission passes will be available to pick up on-site when you pick up your Exhibitor badges. If you would like your passes mailed to you, please let Show Management know by January 18.

Each Exhibitor will be provided ten (10) Admission Passes. These Passes are for you to distribute to friends, clients & family. Exhibitors will also be given badges for entering the building/security purposes to be worn on lanyard.

10. Fire Regulations

Show Management Regulations:

Material used in exhibits must be fire resistant and are subject to inspection by the Department of Safety and Inspection.

Precautions must be taken to prevent the general public from coming in contact with anything that may cause burn or injury. Any product hot to the touch must be placed at the back of your booth, away from the aisle. For those with bulk 20'x20' peninsulas, islands or larger, these products must be positioned in the middle/center area of your space, again, as far away from the aisle(s) as possible. Warning signs must be placed prominently on all such surfaces, horizontal and perpendicular.

General Fire Code Rules:

- Draping and displays cannot obstruct standpipe connections, fire extinguishers or fire alarm pull stations located on walls. (MSFC 901.8)
- Draping and decorative material shall be nonflammable material or treated with a flame- retardant solution and documentation available to the Fire Inspector. Tablecloths on display tables must be flame-retardant if used near a heat source, such as cooking devices.(MSFC 805.2)
 - Cooking and food warming devices shall be:
 - placed on non-combustible materials
 - be isolated from the public by a 4-foot space
 - be limited to 288 square inches of cooking area.
 - A non-combustible shield or barrier to protect the public from heat sources is acceptable in lieu of the space requirements.
 - Tablecloths or draping used on tables near cooking equipment must be treated with flame-retardant and proof furnished to the Fire Inspector. (LSC 9-4.4.3(9))
 - Booths containing cooking devices shall be provided with a fire extinguisher with a rating of not less than 2A10BC readily available for use. A K-type fire extinguisher must be provided and available for use when fat deep fryers are used. (MSFC 904.11.5, NFPA10 2-2.3 and LSC 9-4.4.3)
- SMOKING IS NOT ALLOWED except in designated areas. Non-combustible ashtrays must be provided in designated smoking areas. "NO SMOKING" signs must be posted in all other areas and frequent announcements made during the event about compliance with smoking regulations. (MSFC 310.2)
- Parking in designated fire lanes is prohibited. Emergency personnel must have adequate access to the facility. (MSFC 503.4)
- Use of fireworks is prohibited unless a permit has been issued by Saint Paul Fire Safety Inspection (651-266-8989). (MSFC 3308.1.1)
- No Class I Flammable Liquids, including gasoline, can be stored inside the building. (MSFC3404.3.4.2)
- Acoustical and decorative materials, including, but not limited to cotton, hay, paper, straw, moss, bamboo, and wood chips, shall be treated with flame-retardant. (MSFC 805.1 and NFPA705)

- A fire watch may be required by the Fire Marshal at any events where it is essential for public safety. (MSFC 2416)

Candles: Candles are not allowed.

Propane: Propane inside assembly occupancies shall be limited to:

- 5-pound containers
- 20 feet apart
- Propane must be in approved containers, and connections must be inspected and approved. (NFPA58)

11. Forklift Services

Exhibitors requiring forklift services should make arrangements with Fern prior to move in. Details:

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Fern customer service for availability and quote
- A one-hour charge will be applied to all orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Fern service desk when the forklift is needed
- **Check in at the Fern service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

FORKLIFTS (1 hr. minimum) SEE FERN Decorator Kit for rates

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Tuesday – Friday, and all day Saturday and Sunday and Holidays

12. Insurance

Marketplace Events, the St. Paul Home & Patio Show or the Saint Paul RiverCentre will NOT be responsible for injury to persons nor the loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs. As agreed in the contract, exhibitors agree to indemnify and hold harmless Show Management and the RiverCentre against, any and all complaints, suits, or liabilities arising out of acts of the exhibitor or his/her representatives, or out of activities within the exhibitor's booth area. Verify with your insurance company if you're uncertain about your coverage. Exhibitors are responsible for damage they cause to the RiverCentre including walls and floors and for labor charges to remove stains or adhesives from the walls or floors. Exhibitors will be billed for such damage with the dollar amount of the damage determined by the RiverCentre.

