

# EXHIBITOR INFORMATION



82nd Annual  
American Institute of Architects Minnesota  
Convention & Product Exposition  
November 8–11, 2016  
Minneapolis Convention Center  
Minneapolis, MN

## Who attends?

Each year we consistently attract 2,000+ attendees, offering exceptional programs and providing opportunities to network with state-of-the-art exhibiting companies. Minnesota architects and building industry professionals attend the annual Convention and Expo to learn about trends and new technologies in building products and earn continuing education credits by attending seminars. With more than 240 exhibiting companies and more than 50 seminars, this is the single largest annual event in Minnesota for architects.

## Who attends?

- Architects
- Contractors/Engineers
- Landscape Architects
- Manufacturers
- Students
- Interior Designers... and others!

# 2016 Exhibit Hall D Floor Plan & Schedule

## Exhibit Schedule

### Tuesday, November 8:

Exhibitor move in between 8 am–3 pm

Exhibit Hall opens 4 pm - 6 pm

Opening Night Party with Craft Beer Crawl & Live Blue Grass Band

Ideas for participation:

- Hosting a keg of beer at your booth.
- Sponsor the live music.
- Sponsor snacks/food in the exhibit hall.
- Host a contest at your booth.
- Step away from your booth and mingle!

### Wednesday, November 9:

Exhibit Hall opens 11:15 am–2:30 pm

Idea to participate:

- Host a sandwich tray, coffee cart or other catered option at your booth.

Exhibit Hall opens 3:45 pm–6 pm

Live Music & Hors d'oeuvres in the Exhibit Hall

Ideas to participate:

- Sponsor food or beverages at your booth.
- Sponsor hors d'oeuvres table in the hall.

### Thursday, November 10:

Exhibit Hall opens 11:30 am–2 pm

Last day to promote your products or services.

- Sponsor food or beverages at your booth.
- Booth to Booth Passport drawing at 1:45pm.

Exhibitor Move Out 2 pm-5 pm

**TO REGISTER, go to:**

[www.aia-mn.org/events/convention/exhibit-sponsor/](http://www.aia-mn.org/events/convention/exhibit-sponsor/)

View available booths on our online floor plan.

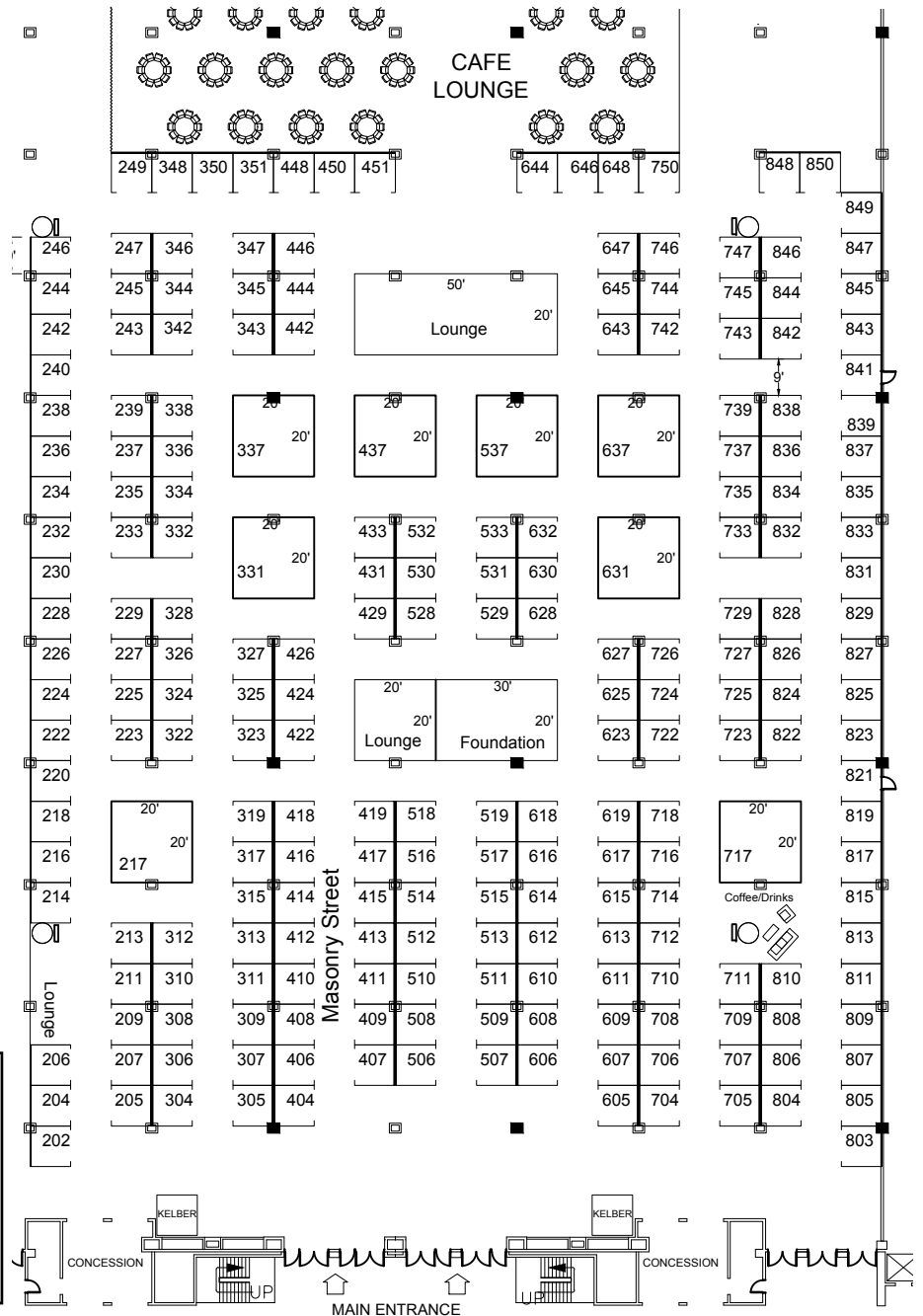
## Important:

2015 Exhibitors have first right to reserve a booth until June 17, 2016. After that, booth reservations will be open to all and reserved on a first come basis.

Note: Due to floor plan changes, you are not guaranteed the exact booth from last year.

Booths will be assigned according to the date the contract and payment are received and availability of unreserved space. We reserve the right to make final space assignments.

**Booths do not include electricity or any furnishings**



## Booths Include:

Booth ID sign, perimeter pipe & drape, 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 MN magazine & our member newsletter, member mailing list (upon request) and free attendee list (sent after the show & only upon request)

## Booth Cost:

- 10' x 10' single inside booth ..... \$1,125
- 10' x 10' single corner booth ..... \$1,175
- 10' x 20' double inside booth ..... \$2,195
- 10' x 20' corner & inside booth ..... \$2,250
- 10' x 20' double corner booth ..... \$2,300
- Island (4 corner booths) ..... \$4,500
- Hanging Sign (available to double booths & islands only) \$250+ labor

# Sponsorship & Marketing Opportunities (For exhibitors only)

## Ribbon Wall Sponsor: \$500

**NEW** Your company will be prominently displayed as the sponsor on our new ribbon wall in the reception area where members will stop to pick up their various ribbons designating the positions they hold in the organization. Great exposure at the start of the Convention.

## Opening Night Live Music Sponsor: \$600

**NEW** Be the company to host our Blue Grass Band as we launch the opening of the exhibit hall. This festive evening will be lots of fun and is always attended. You will have signage at the stage with a mention at the start of the event and company recognition in the printed materials.

## Wed. Night Live Music Sponsor: \$600

**NEW** Be the company to host our Live Music on Wednesday night in the exhibit hall. This festive evening will be lots of fun and is always attended. You will have signage at the stage with a mention at the start of the event and company recognition in the printed materials.

## Lanyard Sponsor: \$500 + lanyards

Provide lanyards featuring your company name/logo for the attendee and exhibitor name badges. This is a great way to put your company name in the hands of approximately 2,000 attendees. (Lanyard color and layout/style must be approved by AIA Minnesota.) Call for availability.

## Tote Bag Sponsor: \$500 + tote bags

Provide tote bags featuring your company's logo along with the AIA Minnesota logo. These tote bags will be made available to all Convention registrants. This is a great way for your company to get additional exposure throughout the Convention and beyond. (Bag style, color and logo design will be selected by AIA Minnesota.) Call for availability.

## Hanging Signs: \$250 + labor

**NEW** Exclusively for double booths and island booths, add a hanging sign over your booth space for more attention and exposure. Exhibitor must provide sign and it may not exceed the width of your booth space. Labor fees extra.

## Opening Night Food Sponsor: \$350 per table

We will have several tables of light snacks around the exhibit hall for the Tuesday evening social event in the exhibit hall. Promote your company by sponsoring an food table. Prominent signage will be displayed on the buffet table and on other signage promoting the event. (4-6 opportunities to sponsor)

## Keynote Speaker: \$3,000

Your company will be showcased as the single sponsor in front of 600 attendees through signage and promotional materials. Your company name/image will be on screen at the start of the event. VIP seating reserved for your attendees. Materials can be distributed and your company.

