

SHOW INFORMATION

AT A GLANCE

SHOW: Minnesota Home & Patio Show

LOCATION: Saint Paul RiverCentre | St. Paul, MN 55102

DATES: February 16 – 19, 2017

SHOW HOURS:

February 16 th	2:00 PM – 8:00 PM
February 17 th	12 NOON – 8:00 PM
February 18 th	10:00 AM – 8:00 PM
February 19 th	10:00 AM – 5:00 PM

PROMOTER: Cenaiko Productions, Inc. | www.cenaiko.com | (763) 755-8111

DECORATOR: Cenaiko Expo, Inc. | www.cenaikoexpo.com | (763) 755-8111

MOVE-IN: Begins Monday, February 13th. (See page 3 in packet for specific times)

GARDENS WILL BE CONTACTED WITH SPECIFIC MOVE-IN TIMES.

MOVE-OUT: No later than 10:00 AM, Monday, February 20th, 2017.

HOTEL: Information on page 7 of the packet

PARKING: Pre-paid parking cards are available for exhibitors for parking at the RiverCentre ramp. (See the enclosed information for ordering.)

FREIGHT: Advance freight warehousing arrangements can be made through Cenaiko Expo, Inc. (See page 5 for more details.)

More specific and detailed information is included in the exhibitor packet. If there is any other way that we may assist you in show preparation, please call our office at (763) 755-8111.

Welcome

*to the
38th Annual*

MINNESOTA

HOME & 
PATIO SHOW

February 16-19, 2017

We are excited to have you participating in the 38th Annual MINNESOTA HOME & PATIO SHOW at the **RiverCentre** and wish you much success during the Show.

This Exhibitor Information Kit has been prepared for your benefit. We have attempted to answer any questions you, as an exhibitor, may have regarding the show. We ask that you or the individual in charge of your booth review all of the enclosed information. If you should have any questions, please feel free to contact one of our staff at 763-755-8111.

presented by - CENAIKO PRODUCTIONS, INC.
763-755-8111

www.cenaiko.com

MINNESOTA HOME & PATIO SHOW

FEBRUARY 16 - 19, 2017

SHOW LOCATION:

Saint Paul RiverCentre
175 W Kellogg Blvd
St. Paul, Minnesota 55102
<http://www.rivercentre.org/>

SHOW OFFICE:

The Show Office is located upstairs in the Roy Wilkins Auditorium.

PLEASE NOTE: Exhibitor check-in is required and booth space must be paid in full prior to booth set-up.

SHOW DATES:

Thursday	Feb. 16 th	2:00 PM - 8:00 PM
Friday	Feb. 17 th	12 NOON - 8:00 PM
Saturday	Feb. 18 th	10:00 AM - 8:00 PM
Sunday	Feb. 19 th	10:00 AM - 5:00 PM

REMINDER TO EXHIBITORS: ALL BOOTHS MUST BE STAFFED DURING THE ABOVE HOURS THE ENTIRE DURATION OF THE SHOW.

PARKING:

See the enclosed information regarding the purchase of pre-paid parking cards for the RiverCentre ramp.

EXHIBITOR MOVE-IN:

Following is a schedule of exhibitor move-in times for the show. Please check your booth location and adhere to the schedule that applies to the area that your booth is located in.

NO VEHICLES WILL BE ALLOWED IN THE BUILDING OR ON ANY OF THE FLOORS BEGINNING ON WEDNESDAY, FEBRUARY 15th.

ALL EXHIBITS MUST BE COMPLETED WITH SET UP BY 9:00 PM ON WEDNESDAY, FEBRUARY 15TH.

RIVERCENTRE EXHIBITION HALL (A – B): Enter - south on 7th, left (east) on Eagle Street, the loading entrance is on the left. After off-loading, exit onto Exchange St.

Monday	Feb. 13 th	2:00 PM – 7:00 PM
Tuesday	Feb. 14 th	8:00 AM – 8:00 PM
Wednesday	Feb. 15 th	8:00 AM – 9:00 PM

WILKINS EXHIBITION HALL: Enter on the 5th Street – DOWN RAMP

GARDENS – WILL BE CALLED WITH EXACT MOVE-IN TIMES.

All remaining booths will follow the schedule listed below.

Tuesday	Feb. 14 th	12 Noon – 8:00 PM
Wednesday	Feb. 15 th	8:00 AM – 9:00 PM

NO THURSDAY SET UP

EXCEPTION: THE FOLLOWING BOOTHS WILL SET UP AS FOLLOWS:

BOOTH #:	418-421,	432-433,	448-449
Wednesday	Feb. 15 th	4:00 PM – 9:00 PM	

ROY WILKINS AUDITORIUM: Enter on 5th Street – UP RAMP

Monday	Feb. 13 th	8:00 AM - 7:00 PM
Tuesday	Feb. 14 th	8:00 AM - 8:00 PM
Wednesday	Feb. 15 th	8:00 AM - 9:00 PM

NO THURSDAY SET UP

ALL EXHIBITS MUST BE COMPLETED BY 9:00 PM ON WEDNESDAY, FEB. 15TH SO THAT THE AISLES CAN BE CARPETED. DOORS OPEN TO THE GENERAL PUBLIC AT 2:00 PM ON THURSDAY, FEB. 16TH.

EXHIBITOR MOVE-OUT:

REMOVAL OF EXHIBITS MAY NOT BEGIN BEFORE 5:00 PM, ON CLOSING SUNDAY.

