



AIA Minnesota

A Society of The American Institute of Architects

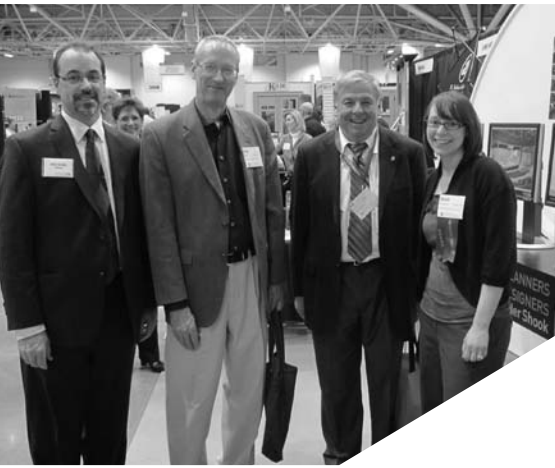
**EDUCATE**

**AT THE AIA MINNESOTA  
76TH ANNUAL CONVENTION.**

**INFORM NOVEMBER 2-5, 2010**

**MINNEAPOLIS CONVENTION CENTER  
EXHIBIT HALL D, MINNEAPOLIS, MN**

**2010 EXHIBITOR PROSPECTUS & CONTRACT**



## **AIA MINNESOTA INVITES YOU TO ITS 76TH CONVENTION AND PRODUCT EXPOSITION. REACH THE LARGEST ARCHITECTURE & DESIGN MARKET IN MINNESOTA!**

The Expo is conveniently located for exhibitors and attendees in downtown Minneapolis. Nearly 85 percent of our members work in the Twin Cities metro area. Minnesota architects attend the annual Convention and Expo to learn about trends and new technologies in building products, to network and to earn continuing education credits. With over 240 exhibiting companies and over 50 seminars, this is the single largest annual event in Minnesota for architects. Convention programs are always

scheduled around exhibit hall hours so they do not overlap. This way, there are no conflicts and exhibitors can serve as presenters as well!

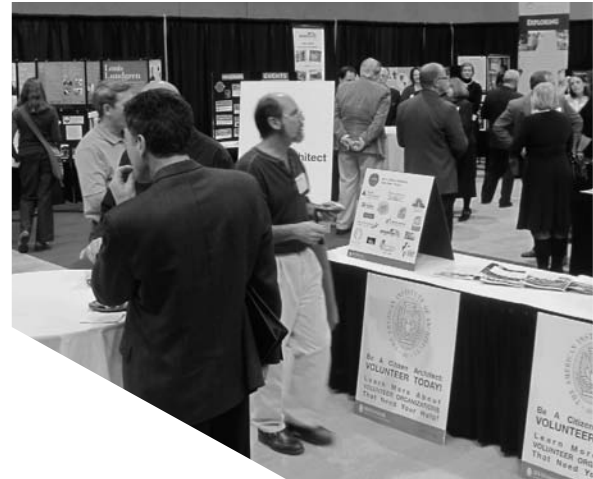
Architects that attend the show work on all types of projects: from single-family homes, to hospitals, to historic preservation, to green buildings. Minnesota architecture firms also work all across the country and across the world. Minnesota architects need your quality products and services to stay competitive!

# **BENEFIT FROM AIA MINNESOTA'S ADVERTISING OPPORTUNITIES.**

- WHO ATTENDS?** • Architects • Interior Designers • Specifiers • Contractors  
• Engineers • Builders • Facility Managers • Landscape Architects  
• Graphic Designers • Students • Other related design & building professionals

**T**he AIA Minnesota Annual Convention & Product Exposition is known for consistently attracting 2,000 or more attendees, offering exceptional programs and providing opportunities to network with state-of-the-art exhibiting companies. You will benefit from the organization's promotional campaign to its own members (over 2,000) and to related professional and trade organizations (about 13,000).

