

## Booth Registration Form

Minnesota Section IFT Suppliers' Expo

Tuesday, October 22, 2013

Minneapolis Convention Center – Ballrooms A & B

Show Hours: 1 – 5 pm



## Exhibitor Information

### Booth Information

- This is a table-top show; IFT Table Top Rules apply
- Booth size is 6x6 ft. with 2x4 or 2x6 table and two chairs
- Booth charge is \$375 through 9/3/13 and includes one company sign, table, chairs, and listing in the show directory
- Additional signs are \$10 each
- Electricity (110V) is available for \$150. MUST be arranged prior to show

### Display Times

Set up: 10:30 am – 12:30 pm

Show Hours: 1 – 5 pm

Hors d'oeuvre/social hour: 3:30 pm

### Table-Top Display Rules

(set forth by National IFT)

Permitted:

- Educational sales literature
- Samples of ingredients, additives or food products
- Sales premiums, souvenirs, handouts, etc.
- Instruments and/or equipment (if they can be self supporting and set on the table)

### Prohibited:

- Free standing floor displays
- Table-top displays exceeding 5' above table
- Electrical appliances or displays (you may use sterno heaters with caution)
- Solicitation, interviews or distribution of literature outside the exhibitors booth

### Shipping

To arrange direct shipment of your exhibit to the Convention Center and information for return shipments, contact Hubbell/Tyner at (651) 917-2632. The Convention Center WILL NOT accept shipments.

### Food Sampling

If you checked "yes" for food sampling on your registration all samples must be documented through the City of Minneapolis. You will be contacted at a later date for specifics regarding samples that will be served at your booth.

### Expo Venue:

Minneapolis Convention Center  
1301 Second Ave South  
Minneapolis, MN 55403  
612-335-6000

### Registration

- Payment MUST accompany registration
- Registration deadline is September 3, 2013. There is an additional cost for registrations received after September 3<sup>rd</sup>.
- No refunds will be issued after the deadline date
- Advertising is not available for anyone registering after September 15, 2011.

### Advertising

If chosen with registration, a committee member will contact you.

Please note:

- Advertisements are non refundable
- Advertisements must be submitted to a committee member by **Sept 20** to be printed in the directory. A committee member will contact you directly after registration is received

### Parking

[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

### Lodging

MNIFT does not have any discounts with hotels. Hotels close to the Convention Center are:

- Hilton, 1001 Marquette Avenue South
- Radisson, 35 S 7<sup>th</sup> Street
- Double Tree, 1101 Lasalle Ave.
- Holiday Inn Express, 225 S. 11<sup>th</sup> St.

### Questions

Please contact:

Tina Hacker at 651-739-9098 or [tina.hacker@kerry.com](mailto:tina.hacker@kerry.com)  
Colleen Eliason at 952-435-1430 [celiason@qic.us](mailto:celiason@qic.us)