13. Materials subject to license or restriction

The playing, performing or other use of any copyrighted music in television or radio transmission, videotape, audio-visual material, or any other work, whether live or recorded, by exhibitor or its agents, representatives or employees is expressly prohibited. Exhibitor agrees to indemnify the Saint Paul RiverCentre and Marketplace Events (and their respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Marketplace Events to ASCAP or BMI, arising from any unauthorized use of any work by exhibitor or any of its agents, representatives or employees.

14. Medical Emergency

In the event of a medical emergency or injury during show hours, please contact a RiverCentre Event Manager, via radio or phone call, who will get in contact with First Aid with the location of the emergency. During move in and move out of a show and an injury or medical incident occurs and there is no First Aid on staff, call 911 and then notify RiverCentre Event Manager with the location of the incident. The RiverCentre Event Manager will work with building security to get the Paramedics to the incident.

15. Merchandise and Food & Beverage Sales

All exhibitors selling retail MUST have a Minnesota Sales Tax Identification Number. All exhibitors with taxable sales MUST also have a Minneapolis permit.

Merchandise exhibitors: you may only exhibit merchandise which you normally serve or produce in the ordinary course of your business and may only distribute such quantities that are reasonable in regards to the purpose of promoting the merchandise. Approved merchandise sales will only be permitted in the exhibitor's contracted space.

All exhibitors who sell merchandise from the show floor or take orders on either a wholesale or retail basis must contact the City of Saint Paul Office of License, Inspections, and Environmental Protection (LIEP) for license and permit requirements. Call 651-266-9107 or 651-266-8989.

Food exhibitors: Sampling only is allowed, otherwise food must be prepackaged. All sampling must be approved by Show Management and the St. Paul RiverCentre and its exclusive catering company, MHC Culinary Group. Exhibitors wanting to exhibit in the show should contact Show Management first and then we will connect you with the RiverCentre if approved with our team first.

After approval has been given from both Show Management and the Saint Paul RiverCentre, exhibitors must contact The Minnesota Department of Health in advance of the event to determine if a special event food stand permit is required and approval. Show Management does NOT get involved with this process. **Contact Cassandra Hua at 651.201.3985 or Cassandra.hua@state.mn.us.**

16. Operator Certificate of Compliance (OCC) Form

ALL exhibitors (regardless if they are selling at the show or not) are required to complete an OCC form for the MN Dept. of Revenue that includes a (7) seven digit number. OCC forms are due to Show Management before the show. Companies without an OCC form on file will be subject to fines up to \$500 per show day.

- Complete the form (<https://stpaulhomeandpatioshow.com/exhibitor-kit>) and return by fax to 952-933-7548 or email to AutumnP@mpeshows.com.

17. Outside Contractors

Any independent contractor/display house which contracts to assemble and/or dismantle an exhibit at the Show must notify Fern of the exhibiting company's name and booth number, in writing, at least 30 days prior to the first day of move-in. The display house must also provide a certificate of insurance to Fern at the time the letter is sent and also to Show Management.

18. Parking

There is no reserved parking at the RiverCentre. Please see below and our website for more parking details at Saint Paul RiverCentre Parking Ramp for a full list of parking ramps and lots around the venue.

<http://www.rivercentre.org/exhibit/parking-transportation>

19. Security

Exhibitors are responsible for their own booth security. Security guards will be on duty 24-hours a day throughout move-in, show days and move-out. They are there to safeguard your interests. Please extend them your fullest cooperation and courtesy in the performance of their duties.

20. Show Decorator

The official show decorator is Fern. Please refer to the Directory of Contractors for contact information. They are responsible for:

- Furniture rental (tables, chairs, etc.)
- Sign/Banner orders
- Carpet rentals
- Draping
- Display set-up assistance

Show Decorator Kit is available online.

Fern will send out a separate email to all exhibitors listing their services and prices. To avoid delay, have your order placed before you move in. All orders with full payment must be received by **January 27th** to receive discount price. Advance freight receiving orders must be in Fern's deadline to receive discount rates.