To make the most of the show, we encourage you to mail invitations to past and present clients asking them to visit your booth. With a personal invitation, members are more likely to stop by and say hello. To further this effort, we make our member list available to registered



**“THE SHOW HAS ALWAYS BEEN GOOD AS FAR AS GETTING SOLID PROJECT LEADS AND INTERACTION WITH ARCHITECTS.”**

exhibitors for pre-show marketing at a one-time reduced rate. Download an order form from the Exhibitor Information section of the convention webpage at [www.aia-mn.org](http://www.aia-mn.org) or contact Stephanie Pelzer, Exhibit Sales Coordinator at 612-338-6763 or [pelzer@aia-mn.org](mailto:pelzer@aia-mn.org).

# BOOTH SPACE RESERVATIONS

Booths will be assigned according to the date the contract and payment are received and availability of unreserved space. Every effort will be made to assign an exhibitor to one of their preferred booth locations; however, **WE RESERVE THE RIGHT TO MAKE FINAL SPACE ASSIGNMENTS.** The floor plan is also subject to change. To view available booths, visit our online interactive floor plan at [www.aia-mn.org](http://www.aia-mn.org).

## COST

- 10' x 10' single inside booth = \$1,050
- 10' x 10' single corner booth = \$1,100
- 10' x 20' double inside booth = \$2,050
- 10' x 20' corner & inside booth = \$2,100
- 3 or more inside booths = \$1,000/booth
- Island (4 corner booths) = \$4,200

