



AIA Minnesota

A Society of The American Institute of Architects

EDUCATE INFORM & EXHIBIT

TO MINNESOTA ARCHITECTS

72nd Annual Convention
& Products Exposition

One of the largest AIA state shows in the nation!

NOVEMBER 14-17, 2006

Minneapolis Convention Center, Exhibit Hall D
Minneapolis, Minnesota



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**72nd Annual Convention
 & Products Exposition**

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Please note there will be no exhibit hall hours Friday, November 17.

**Reach the largest architecture
 and design market in Minnesota!**

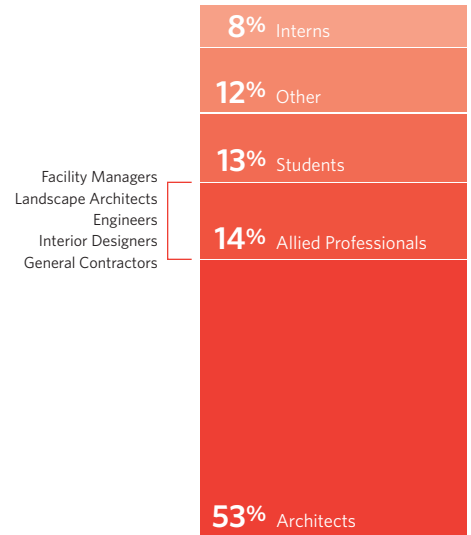
The Expo is conveniently located for exhibitors and attendees in downtown Minneapolis. Close to 85% of our members work in the Twin Cities metro area. Minnesota architects attend the annual Convention and Expo to learn about trends and new technologies in building products, to network and to earn continuing education credits. With over 200 exhibiting companies and around 50 seminars, this is the single largest annual event in Minnesota for architects. The convention programs are always scheduled around the exhibit hall hours so that they do not overlap. This way there are no conflicts for attendees and exhibitors can be presenters as well. The architects that attend the show work on all types of projects: from single-family homes to hospitals and historic preservation to green buildings. Minnesota architecture firms also do 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.

You will benefit from the organization's promotional campaign to its own members (about 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 you in your booth. To further this effort we make our member list available to registered exhibitors for pre-show marketing at a one-time reduced rate. Download an order form from the Exhibitor Information section of the convention page at www.aia-mn.org or contact Greta Trygstad, Exhibit Sales Director, for more information: (612) 338-6763 or trygstad@aia-mn.org.

WHO ATTENDS?

Numbers are not exact and are based on 2005 attendance.



**WHAT OUR
 EXHIBITORS SAY**

Of all the shows we exhibit in, the AIA MN Convention is by far the best trade show for the money.

An excellent resource for making contact with a large segment of our target market.

The show has always been good as far as getting solid project leads and interaction with architects.

Presentation opportunities, excellent programs, and high attendance bring back many Annual Convention exhibitors year after year.

39% have been exhibitors for 5+ years
58% have been exhibitors for 3+ years



In 2005, the AIA MN Convention attracted over 2,100 attendees – a 23% increase from the previous year.

BOOTH INFORMATION

SPACE RESERVATIONS

Booths will be assigned according to the date the contract and payment are received and availability of unreserved space. Faxed contracts will be permitted to hold a space for up to 10 business days at which time the original contract and deposit are due—NO EXCEPTIONS. Every effort will be made to assign an exhibitor to one of their preferred booth locations; however, we reserve the right to make the final space assignments. To view available booths visit the online interactive floor plan at www.aia-mn.org.