21. Sprinklers

- **All exhibitors incorporating ceilings in their exhibits (regardless of size) must contact Show Management for approval. Floor plans for oversized exhibits must have RiverCentre and St. Paul Department of Safety and Inspection (DSI) approval.**
- The following must be protected by sprinklers:
 - Single-level exhibit booths greater than 300 sq. ft. and covered with a ceiling; throughout each level of multilevel exhibit booths, including the uppermost level
 - a single exhibit or group of exhibits with ceilings that do not require sprinklers must be separated by a minimum of 10 ft. where the aggregate ceiling exceeds 300 sq. ft.

22. Smoking

Smoking in any form is not allowed in the RiverCentre. Anyone caught smoking in the RiverCentre by the Fire Inspector will be tagged and removed from the facility for the day. Smoking is not permitted within 25 feet outside any entrance or exit. This policy includes the enclosed loading dock.

23. Subletting of Exhibit Space

Exhibitors are NOT permitted to sublet their space to another company or product without prior written permission from Show Management. Violators will be removed from the show.

24. Tools

Hand and power operated hand tools may need to be utilized on the show floor. Please review the following requirements for the use of tools:

- Ensure all staff operating tools are competent and knowledgeable on the proper and safe operation of such tools. Pre-show training, regarding the operation of power operated hand tools is recommended as required.
- Ensure all move in and move out staff are properly equipped with the appropriate tools for completing tasks. All power tools must be in safe working condition with the appropriate safety mechanisms.

- All staff operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

25. Union Regulations

An exhibiting firm's employees may set up and take down their exhibit and carry their own exhibit materials to and from the loading docks. If extensive work is required on the exhibit that involves the hiring of outside labor, or if help is needed in moving heavy objects, arrangements for such work must be made through Fern. Fern maintains a service desk during set-up and tear-down times.

26. Utilities

Electrical:

- Electrical service is available to purchase through the Saint Paul RiverCentre exhibitor services website. Instructions on ordering are in the Exhibitor Services – Online Ordering section. Electrical drops will be placed in the center back of your booth. Extension cords and power strips are also available to be rented online.
- Labor-related to hardwiring connection into equipment, trouble-shooting exhibitor equipment, electrical corrections to exhibitor equipment, and custom special connections or power placement are NOT included with the electrical service and may require additional labor to be paid by the exhibitor in advance. Call the Exhibitor Services line at (651) 265-4875 for questions about electrical labor needs.
- For booth electricity, click [HERE](#) to order. The advanced rate deadline is in effect 3 days prior to first day of the event. Prices do not have tax included and are subject to change per event.

Internet:

- For a *wired* internet connection, click [HERE](#) to order. The advanced rate deadline is in effect 3 days prior to first day of the event. Prices do not have tax included and are subject to change per event.
- RiverCentre has free, venue-wide WiFi available for use for light exhibitor use, such as checking email, browsing the internet, or displaying websites. Uploading and/or downloading audio or video files is not considered casual browsing and may cause system issues. Personal wireless or hotspot devices can also result in wireless service issues and are restricted in the facility. Exhibitors can easily connect to the WiFi network by selecting "RCFreeWiFi" from among the connection options.

Water/Drain:

- Please note only one in three for the floor boxes include a drain. All others are electrical.
- For booth water/drain, click [HERE](#) to order. The advanced rate deadline is in effect 3 days prior to first day of the event. Prices do not have tax included and are subject to change per event.

Telephone Service:

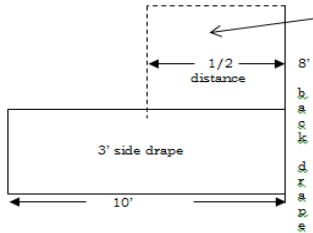
- Phone lines are set up for local and toll-free calls only. Long distance calls will require a calling card by the user. This is an analog service. Dialers must first dial 9 before the actual phone number to receive an outside line. Standard telephone service does not include a telephone set, which must be rented separately. Standard phone sets are analog based touch-tone phones.
- Standard telephone service does not require electrical service. However, if you are connecting the telephone service to a computer, credit card machine or another device that requires electrical service, you will be required to purchase electrical service for that device.
- For booth phone service, please click [HERE](#) to order. The advanced rate deadline is in effect 3 days prior to first day of the event. Prices do not have tax included and are subject to change per event.