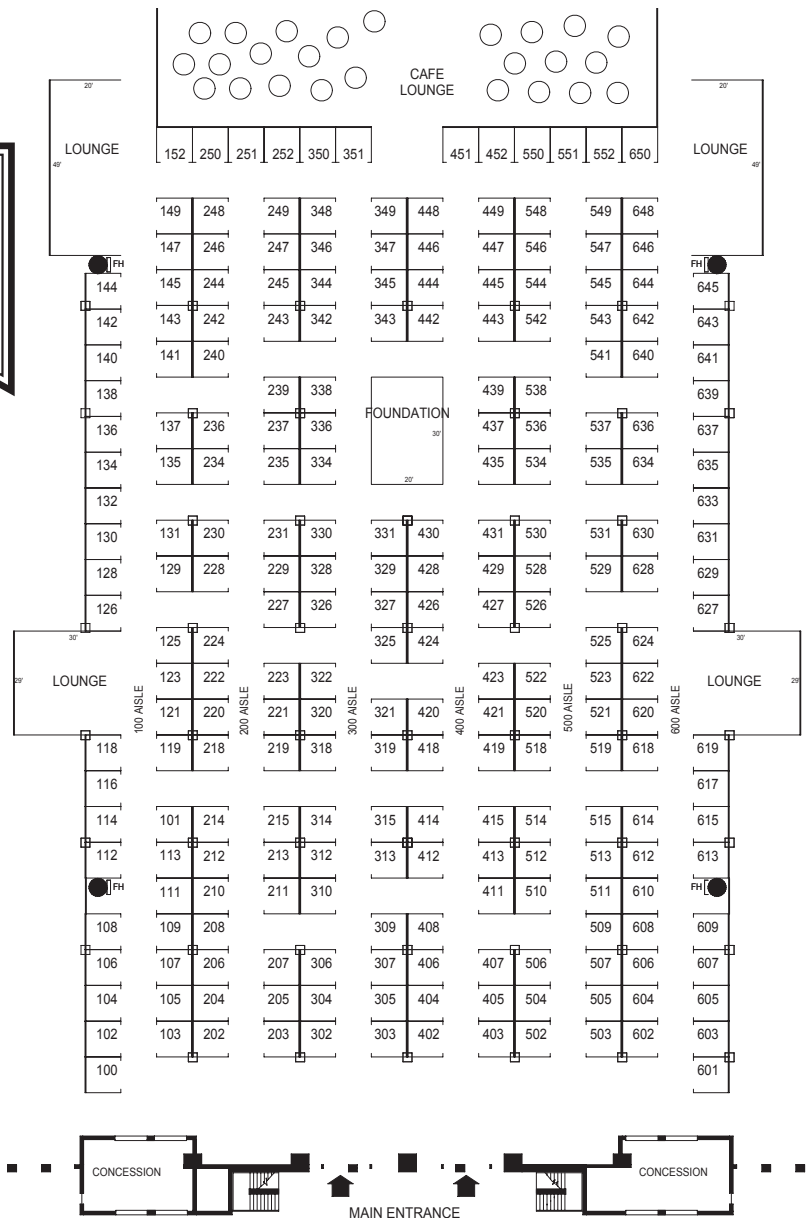
## BOOTHS INCLUDE

- Booth ID sign
- Perimeter pipe & drape
- Links to your company's website & email on the Expo website
- Listing in the on-site Convention program
- Listing in our Convention issue newsletter
- Access to the exhibitor lounge
- Free access to Convention seminars (*some exceptions*)
- Subscription to Architecture Minnesota & our member newsletter
- Free attendee list (*sent after the show & only upon request*)

**BOOTHS DO NOT INCLUDE ELECTRICITY OR RENTAL OF ANY FURNISHINGS**

**LEGEND**

- - Columns
- FH - Fire Hydrant
- - Electrical Outlet



**EXHIBIT HALL SCHEDULE. PLEASE NOTE THAT THERE WILL NOT BE EXHIBIT HALL HOURS ON FRIDAY, NOVEMBER 5TH.**

MOVE-IN:	Tuesday, November 2	8:00AM – 3:30PM
SHOW HOURS:	Tuesday, November 2	4:30PM – 7:00PM
	Wednesday, November 3	11:15AM – 2:30PM 3:45PM – 6:00PM
	Thursday, November 4	11:30AM – 2:00PM
MOVE-OUT:	Thursday, November 4	2:00PM – 5:00PM



# 2010 EXHIBIT SPACE CONTRACT

FOR AIA MINNESOTA USE ONLY

CONV2010: \_\_\_\_\_

DATE: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

(individual to receive billings, mailings & service kit order)

EMAIL ADDRESS \_\_\_\_\_

(\*REQUIRED to receive service kit order & information regarding booth reservation)

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**IMPORTANT!** Completion of this contract indicates acceptance of the regulations printed in the prospectus.

## BOOTH PREFERENCE

Please indicate your first through sixth choice below. Every effort will be made to assign you to one of your selected spaces, however, WE RESERVE THE RIGHT TO MAKE FINAL SPACE ASSIGNMENTS. To view available booths see [www.onlinefloorplan.com/aia-minnesota10/](http://www.onlinefloorplan.com/aia-minnesota10/).

**1st**                      **2nd**                      **3rd**                      **4th**                      **5th**                      **6th**

## BOOTH COST

10' x 10' single inside booth = \$1,050  
10' x 10' single corner booth = \$1,100  
10' x 20' double inside booth = \$2,050  
10' x 20' corner & inside booth = \$2,100  
3 or more inside booths = \$1,000/booth  
Island (4 corner booths) = \$4,200

## PAYMENT

Deposits are accepted before July 30, 2010 — a deposit of \$600 is required for EACH booth. Balances must be paid in full on all booths by July 30, 2010.

Payment in FULL is required after July 30, 2010 at the time of reservation (no deposits accepted).

## BOOTH RESERVATION

Please reserve \_\_\_\_\_ 10' x 10' booth(s) for a total cost of

\$ \_\_\_\_\_

## PAY BY CHECK

Enclosed is a check made payable to AIA Minnesota

for the amount of \$ \_\_\_\_\_

## PAY BY CREDIT CARD

Please charge \$ \_\_\_\_\_ to my account

VISA       MASTERCARD  
 AMERICAN EXPRESS

NAME ON CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EXP DATE \_\_\_\_\_