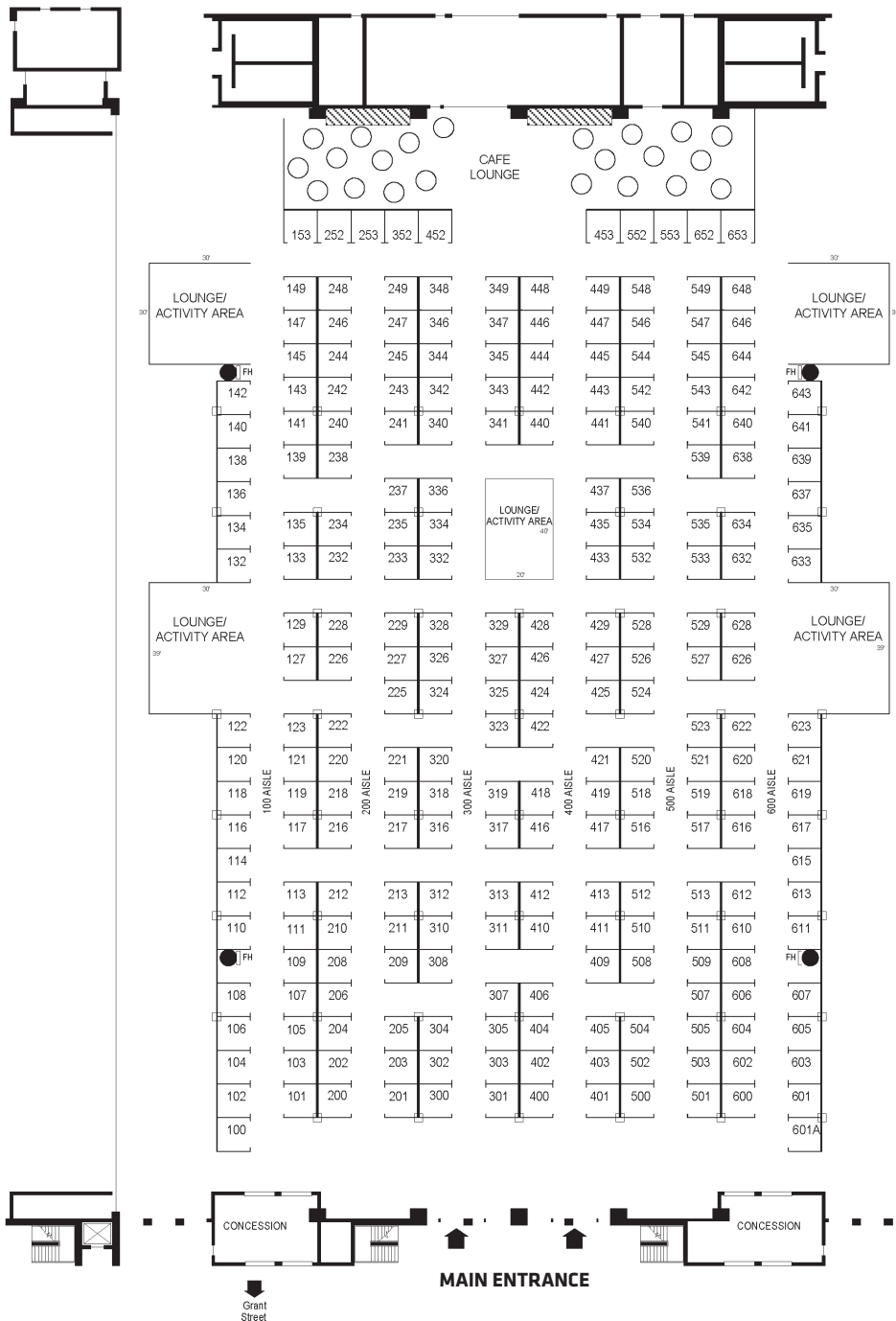
BOOTHS INCLUDE

- Booth ID sign
- Perimeter pipe and drape
- Personalized listing on the Expo website with your company's logo, description, a link to your website, and a contact email address
- Listing in the on-site Convention and Expo program
- Listing in the Convention issue of our newsletter
- Access to the exhibitor lounge

- Free access to Convention seminars (some exceptions)
- Subscription to *Architecture Minnesota* and our member newsletter, *Matrix*
- Free attendee list after the show (upon request)

COST

- 10' x 10' Single Booth: \$1,050
- 10' x 20' Double Booth: \$2,050
- 10' x 30' Triple Booth: \$3,000
- \$1,000 per booth for purchase of three (3) or more 10' x 10' spaces



SCHEDULE

MOVE-IN

Tuesday, November 14
9:30 am - 4:15 pm

SHOW HOURS

Tuesday, November 14
Opening Night
4:30 - 7:00 pm

Wednesday, November 15
11:15 am - 2:30 pm
3:45 - 6:00 pm

Thursday, November 16
10:45 am - 2:00 pm

MOVE-OUT

Thursday, November 16
2:00 - 5:00 pm

LEGEND

- Column
- FH Fire Hydrant
- Electrical Outlet

PAYMENT

Prior to August 4, 2006 a deposit of \$600 per 10'x 10' booth must accompany the signed contract. The balance is due on August 4, 2006. If you sign up after August 4, payment in full is required. Booths will not be allowed to open unless full payment has been made by Tuesday, November 14, 2006.

Booth Cost Includes

- Burgundy-colored drapes for back and side walls
- A 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 one to two months prior to the Convention.

EARLY BOOTH TEAR-DOWN

Tearing down early disrupts the consistency of the Exhibit Hall and detracts from neighboring booths. For this reason, NO ONE is allowed to tear down early. This includes gratis booths. The Exhibit hours are clearly stated in this Prospectus. Please make travel/tear-down plans accordingly.