## Wednesday Night Hors d'oeuvres: \$500 per table sponsor

We will have several tables of hors d'oeuvres spread around the exhibit hall for the Tuesday evening social event in the exhibit hall. Promote your company by sponsoring an hors d'oeuvre table. Prominent signage will be displayed on the buffet table and on other signage promoting the event. (4-6 opportunities to sponsor)

## Mailing List Rental: No charge (\$150 value)

Request our mailing labels for a one-time use for pre-show promotion. We will provide our mailing list to your third party mail house so that you can promote your exhibit booth to our members with a brochure or postcard mailing. Encourage our members to visit your booth or pre-set appointments during exhibit hall hours. This is a great way to maximize your time at the convention! (List provided only on request and sent directly to third party mail house for fulfillment.)

## Booth-to-Booth Passport Program: \$200

Drive additional traffic to your booth with a company logo and booth number on our passport card. This game offers only 12 exhibitors the opportunity to participate. Attendees must visit all participating booths to collect stamps for a chance to win prizes. All Exhibitors are encouraged to donate prizes. Participation includes pre-show promotion via email, website and on-site signage. Limit 12 — call for availability.

## Member Congress Lunch: \$3,000

Your company will be introduced and promoted with signage and in all promotional materials to 375-400 attendees of the AIA Minnesota Annual Business meeting and luncheon on opening day.

## Friday Leadership Luncheon: \$3,000

The concluding Keynote Speaker and Luncheon attracts 350+ attendees at an uplifting concluding convention event. Your company will have great exposure and recognition with signage and listings in all promotional materials. VIP seating available for your company attendees.

## Member Reception: \$3,000

Your company name will be showcased on signage and promotional materials for the event at this member reception on Thursday evening. Mingle with AIA Minnesota members at this social event.

## Morning Coffee for Program Attendees — outside of Exhibit Hall: \$500 per sponsor

**NEW** Host the coffee near the program rooms for convention attendees. Sponsor signage will be prominently displayed. Option to have attendants at the beverage area to engage with attendees.

## Catering Options at your Booth: \$varies

See attached menu of fun ways to get attendees to your booth with food and beverage options. Contact Kelber Catering directly at 612-335-6000.

## Attendee List: No charge

Use this list of attendees in mailing label format to promote your products/services as a follow up to the Convention.



To discuss sponsorship opportunities, contact Pam Nelson at 612-338-6763 or [nelson@aia-mn.org](mailto:nelson@aia-mn.org)

To register, go online to: [www.aia-mn.org/events/convention/exhibit-sponsor/](http://www.aia-mn.org/events/convention/exhibit-sponsor/)

# 2015 Exhibitor List

## These Companies Exhibited with Us Last Year

3M

### A

Acme Brick Co.  
Activar Construction Products Group  
AEC Resources  
Aerotek Architecture & Engineering  
AKF Group  
Allegion  
AluSpec, Inc.  
Amazing EZ Screen Porch Windows  
Amcon Block & Precast  
American Artstone Company  
American Council of Engineering Cos-MN  
American Hydrotech, Inc.  
Anchor Block Company  
Andersen Windows  
ArchCon  
Architectural Polymers  
ASLA-MN  
ASSA ABLOY Door Security Solutions  
Associated General Contractors of MN  
Assured Corporation- Hopes/Fleetwood  
Atmosphere Commercial Interiors

### B

Bachman's Inc.  
Balch Co.  
Bartco Lighting  
Bauer Design Build, LLC  
Bayer Built Woodworks  
Bell Structural Solutions  
Better Futures MN  
Boral TrueExterior Trim Versetta Stone  
Borgert Products Inc.  
Boulder Creek Stone Products  
Brass Handle  
Braun Intertec Corporation  
Brock White Company  
Buechel Stone Corporation

### C

C & C Courts, Inc: Tarkett Sports & Sport Court  
Cambria  
Central States Terrazzo Association  
CES Imaging  
Clark Engineering Corporation  
Clear Rail and Deck Company  
Cobb Strecker Dunphy & Zimmermann  
Coldspring  
Combs & Associates, Inc.  
Commercial Aquatic Engineering  
Connor Sports  
Construction Specifications Institute-MSP  
Continuum Construction  
Cost Planning and Management International, Inc.(CPMI)  
County Materials Corp.  
CTC

### D

Designer Specialty Products —

Dakota Granite  
Dennis J. Linder & Associates  
Dero Bike Racks  
Designer Specialty Products - Solatube  
DIRTT Environmental Solutions  
Distinctive Drywall, Inc.  
Duo-Gard Industries  
Duro-Last Roofing, Inc.  
Dynamic Homes

### E

EDCO Products Inc.  
Elan Design Lab, Inc.  
Empirehouse, Inc.  
Energy Panel Structures  
Everlast Climbing  
EZ Barrier, Inc.