# NOVEMBER 2-5, 2010 AIA MINNESOTA CONVENTION

PLEASE RETURN THIS FORM ALONG WITH PAYMENT TO: AIA MINNESOTA | ATTN: STEPHANIE PELZER, EXHIBIT SALES COORDINATOR  
275 MARKET STREET, SUITE 54 | MINNEAPOLIS, MN 55405 | T 612-338-6763 | F 612-338-7981 | PELZER@AIA-MN.ORG  
[WWW.AIA-MN.ORG](http://WWW.AIA-MN.ORG)

## PAYMENT

Prior to July 30, 2010 a deposit of \$600 is required to hold each 10' x 10' booth and MUST be accompanied by a signed contract; the balance is due on July 30, 2010. If you sign up after July 30, 2010, payment in full is REQUIRED in order to reserve a booth space. Booths not paid in full by the start of the Convention (November 2) will NOT be allowed to set up.

## CANCELLATIONS/REFUNDS

Requests for cancellation, either full or partial, must be made in writing and sent either by registered or certified mail. Phone cancellations will not be accepted. Requests postmarked prior to July 30, 2010 will receive a forty percent (40%) refund. No refunds will be made to requests postmarked on or after July 30, 2010. No refund may be made for space that is unused during all or part of the exhibition. Should space remain unoccupied at the opening of the exhibit, AIA Minnesota may rent or use it without obligation of refund.

## LIABILITY

AIA Minnesota, A Society of the American Institute of Architects; Hubbell/Tyner; the Minneapolis Convention Center; and the City of Minneapolis do not guarantee the exhibitors against loss, damage, delay or theft of any kind during the course of the show, including move-in and move-out. The exhibitor shall indemnify any agents and employees from any cause or claim whatsoever. It is recommended that exhibitors obtain insurance.

## SECURITY

Security will be provided during the course of the show from move-in on Tuesday November 2, through move-out on Thursday, November 4. All Exhibitors and guests must vacate the exhibit hall when the hall is closed — no exceptions.

## FIRE REGULATIONS

Booth decorations and construction must conform to fire regulations of the City of Minneapolis and the exhibit facility. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials must be flameproof. Packing containers, excelsior, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

## MUSIC IN EXHIBIT BOOTHS

Because of aggressive enforcement laws related to copyrighted music, we must ask our exhibitors either (1) not to play live or recorded music that is subject to licensing by BMI, ASCAP, or any other organization authorized to license copyrighted music, or (2) to obtain themselves, at their sole expense, the proper license from the copyright holder. If an exhibitor plays music that is subject to licensing, and AIA Minnesota is obligated to pay any copyright holder, all costs of the copyright license, and the incidental costs to AIA Minnesota in conjunction with the licensee, shall be paid by the exhibitor as an additional booth charge. Please call AIA Minnesota if you have any questions regarding the playing of music (live or recorded) in your exhibit booth.

## SHIPMENTS

Hubbell/Tyner (651-917-2632) is the official handler and service contractor for this show. There is no obligation to use them if you have your own personnel. The service contractor will mail complete information about rental of booth furnishings, drayage, etc., to confirmed exhibitors prior to the show. Completed forms must be returned to Hubbell/Tyner directly. Rental information concerning electricity, water, cleaning, etc., is available through the Minneapolis Convention Center (612-335-6000). For shipments arriving prior to the show, arrangements for storage must be made with Hubbell/Tyner (651-917-2632).

## AIA MINNESOTA COMMUNICATIONS TO CONFIRMED EXHIBITORS

**Mailing #1** – A letter to confirm your booth number and receipt of payment. This will be sent to the show contact person listed on the contract returned to us with payment.

**Mailing #2** – By email you will be sent a link to an online form to fill in the company and product information for the website and exhibitor directory.

**Mailing #3** – Information packet containing the following: pre-registration for booth staff, copy of directory listing, map of the convention center area, show invitations (postcards) to be given to your clients, hotel information, booth award criteria sheet, invitation to the annual awards program, and the convention program which lists all seminars and exhibit times. REMEMBER seminars are free to exhibitors (meals are additional).