FORMS

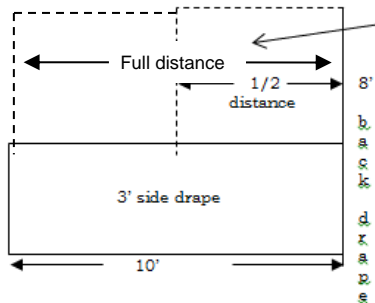
Booth Layout

For standard 10'x10' booths, Marketplace Events provides 8' back drape and 3' side drapes. NEW for 2017 – Exhibit tables, displays, etc. may extend forward all 10' from the rear drape at 8' in height (previously only to 5'). The outward facing sides of your exhibit not covered by drape must be finished and may not contain any marketing.

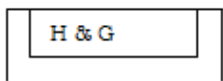
Exceptions can be made with Marketplace Events' approval in cases where your space constitutes a 4-booth (or more) "island." Please call Marketplace Events to confirm your idea(s).



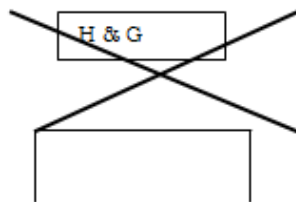
Exhibitors were previously only allowed to extend displays 5' forward from the back of the booth.



Exhibitors can extend displays all 10' forward from the back of the booth at 8' in height. The outward facing sides of your exhibit not covered by drape must be finished and may not contain any marketing.



Right



Wrong

Signage may not be displayed above the 8' drape height.

Additional Notes

- **Floor covering is required**, preferably carpet – this will improve the image of your booth and your company. No part of your floor covering may extend beyond your booth or stick out into the aisle.
- Professionally skirted tables with floor-length skirting that is pleated or gathered. No paper or plastic (fire regulations). Fine furniture is acceptable without skirting. Card tables and old metal folding chairs detract from your booth and from the Show. Nice furnishings improve your business image and your exhibit.
- Professionally made signs only. No magic marker, grease pencil or "homemade" signs.

St. Paul Home & Patio Show

Drawing Registration

If you plan to use a drawing for prizes during the Show, you must register your drawing before the Show opens. Show Management must approve any and all drawings or contests conducted by an exhibitor. Such drawings or contests are subject to all laws and municipal restrictions. Prizes offered by exhibitors must be awarded by Show closing, and Show Management must be informed of the name, address and phone number of all winners at that time.

If contest entries will be used to generate contact lists, or if entrants will be contacted or solicited in any way by either mail or telephone, the entry blank must bear the disclaimer that contest or drawing participants will be contacted by mail and/or telephone to receive product or service information.

Any individual, organization or company not complying with the preceding rules may be subject to contract termination or losing any future invitations to the Show.

COMPANY NAME: _____ BOOTH #: _____

ATTN.: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WHAT WILL DRAWING BE FOR AND HOW MANY:

DOLLAR VALUE OF EACH PRIZE:\$ _____

DATE OF DRAWING: _____

Email or Fax form to: St. Paul Home + Patio Show
7550 France Ave. S #260
Edina, MN 55435
PHONE: 952.933.3850
FAX: 952.933.7548
juliannes@mpeshows.com



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.

Selling Event Exhibitors and Operators

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Fact Sheet

Sales tax registration

Any business, individual, promoter, operator, or fair board making taxable sales at a flea market, collectors' show, craft show, antique show, county fair, trade show, or similar event must be registered to collect the Minnesota general sales tax and any applicable local taxes before the event begins. You may register for a Minnesota ID number online at: www.taxes.state.mn.us or by calling 651-282-5225 or toll-free 1-800-657-3605. The Application for Business Registration, Form ABR, is available on our web site or by writing: Minnesota Tax Forms, Mail Station 1421, St. Paul, MN 55146-1421.

Certain individual sellers at a flea market or similar event are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only, it does not apply to businesses.

