



EXHIBITOR PROSPECTUS

77th Annual Convention & Product Exposition • November 8-11, 2011

Minneapolis Convention Center, Exhibit Hall D • Minneapolis, MN

American Institute of Architects Minnesota

www.aia-mn.org



AIA Minnesota

A Society of The American Institute of Architects

IT'S TIME TO SHOW THE ARCHITECTURAL INDUSTRIES
THE BEST OF WHAT'S NEW.

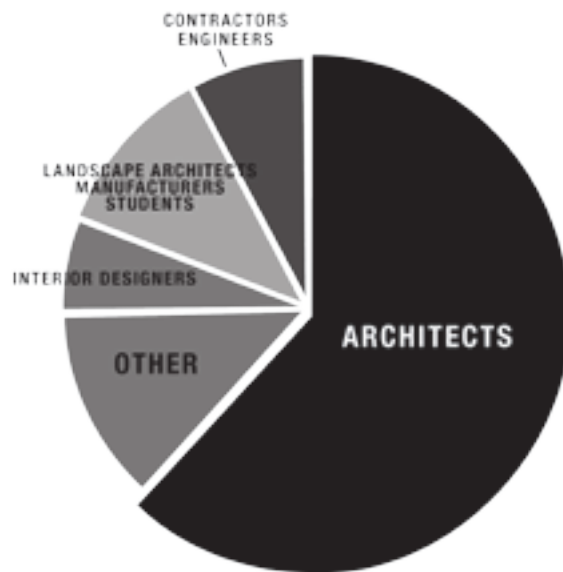
REACH THE LARGEST ARCHITECTURE & DESIGN MARKET IN MN
BUILT FOR EXHIBITOR SUCCESS

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 200 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 may potentially 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!

“ *The (AIA Minnesota) Convention is always the highest quality, ranking close to the National AIA Convention in quality of speakers, issues, information, etc!* ”
 —2010 attendee

WHO ATTENDS?



OTHER CATEGORY INCLUDES:

Specifiers • Builders • Facility Managers
 • Graphic Designers • Other related design & building professionals

TOOLS FOR A GREAT SHOW

The AIA Minnesota Annual Convention & Product Exposition is known for consistently attracting 2,000+ attendees, offering exceptional programs and providing opportunities to network with state-of-the-art exhibiting companies. Over the years, we've improved the exhibiting experience.

- The **ONLINE FLOOR PLAN** allows attendees to seek out the companies they'll visit by viewing information about each company exhibiting.
- Free access to Convention seminars—attend seminars and network with members that may not make it to the exhibit floor.

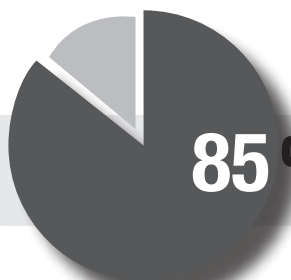
- New FREE online **EXHIBITOR WEBINAR** will help you get the most from your show investment.

- Benefit from our promotional campaign to our members (2,000+) and to related professional and trade organizations (13,000+).

PROMOTE YOUR PRESENCE

- **ORDER OUR MAILING LISTS**—use our attendee mailing lists to give them a sneak peek of your booth or set up appointments in advance.

- Succeed through **SPONSORSHIPS**—Discover ways to advertise your company by leveraging the AIA Minnesota brand. Visit our website for more details. www.aia-mn.org



85% of our members work in the Twin Cities metro area, making the Minneapolis Convention Center an ideal location for the expo

EXHIBIT SCHEDULE

PLEASE NOTE THAT THERE WILL NOT BE EXHIBIT HALL HOURS ON FRIDAY, NOV 11TH.

MOVE-IN:

TUES, NOV 8 8:00AM – 3:30PM

SHOW HOURS:

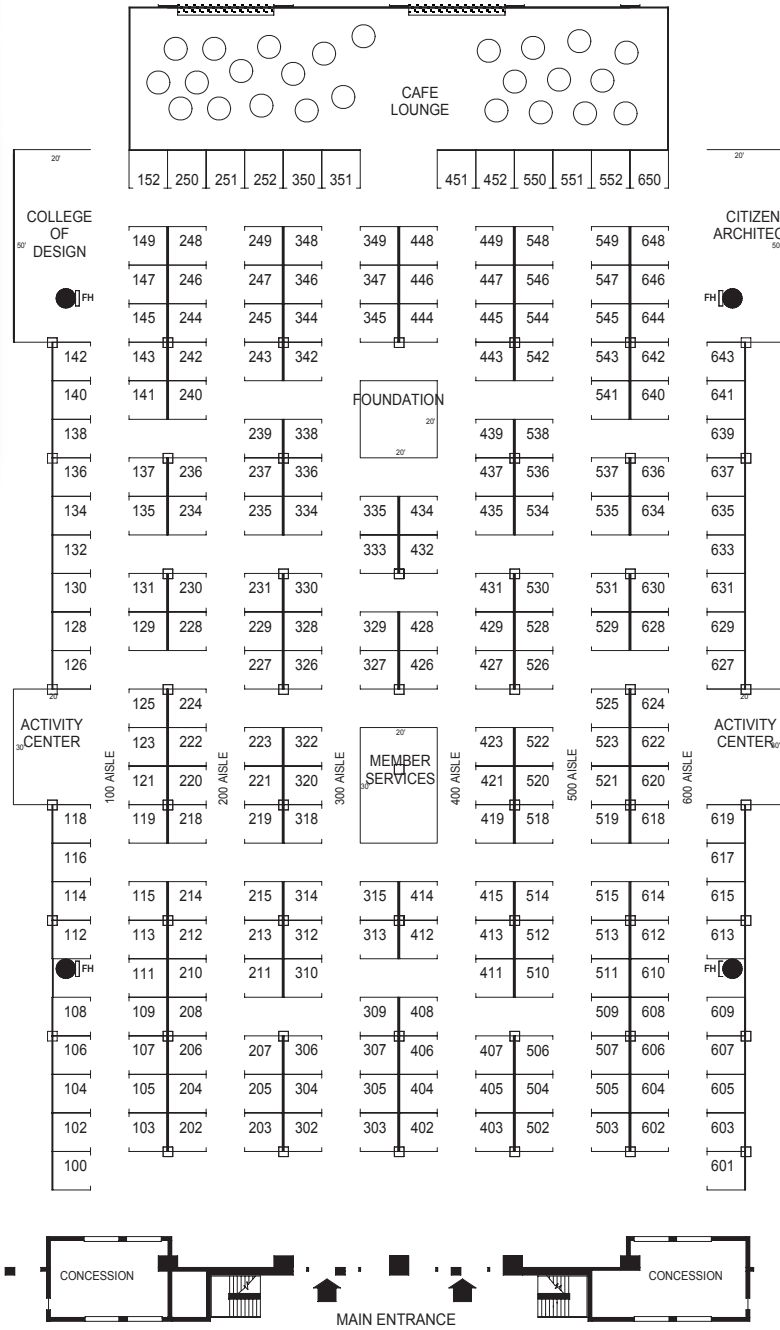
TUES, NOV 8 4:30PM – 7:00PM
 WED, NOV 9 11:15AM – 2:30PM
 3:45PM – 6:00PM
 THURS, NOV 10 11:30AM – 2:00PM

MOVE-OUT:

Thurs, Nov 10 2:00PM – 5:00PM



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.



REACH THE LARGEST ARCHITECTURE & DESIGN MARKET IN MN
BOOTH SPACE RESERVATIONS

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)

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 DO NOT INCLUDE ELECTRICITY OR RENTAL OF ANY FURNISHINGS

TERMS, CONDITIONS, RULES, REGULATIONS IMPORTANT INFORMATION

PAYMENT

To reserve a booth, a \$600 deposit is required to hold each 10' x 10' booth and MUST be accompanied by a signed contract; the remaining balance is due on July 29, 2011. To reserve a booth after July 29, 2011, payment in full is REQUIRED. Booths not paid in full by the start of the Convention (November 8) 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/email cancellations will not be accepted. Requests postmarked prior to July 29, 2011 will receive a forty percent (40%) refund. No refunds will be made to requests postmarked on or after July 29, 2011. 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 8, through move-out on Thursday, November 10. 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 or email 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 – An email link will be sent to complete an online form with the company and product information for the website and exhibitor directory.

Mailing #3 – Information packet containing the following: pre-registration for booth staff, map of the convention center area, show invitation (postcard) 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.

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.

A
Accent Signage Systems, Inc.
Acme - Ochs Brick & Stone
Acoustigreen
Aerotek Architecture & Engineering
Albinson
Amazing EZ-Screen Porch Windows
Amcon Block and Precast
American Artstone Company
American Engineering Testing
American Hydrotech, Inc.
Ameristar Fence Products
Anchor Block Company
Andersen Windows
APEX Ultrex Siding System
Applied Services
Architectural Testing Inc.
Arrow Lift
ASSA ABLOY Co. Door
Security Solutions
Atomic Recycling, Inc.
AZEK Building Products

B
Bachman's Nursery Wholesale
The Blue Book Building & Construction
Borgert Products Inc.
Boston Valley Terra Cotta c/o Arcspec
Boulder Creek Stone & Brick
Brock White Company
Building Restoration Corporation

C
CAD Technology Center
Cadd/Engineering Supply
CenterPoint Energy
Centria
Certainteed Corporation
Clark Engineering Corporation
Cobb Strecker Dunphy
& Zimmermann, Inc.
Cold Spring Granite Company
Combs & Associates, Inc.
Concealite Life Safety Products
Concrete Arts
Concrete Treatments Inc.
County Materials
CPMI
Crane Composites
CS Media

D
Dakota Granite Co.
David Tupper & Associates, DTA
Decra Roofing Systems
Demilec USA LLC
Dennis J. Linder & Associates
Dew Corporation
Drain-Plane
Duluth Timber Company
Duro-Last Roofing
Dynamic Homes
Eagle Window Dist. Co.