**Mailing #4** – Service Kits, including electricity & furnishing rentals, will be **emailed** directly to you from our service provider, Hubbell/Tyner, one to two months before the show.

## BOOTH COST INCLUDES

- Drapery for back and side walls of booth
- Standard identification sign
- See benefits/features section of this prospectus

The **booth cost does NOT include** electricity, rental of furnishings, etc. The service provider will contact confirmed exhibitors directly one to two months prior to the Convention.

## LATE BOOTH SET UP/EARLY TEAR DOWN

Setting up a booth late or tearing down early disrupts the consistency of the exhibit hall and detracts from neighboring booths. For this reason, NO ONE is allowed to set up after official exhibitor move-in or tear down earlier than exhibitor move-out times. (This includes gratis booths). Exhibit hall hours are clearly stated in this prospectus. As a result, please make travel & move-in/move-out plans accordingly.

## BOOTH REGULATIONS

- No portion of any exhibit may extend over the assigned space. You will be asked to alter your exhibit should you extend past the size requirements.
- The maximum height allowed is 8 feet.
- Side height limits are 3 feet high for the first 3 feet in from the aisle. Thereafter, an exhibit may go up to 8 feet high for the remaining 7 feet to the back wall (applies to in-line booths, not end-cap booths).
- End-cap booths: two adjacent booths at the end of a row. Eight foot maximum height allowable for 14 feet wide. The 3-foot height limit must be observed for the first 3 feet in from the aisle.
- Display materials exposing an unfinished surface to neighboring booths are strictly prohibited.
- Unusual signage requests must be reviewed and approved by AIA Minnesota show management.
- Your booth must be staffed during all open hours of the exhibit hall hours.

**AIA Minnesota Attn: Stephanie Pelzer**  
**275 Market Street, Suite 54**  
**Minneapolis, MN 55405**  
**T (612) 338-6763 F (612) 338-7981**  
**pelzer@aia-mn.org www.aia-mn.org**

# 2009 EXHIBITORS

THESE COMPANIES EXHIBITED WITH US LAST YEAR. COME JOIN THEM IN 2010!

## A

A1 Glass, Inc.  
Acme-Ochs Brick & Stone  
AECO Services  
Aerotek Architecture & Engineering  
Albinson Reprographics  
Alignex, Inc.  
AMBE LTD.  
Amcon Block & Precast  
American Artstone Company  
ACEC  
American Engineering Testing  
American Hydrotech, Inc.  
Anchor Block Company  
Andersen Windows  
H. Robert Anderson & Associates, Inc.  
Architectural Testing, Inc.  
Armstrong World Industries  
Arrow Lift  
ASSA ABLOY Door Security Solutions DSS of Minnesota  
AZEK Building Products

## B

Bachmans, Inc.  
Baltix Sustainable Furniture  
Bellcomb Technologies  
Beyond Barriers  
Borgert Products, Inc.  
Boulder Creek Stone  
Building Material Supply, Inc.  
Building Restoration Corporation

## C

CAD Technology Center, Inc.  
Cadd/Engineering Supply  
Cambria  
Carl Stahl Decor Cable  
Cemstone Products Co.  
Centria  
Ceramic Tileworks  
Certainteed Corporation  
Clark Engineering Corporation  
ClarkWestern Building Systems  
Cold Spring Granite Company  
Combs & Associates, Inc.  
Concealite Life Safety Products  
Concrete Arts  
Concrete Treatments, Inc.  
Construction Results Corp.  
County Materials Corp.  
CS Media, Inc.

## D

Dakota Granite Co.  
Designer Sign Systems  
Doors of Distinction  
Duluth Timber Company

## E

Eagle Window Dist. Co.  
Empirehouse, Inc.  
Enercept  
Energy Panel Structures  
EPA Audio Visual, Inc.  
Epilog Laser  
ERS Digital  
Extreme Panel Technologies, Inc.