Operators of selling events

Minnesota law requires that before an operator of a craft show, art fair, flea market, or similar selling event can rent space to a seller at the event, the operator must have either proof that the seller is registered to collect Minnesota sales tax, a written statement from the seller that no taxable items are being sold, or a written statement from the seller indicating that they qualify for the isolated and occasional sales exemption mentioned above. *Sellers are required to give the operator a completed Operator Certificate of Compliance, Form ST19, or other similar written statement for this purpose.* Form ST19 is available on our web site, or you may call our office to request one.

Operators should keep the forms for at least three and one half years. Operators who do not have Form ST19 or a similar written statement from sellers, can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Sales

Sales of arts, crafts, antiques, collector items, and equipment are generally subject to the general state sales tax and any applicable local taxes. Sellers should separately state the sales tax whenever possible. If the tax is included in the selling price, the item must be marked "tax included," or a sign posted indicating that tax is included in all prices.

Below are guidelines for items commonly sold at fairs and other selling events.

Admissions

Entertainment events. Admission tickets to county fairs and other *entertainment or sporting events* such as grandstand shows, horse shows, and auto races are taxable.

Selling events. Admission tickets to flea markets, antique shows, and similar *selling events* are not taxable.

Entry fees to participate in a competitive event are not taxable unless they are for a normally taxable admission or use of an amusement device. For example, entry fees to enter a quilt in a sewing competition are not taxable because no admission or amusement is involved. However, entry fees to play in a dart tournament are taxable because the normal fee for playing darts is taxable.

Amusements. Charges for rides, sideshows, or exhibitions are taxable. This includes all carnival rides and games, as well as bungee jumping, video games, games of chance or skill, mechanical handwriting analysis, virtual reality games and other entertainment.

Clothing. Clothing meant to be worn on the human body for general use is not taxable, but some accessories are taxable. Baby clothing (including receiving blankets used as clothing) is not taxable. See Fact Sheet 105, Clothing, for more information.

Collectors. Sales of collector items such as model trains, guns, coins, comic books, stamps, and sports memorabilia are subject to sales tax when sold at a collectors' show, flea market, or any similar gathering of sellers.

Lodging. Charges for lodging accommodations, including camp sites, mobile homes or other lodging facilities are taxable.

Parking. Charges for parking vehicles are taxable (except at parking meters).

Rentals of equipment such as display booths, coolers, and generators are taxable. Rentals of booth space are not taxable.

Utilities. Charges for electricity, gas, water, or other utilities to operators of shows or concessions are taxable.

Food and drinks

Prepared food, as well as candy and soft drinks, are subject to Minnesota sales tax. Food and drinks, including bakery goods, are taxable when sold with eating utensils provided by the seller. Eating utensils include plates, knives, forks, spoons, glasses, cups, napkins, or straws.

See Fact Sheets 102A Food and Food Ingredients, 102B Candy, 102C Soft Drinks and Other Beverages, 102D Prepared Food, and 102E Dietary Supplements for more information.

Alcoholic beverages

Sales of intoxicating liquor are subject to the state general sales tax and a 2.5 percent liquor gross receipts tax. Non-alcoholic beer, such as O'Doul's and Sharp's, is subject to the state general sales tax. See Fact Sheet 137, Restaurants and Bars, for more information.

Examples of food sales at a fair or other event:

Example 1. A baker makes and sells cinnamon rolls served on a plate. Since the plate is considered an eating utensil, sales of the cinnamon rolls are taxable.

Example 2. A booth at a fair makes and sells jars of spaghetti sauce. The sauce is not taxable because the customer generally heats it after the sale.

Example 3. A shop at a flea market makes and sells jam. The jam is taxable because the seller prepared the jam by combining two or more food ingredients, and the customer does not usually cook or heat it after the sale.

Example 4. A booth at a carnival sells whole fresh fruit. No eating utensils are provided. The fruit is not taxable.

Example 5. A vendor at a fair prepares and sells flavored nuts. The nuts are taxable because they are prepared by the seller and the customer does not usually cook or heat them after the sale.