CANCELLATIONS/REFUNDS

Requests for cancellation, either full or partial, must be made in writing and sent either by registered or certified mail. Phone cancellations are not acceptable. Requests postmarked prior to August 4, 2006 will receive a forty percent (40%) refund. No refunds will be made to requests postmarked on or after August 4, 2006. 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.

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 and 10 feet deep. 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.

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.

SECURITY

Security will be provided during the course of the show from move-in on Tuesday November 14, through move out on Thursday, November 16. All Exhibitors and guests must vacate the exhibit hall when the hall is closed—no exceptions.

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.

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.

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.

AIA MINNESOTA MAILINGS 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, all seminars are free to exhibitors (meals are additional).

Mailing #4 Service Kits will be mailed directly to you from our service provider, Hubbell/Tyner, one to two months before the show.



2006 Exhibit Space Contract

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FOR AIA MINNESOTA USE

CONV2005-_____

Booth # _____

Date received _____

 COMPANY NAME

 NAME (individual to receive billings, mailings, and service order kit) EMAIL

 ADDRESS CITY/STATE/ZIP

 TELEPHONE FAX

 AUTHORIZED SIGNATURE DATE

BOOTH COST

- One (1) 10' x 10' booth
 \$1,050 (\$600 deposit)
- Two (2) booths (10' x 20')
 \$2,050 (\$1,200 deposit)
- Three (3) or more booths
 \$1,000/booth (\$600 deposit per booth)

BOOTH PREFERENCE

- Same Booth(s) Different Booth(s)

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 the final space assignment.** You can view available booths on our convention page at www.aia-mn.org.

1st _____ 2nd _____ 3rd _____

4th _____ 5th _____ 6th _____

 PRODUCT TO BE EXHIBITED

PAYMENT

Before July 28, 2006
 Deposits accepted—a deposit of \$600 is required for each booth. Balances on all deposits are due August 4, 2006.

After July 28, 2006
 Full payment required at time of reservation (no deposits accepted).

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 Discover

 NAME ON CARD

 CARD NUMBER EXPIRATION DATE

Please return this form along with payment to:
 AIA Minnesota Attn: Exhibit Sales
 275 Market Street, Suite 54 Minneapolis, MN 55405
 T (612) 338-6763 F (612) 338-7981 www.aia-mn.org

Completion of this contract indicates acceptance of the regulations printed in the prospectus. **IMPORTANT!** Once you have registered, you will receive an email with a link to submit information for the web listing and on-site show directory.

2005 Exhibitors

These companies exhibited with us last year. Come join them in 2006!