## F

F & C Flooring  
Fabcon  
Feyereisen Studios, Inc.  
Floor Technologies  
Floyd Total Security  
Franz Reprographics

## G

GAF-Elk Corporation  
Gage Brothers Concrete Products, Inc.  
Gemini Incorporated  
Grace Construction Products  
Graphisoft  
Group4 Reps

## H

H Window Company, LLC  
Hanson Structural Precast, Inc.  
Hardlines  
Hedberg Landscape & Masonry Supplies  
Heritage Windows & Doors  
Hopes Windows, Inc.

## I

InformeDesign  
Ingersoll Rand Security Technologies  
IHS Door Company  
Innotech Windows & Doors  
Inspec  
INSTALL Twin Cities  
Intereum, Inc.  
Interlock Concrete Products, Inc.  
International Masonry Institute  
Interwrap

## J

J.B. O'Meara  
James Hardie Siding Products  
JE Dunn Construction  
JJV Rubber Mulch & Safety Surfacing, Inc.  
JME Companies  
Jockimo, Inc.  
Johnson Screens  
JTH Lighting Alliance, Inc.

## K

Kiefer Specialty Flooring, Inc.  
K. R. Kline & Associates, Inc.  
Kolbe & Kolbe  
KONE Inc.

## L

Dennis J. Linder & Associates  
LG Surfaces  
LOGIX Insulated Concrete Forms  
London Stone Hardscape Products  
Loucks Associates

## M

Major Industries, Inc.  
Malarky Roofing  
Mankato Kasota Stone, Inc.  
Manomin Resawn Timbers  
Marvin Windows & Doors  
McCaren Designs, Inc.  
Metro Brick, Inc.  
Metro Hardwoods  
MFRA, Inc.  
Midwest Masonry Promotion Council  
Minneapolis Builders Exchange  
Minneapolis-St. Paul Chapter of CSI  
Minnesota Brick & Tile MASLA  
Minnesota Design Team  
MSPE  
Minnesota Wood Campaign  
Minnkota Architectural Products Co.  
MN GreenStar  
Molin Concrete Products  
Mon-Ray, Inc.  
Morin a Kingspan Group Company  
Mouli Engineering, Inc.

## N

National Frame Building Association  
NCS Corporation  
Nordecor  
North Star Stone & Masonry  
Northstar Associates

## O

Oakcrest Building Products  
Oce North America, Inc.

## P

Pella Windows & Doors  
Petersen Aluminum Corporation  
Phantom Screens  
PIE Forensic Consultants  
pinta acoustic, inc.  
Polished Concrete Images  
Premier Block Corp.  
Preservation Alliance of MN

## R

R.E. Carlson  
R.E.W. Supply, LTD  
RBC Tile & Stone  
Reliance Estimating  
RJM Construction  
Rochester Concrete Products  
Roof Spec Inc.  
Roy C., Inc.

## S

Safti First  
Scherer Brothers Lumber Company  
Schuler Shook  
Schwickerts  
Schwieters Co., Inc.  
Serigraphics Sign Systems, Inc.  
Snow-Larson, Inc.  
Solar Midwest, Inc.  
Spectis Moulders, Inc.  
Split Rock Studios  
Stonegate Designs  
Stoneworks Architectural Precast, Inc.  
Structural Design Associates  
Summit Fire Consulting  
Sun Control of Minnesota

## T

Tate Access Floors  
Tee Jay North, Inc.  
Terracon Consultants, Inc.  
Terrazzo & Marble Supply  
Thermo-Tech Windows  
Tierney Brothers  
TOTO USA, Inc.  
True North Woods  
Twin City Brick & Stone

## U

U.S. Stone Industries  
Ulteig Engineers

## V

Valders Stone and Marble  
Vande Hey Raleigh Architectural Roof Tile Co.  
Vetter Stone Co.  
Viracon, Inc.  
Vision Woodworking  
Vujovich Design Build, Inc.

## W

W.L. Hall Company  
Water Furnace International  
Wausau Tile, Inc.  
Wells Concrete  
Western Archrib International  
Western Red Cedar Lumber Association  
Wood Products Council  
WoodWorks

## X

Xcel Energy



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