Example 6. A vendor at a trade show sells spices made by someone else to use in cooking. The vendor uses the spices in demonstrations and passes out free samples of spiced food. Eating utensils are used to pass out the samples. The spices are not taxable because they not prepared by the seller. The eating utensils used during the demonstration do not cause the spices to be taxable.

However, if the vendor *prepares* the spices (i.e., mixes his/her own spice blends), they are taxable even if the vendor does not provide eating utensils.

Example 7. A concessionaire sells pickles. The concessionaire uses a wooden skewer to retrieve the pickle from the container and hands the pickle to the customer on the skewer, which the customer keeps. The skewer is considered to be an eating utensil, so the pickle is taxable.

Advertising

Sales of advertising products such as programs, brochures and signs, and rentals of portable signs are taxable. Leases or rentals of billboard advertising are not taxable. Advertising services (including concept and design) are not taxable.

Prizes

Prizes awarded in games of skill or chance conducted at events such as carnivals, festivals, and fairs *lasting less than six days* are exempt from sales or use tax. Give the seller a fully completed Certificate of Exemption, Form ST3, to claim exemption.

Purchases of prizes are taxable for use at amusement parks, arcades, the State Fair, or other events that last six days or more. Also, items are taxable if they are awarded as prizes in connection with lawful gambling or the state lottery.

Use tax

Use tax applies to items or services *you use* that you purchased without paying sales tax. Use tax is similar to the sales tax and the rates are identical. Use tax is based on your cost of taxable purchases. Common examples of when use tax is due:

- You buy items for resale for your business, then remove some of the items from inventory for business or personal use.
- You buy a computer for use in your business from a mail order company or over the Internet and the seller does not charge sales tax.

Report state and local use tax electronically at the same time you report your sales tax. See Fact Sheet 146, Use Tax for Businesses, for more information.

Out-of-state vendors

Out-of-state businesses must collect Minnesota tax on all taxable sales made while in Minnesota. If you make sales to Minnesota residents after you leave the state of Minnesota, or take orders for future direct mailings, these sales may be subject to Minnesota tax. See Revenue Notice 00-10, Nexus Standards, for guidelines.

If you come into Minnesota for a selling event you are subject to income tax if you meet the minimum filing requirements; call 651-296-3781 or 1-800-652-9094 for more information.

Any wages paid to employees are subject to Minnesota withholding tax requirements; call 651-282-9999 or 1-800-657-3594 for more information.

Minnesota local taxes

Minnesota Revenue administers and collects local taxes on behalf of several local governments. Local taxes are listed and explained in detail in Fact Sheet 164, Local Sales and Use Taxes.

Special local taxes on food, liquor, admissions, entertainment, and lodging. In addition to the general local sales and use tax, some cities impose additional sales and use taxes on sales of food, liquor, lodging and entertainment, which the Department of Revenue administers. See Fact Sheet 164S, Special Local Taxes, for more information.

References:

M. S. 297A.87, Flea markets, shows, and other selling events
Revenue Notice 95-04, Penalty for Operators of Flea Markets and Similar Events
Revenue Notice 99-05, Responsibility for Collection and Remittance of Sales Tax on Tickets Sold at Selling Events
Revenue Notice 00-10, Nexus Standards

Fact sheets that may be of interest:

Food and Food Ingredients, #102A
Candy, #102B
Soft Drinks and Other Beverages, #102C
Prepared Food, #102D
Dietary Supplements, #102E
Local Sales and Use Taxes, #164
Fact Sheet 154, Arts and Crafts (describes how tax applies to craft sales and how to buy items used to make the crafts exempt for resale)

St. Paul Home & Patio Show

SIGN ORDER FORM

Fill out and return this form only if you want your sign to read differently than what is listed in your space agreement.

This is a uniform 7" x 44" sign with 2" high letters made by the show decorator and hung by them on the back of your booth(s), along with your booth number(s). It is for identification and is placed on your space before you move in.

The sign should list the company name as: _____
--

COMPANY NAME (on SPACE AGREEMENT): _____

BOOTH #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

Mail or fax to: JulianneS@mpeshows.com

St. Paul Home + Patio Show
Marketplace Events
7550 France Ave. S #260
Edina, MN 55435
P: 800.466.7469
P: 952.933.3850
F: 952.933.7548