- A to Z Wood Flooring, Inc.
 Acoustical Floors Inc.
 Advance Corporation
 Aerotek Architecture & Engineering
 Airfloor, Inc.
 Albinston / ProColor
 Alignex Inc.
 Allegiance Millwork Solutions from Scherer Brothers
 ALPOLIC
 Amcon Block and Precast
 American Artstone Company
 American Engineering Testing
 Ameriprise Financial
 Ameristar Fence Products
 Anchor Block Company
 Andersen Windows
 H. Robert Anderson and Associates, Inc.
 Architectural Consultants
 ASI - Modulex
 ASSA ABLOY / Door Security Solutions
 Automated Entrance Products, Inc.
 AVI Systems
 Azek Trimboards
 Bever Landscaping
 Borgert Products Inc.
 Boulder Creek Stone and Brick
 Bradley Corporation
 Mark Brink and Associates
 Brock White Company
 Buechel Stone Corporation
 Business Information Systems, Inc.
 Samuel Cabot Inc.
 CAD Drafting and Design Services Inc.
 CAD Technology Center
 Cadd/Engineering Supply
 Cedar Valley Handcrafted Shingle Panels
 Cemstone Products Company
 Central Roofing Company
 Certaineed Corporation
 CETCO - Building Materials Group
 Clay Squared to Infinity
 Cliff's Natural Stone
 CMI Architectural Products, Inc.
 Cobb Strecker Dunphy & Zimmerman, Inc.
 Cold Spring Granite Company
 Combs & Associates, Inc.
 Commercial Aquatic Engineering
 Concrete, Inc.
 Construction Codes and Licensing Division, State of Minnesota
 Construction Specifications Institute
 Corning Donohue Wunder Klein
 County Materials Corporation
 Crawford-Merz Construction Company
 Custom Desk and Hardwood Visuals Inc.
- Danfoss Inc.
 Carl Stahl DécorCable
 Decra Roofing Systems
 Deltak/Wind2 Software, Inc.
 Designer Sign Systems
 Duluth Timber Company
 Eagle Window Distributing Company
 EDCO
 Edwards Cast Stone
 Eggers Industries
 Elk Corporation
 Empirehouse, Inc.
 Enterprise Precast Concrete, Inc.
 Environments, Inc.
 ERS
 Extreme Panel Technologies Inc.
 Fabcon
 Fifth Wall Designs
 Fire Trak Corporation
 Franz Reprographics
 GAF Materials Corporation
 Gage Brothers Concrete Products, Inc.
 Gerard Roofing
 Gienow Windows and Doors
 Glenn Rehbein Companies
 Guyer's
 H & B Specialized Products Inc.
 H Window Company, LLC
 Hafele America
 Haldeman-Homme Inc. / Anderson Ladd
 W.L. Hall Company
 Hanscomb Faithful & Gould
 Hanson Structural Precast Midwest, Inc.
 Harmon Inc.
 Hastings Architectural Restoration
 Hedberg Masonry and Stucco Supply
 Henry Company / Vickerman Construction
 Icnene Inc.
 IKONSign Etch
 illbruck acoustics inc.
 Imagetech Services
 Imaginality, Inc.
 Industrial Door Company, Inc.
 InPro Corporation
 Inspec
 Intereum
 Interlock Concrete Products, Inc.
 International Masonry Institute, MN Area Office
 IR Security and Safety
 iSqFt / AGC of Minnesota
 James Hardie Building Products
 JELD-WEN Windows and Doors
 Johns Manville
- Johnson McCann Benefits
 Johnson Screens
 JTH Lighting Alliance, Inc.
 Kate-Lo Tile & Stone
 Kiefer Specialty Flooring
 K. R. Kline & Associates Inc.
 Knutson Construction Services
 Kolbe & Kolbe Millwork Company Inc.
 KONE Inc.
 Landmark Photography & Design
 Lencore Sound Masking and Acoustics
 Dennis J. Linder & Associates
 Loewen Window
 Loucks Associates
 Major Industries, Inc.
 Mankato Kasota Stone, Inc.
 Manomin Resawn Timbers
 Marshall Concrete Products
 Marvin Windows and Doors
 Masonry Technology Inc.
 MASTERBLOCK
 MasterGraphics Inc.
 McCaren Designs, Inc.
 Metro Millwork
 Midland Garage Door Manufacturing Co.
 MINNCOR Industries
 Minnesota Brick & Tile
 MN Chapter of the American Society of Landscape Architects
 MN Department of Commerce, State Energy Office
 Minnesota Elevator, Inc.
 Minnesota Lath and Plaster Bureau
 Minnkota Architectural Products Co.
 Moderra Concrete Siding/GLS Industries
 Molin Concrete Products
 New Century Exteriors
 Nexans Heating Cable / Volco
 NMI Products, Inc.
 Norse Building Systems
 North Star Surfaces LLC
 North States Window & Door Solution
 Northern Technologies, Inc.
 Ochs Brick & Stone
 JB O'Meara
 Orfield Laboratories
 OshKosh Door Company
 Paper & Stone
 Pella Windows and Doors, Twin Cities, Inc.
 Performance Building Products
 Phantom Screens
 Pictura
 Prairie Restoration, Inc.
 Prairie Technologies / ERSYSTEMS
- RBC Dain Rauscher
 RBC Tile & Stone
 Resource Supply, Inc.
 Ricoh Business Systems
 RJM Construction
 St. Croix Stone
 Sauder Manufacturing Co.
 Schuler Shook
 Serigraphics Sign Systems, Inc.
 Shaw-Lundquist Associates, Inc.
 Simpson Strong-Tie Co.
 SMPS
 Snow-Larson, Inc.
 Society of Design Administration
 Solar Midwest / Solatube
 Spectrum Industries, Inc.
 Stampcrete Minnesota, LLC
 Staron, Product of Samsung
 Stone Systems, Inc. (Silestone)
 Stork Twin City Testing Corporation
 Structural Design Associates, Inc.
 Structural Wood Corporation
 Submittal Exchange
 Sun Control of Minnesota, Inc.
 TAB Products
 Taylor Technologies Inc.
 Tee Jay North, Inc.
 Terracon Consultants, Inc.
 Tierney Brothers
 Trompe Decorative Finishes
 True North Woods / Minnesota Wood Campaign
 Twin City Brick & Stone
 2B Global Inc.
 Ulteig Engineers
 Untapped Resource Inc.
 USGBC - Mississippi Headwaters Chapter
 Van Sickle, Allen & Associates, Inc.
 VE Systems / Runtal Radiators
 Vector Works ARCHITECT by Nemetschek North America
 Vetter Stone Company
 Viracon
 J.B. Wagman Sales, Inc.
 Wausau Tile
 Weather Shield Windows & Doors
 Wells Concrete Products
 Weyerhaeuser
 Wilderness Log Homes
 Willet Hauser Architectural Glass
 Window & Door Resource
 Xcel Energy