E
EDCO Products Inc.
Edwards Cast Stone
Egan Company
Electronic Design Company
Empirehouse, Inc.
Enercept
Energy Design Service Systems
Energy Panel Structures
Enhanced Home Systems Inc.
Epilog Laser
ERS Digital
Extreme Panel Technologies Inc.

F
Fabcon
Fabric Structures Association
Ferrari Textiles Corporation
Floor Technologies
Franz Reprographics

G
Garage Floor Coating of MN.com
The Garland Company
Gausman & Moore Associates, Inc.
Gemini Incorporated
Graham Architectural Products
Graphisoft
Greener World Solutions, LLC
Group 4 Reps / Architectural Consultants

H
H Window Company, LLC
H. Robert Anderson and Associates, Inc.
Haldeman-Homme Inc. / Anderson Ladd
Hallmark Building Supplies Inc.
Hamernick's Decorating
Hanson Structural Precast Midwest, Inc.
Hardlines
Hawkeye Windows & Doors Inc.
HeatMyFloors.com
Hedberg Masonry & Landscape Supplies
Heritage Window & Door
Holcim (US) Inc.
Hopes Windows Inc.
Huber Engineered Woods
Hunter Panels
Hydromethods, LLC

I
Ice Edge Technologies/DIRTT
Icynene Inc.
Ingersoll Rand Security Technologies
Inspec
INSTALL Minnesota
Intereum, Inc.
International Masonry Institute
InVision Glass Design
Islero Fabrication

J
James Hardie Building Products
Jasper Stone Company
JE Dunn Construction
Johns Manville
Johnson Screens
JTH Lighting Alliance, Inc.

K
K. R. Kline & Associates Inc.
Kiefer Specialty Flooring, Inc.
Knutson Construction Services
Kolbe & Kolbe Millwork

L
LG Hausys America Inc.
Liesch Associates
LOGIX Insulated Concrete Forms
London Stone Hardscape Products/
JME Companies
Loucks Associates

M
Major Industries, Inc.
Managed Design
Mankato Kasota Stone
Marvin Windows and Doors
McCaren Designs, Inc.
MFRA, Inc.
MG McGrath
Midwest Masonry Promotion Council
Minneapolis Builders Exchange
Minnesota Brick & Tile
Minnesota Cut Stone

Minnkota Architectural Products Co.
Molin Concrete Products
Mon-Ray, Inc
Mouli Engineering Inc.

N
Nana Wall Systems
National Frame Building Association
Nordecor
North Star Surfaces
Northrup Remodeling
Northwest Technical Institute

P
Pactiv, Green-Guard
Panasonic Ventilation
Pella Windows and Doors - Twin Cities, Inc.
Pepper Storm Advertising
Petersen Aluminum Corporation
Pie Forensic Consultants
pinta acoustic, inc.
Polished Concrete Images

R
RBC Tile & Stone
Reigstad & Associates, Inc.
Reliance Estimating
Rochester Concrete Products
Roof Spec Inc.
Roy C., Inc.

S
Safti First
Scherer Bros. Lumber Co.
Schuler Shook
Schwickerts a Tecta America Company
Serigraphics Sign Systems, Inc.
Solar Midwest, Inc.
Stanley Security Solutions
Stoneworks Architectural Precast, Inc.
Stork Twin City Testing Corporation
Structural Design Associates, Inc.
Summit Fire Consulting
Sun Control of Minnesota/Glass
Film Designs

T
Tate Access Floors
Tee Jay North, Inc.
Terracon Consultants, Inc.
Terrazzo & Marble Supply
Thermo-Tech Windows
Thunderbird Products Inc.
Timber Knot Inc.
Toto USA, Inc.
Twin City Brick & Stone

U
Ulteig Engineers

V
Vahallan Papers
Valders Stone & Marble
Versatex Trimboard
Vetter Stone Co.
Viracon, Inc.
Vision Woodworking

W
W.L. Hall Company
Warners' Stelian
Water Furnace International
Wausau Tile
Wells Concrete
Won-Door Corporation
WoodWorks / Wood Products Council

X
Xcel Energy

THESE COMPANIES EXHIBITED WITH US LAST YEAR
2010 EXHIBITOR LIST

AIA MINNESOTA CONVENTION & PRODUCT EXPO • NOV 8-11, 2011
2011 EXHIBIT SPACE CONTRACT

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

FOR AIA MINNESOTA USE ONLY
CONV2011: _____
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/aiaminnesota11/.

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

PAYMENT

To reserve a booth—a deposit of \$600 is required for EACH booth. Balances must be paid in full on all booths by July 29, 2011.

To reserve a booth after July 29, 2011—payment in FULL is required at the time of reservation *(no deposits accepted)*.

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

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 _____