As a courtesy to our customers who have paid to see the show late Sunday afternoon, we feel they are entitled to see the entire show. Therefore, we insist that no literature or exhibit material be removed from your booth or that you start dismantling your booth prior to the closing of the show, Sunday at 5:00 PM. Failure to comply with this policy will result in cancellation of any future contracts.

ALL EXHIBITORS MUST BE COMPLETELY MOVED OUT BY 10:00 AM, MONDAY, FEBRUARY 20TH.

PLEASE NOTE: The following booths are an exception and must begin move-out immediately following the close of the show on Sunday. These exhibitors will receive parking permits Sunday afternoon, which will allow them to move their vehicles into the loading area.

WILKINS EXHIBITION HALL:

Booth: #418 - 421
#432 - 433
#448 - 449

ROY WILKINS AUDITORIUM:

BOOTH #: 765, 782

RIVERCENTRE EXHIBITION HALL:

BOOTH #: 017

BOOTH CONSTRUCTION:

Cenaiko Productions will provide 8-foot high back wall curtains (except bulk space), 3-foot high sidewall curtains and an exhibitor identification sign, at no extra cost to the exhibitor. The exhibit may extend 4 feet from the rear wall at the 8-foot height but further extension must be limited to a 3-foot height. Exhibitors must drape the back of any unsightly structures at their own expense.

Booth specification rules **must** be followed. If your booth does not comply with these specifications, please re-design your booth before coming to the show to avoid problems. Please be courteous to your neighbor.

HOTEL ACCOMMODATIONS:

The following hotel will be offering discounted accommodations to exhibitors:

HOLIDAY INN DOWNTOWN

175 West 7th Street
St. Paul, MN 55102
(P): 651-225-1515

Rates: \$99.00 (Single or Double)

RESERVE BY JANUARY 16, 2017

LIMITED ROOMS AVAILABLE

Additional information is enclosed. In order to receive the Home Show discounted rates when calling for reservations, you must identify your affiliation with the Minnesota Home & Patio Show. Rates cannot be changed at check-in or checkout times for guests who fail to identify their affiliation with the Show when making their reservation.

Reservation requests received after the deadline will be accepted on a space and rate availability basis. Guests arriving after 6:00 PM will require a guarantee by credit card.

EXHIBITOR CREDENTIALS:

Exhibitor credentials and passes will be available for pick up at the Show Office in the Roy Wilkins Auditorium, across from booth 851, when exhibitors check in prior to set-up.

NO EXHIBITOR CREDENTIALS AND/OR PASSES WILL BE RELEASED TO ANY EXHIBITOR UNLESS BOOTH SPACE HAS BEEN PAID IN FULL AND THE OPERATORS CERTIFICATE OF COMPLIANCE (ST-19) FORM HAS BEEN COMPLETED.

Exhibitor Passes will be distributed as follows:

1	Booth	4 Exhibitor Passes
2	Booths	6 Exhibitor Passes
	Bulk Space	Passes will be allocated on booth size

The Exhibitor Pass is presented to the ticket taker upon entering the show each day. The ticket taker will punch the pass and return the pass to the exhibitor. The pass can only be punched once per day so if you wish to leave the premises and return the same day, it will be necessary to have your hand stamped as you leave. Each booth attendant will be required to have his or her own Exhibitor Pass for admission to the show. Exhibitor Passes will allow exhibitors to enter the show one-hour before general admission.

It is the responsibility of the exhibitor to distribute Exhibitor Passes to booth attendants or make arrangements to have tickets left at the Will Call desk. If attendants forget or lose their passes, they must enter the show at the public gate and pay the regular admission price.

ABSOLUTELY NO REFUNDS.

THE "WILL CALL" DESK WILL BE LOCATED AT THE TOP OF THE ESCALATOR AT THE 7TH STREET ENTRANCE (KELLOGG LOBBY) FOR EXHIBITOR CONVENIENCE.

ADVANCE ADMISSION OR ONE-DAY EXHIBITOR ADMISSION:

Regular \$9.00 tickets or exhibitor one-day tickets may be purchased in the Show Office for \$7.00 per ticket. One-day exhibitor tickets allow your workers to enter the premises one hour prior to the opening of the show. In case you have more booth attendants than your allotted exhibitor passes, your one-day exhibitor tickets will provide a one-time admission.

Also advanced admission tickets may be purchased for \$7.00 per ticket. These tickets are good any day of the show. Use these for your preferred customers, associates, prospects, friends and family members. GOOD FOR SHOW HOURS ONLY.

MAKE YOUR ADVERTISING DOLLARS WORK FOR YOU!

The Official Show Program is printed by Midwest Outdoors. Space is limited.

(Free copy available for every attendee at the Home & Patio Show)

For more information call: Roger Cormier at 612-790-8545 or e-mail rogerlcormier@gmail.com

Click the coupon below to print your \$2.00 off Discount Coupon and we will see you at the show!!

SAVE \$2.00 — SAVE \$2.00 EVERY DAY — SAVE \$2.00

SPECIAL FEATURE THEATRES

2017 Minnesota

HOME &

PATIO SHOW

SAINT PAUL RIVERCENTRE

February 16-19

"See everything that is new for your home and yard in 2017!"

SAVE \$2.00 — FREE DISCOUNT COUPON — SAVE \$2.00

A Cenaiko Production

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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(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.

Certain individual sellers 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.

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.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

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

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

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