### F

Fabcon Precast  
Fabricators Unlimited  
FiberTite Roofing Systems by Seaman Corporation  
Francois & Co.  
Franz Reprographics  
Fullerton Building Systems

### G

G&J Awning and Canvas, Inc.  
Gage Brothers Concrete Products, Inc.  
Galaxy Sales, Inc.  
GenFlex Roofing Systems  
GlassArt Design  
Graham Architectural Products  
Graham Construction Services  
Graphic Image Flooring  
GRAPHISOFT  
GreenStar  
Greystone Construction Company

### H

H Window Company, LLC  
Hager Co./Hardlines  
Haldeman Homme  
Heat My Floors  
Heritage Tile  
Heritage Window and Door  
Hohmann & Barnard, Inc.  
Hunter XCI

### I

Iceberg Web Design  
Icynene, Inc.  
Inspec, Inc.  
International Masonry Institute

### J

J&K Wholesale Cabinets  
James Hardie Building Products  
Jeld-Wen Windows and Doors  
Jepsen, Inc.  
JTH Lighting Alliance

### K

K.R. Kline & Associates  
Kafka Granite, LLC  
Karges-Faulconbridge, Inc.(KFI Engineers)  
Kasota Stone Fabricator, Inc.  
Key Resin Company, Inc.  
KLJ  
Knutson Construction

Kohler Co.  
Kolbe Windows & Doors  
KONE, Inc.  
Kraus-Anderson Construction Company  
Krukowski Stone Co., Inc.

### L

L.G. Everist, Inc./Jasper Stone Company  
Laurentian Monument Granite & Stone  
Linetec  
Loucks Associates

### M

M.G. McGrath, Inc.  
M3Sixty  
Major Industries, Inc.  
Managed Design  
Marco, Inc.  
Martinez Geospatial  
Marvin Windows and Doors  
Masonite International Corp.  
MasterGraphics  
Maxxon Corporation  
McCaren Designs, Inc.  
McGough Construction  
Metal Design Systems, Inc.  
Michaud Cooley Erickson  
Midwest Glass Reps, Inc.  
Millennium Tiles, LLC  
Minnesota Brick & Tile  
Minnesota Construction Association  
Minnesota Screens/Phantom Screens  
Minnkota Architectural Products Co.  
MiTek Builder Products  
Mlazgar Associates  
MNSAH  
MN Concrete & Masonry Contractors Association (MC&MCA)  
Molin Concrete Products  
Mortenson Construction

### N

Nana Wall Systems  
Navy Island, Inc.  
NCARB  
NCS Corporation  
Nichiha USA  
North American Plastic Sales  
North Country Distributors  
Northland Woodworks  
NTI

### O

Outdoor GreatRoom Company

### P

Pella Windows and Doors  
Perfect Shutters  
pinta acoustic, inc.  
Praxik  
Pulse Lighting & Controls  
PURE Design Environments

### Q

### R

Reigstad & Associates, Inc.  
Reliance Estimating, Inc.

Rigidized Metals Corporation  
RJM Construction  
Roof Spec Inc.  
Rose-Fleischaker Assoc. Inc.  
Royal Building Products  
Ruehl + Associates

### S

SAGE Electrochromics Inc.  
Schuler Shook  
Shaw-Lundquist Associates, Inc.  
Shingobee Builders, Inc.  
Sierra Pacific Windows  
Simonson Architectural Lab  
Sloan/Hamel Associates, Inc.  
Split Rock Studios  
Stabeck Sales & Marketing  
Stanley Security Solutions  
Steel Recycling Institute  
Stevens Construction Corp.  
Stoneworks Architectural Precast, Inc.  
Stonfab, LLC  
Strukturroc, Inc.  
Success Computer Consulting, Inc.  
Summit Companies  
Sun Control of Minnesota  
Surfacequest  
Surfacing Solution  
Swisspearl  
Synergy Products, LLC  
Syverson Tile & Stone

### T

Tate Access Floors  
Tee Jay North, Inc.  
Terrazzo & Marble Supply  
The Blue Book Building & Construction Network  
Thermo-Tech Windows & Doors  
TMI Storage Systems Corp.  
TNEMEC  
TOTO USA, INC.  
TSR Lighting  
Tubelite, Inc.

### U

University of MN College of Design

### V

Valders Stone & Marble  
Vetter Stone Co.  
Viracon, Inc.

### W

W.L. Hall Company  
Warren Drapery Co.  
Water Design Group  
Wausau Window & Wall Systems  
Wells Concrete  
Wenck  
Wick Buildings  
Willis A&E Group

### X

Xcel Energy — Business New Construction

# 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 31, 2016. To reserve a booth after July 31, 2016, 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 31, 2016 will receive a forty percent (40%) refund. No refunds will be made to requests postmarked on or after July 31, 2016. 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.

### 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. Music in exhibitor booths is restricted to those exhibit hall sessions that don't feature live music.

### Shipments/Booth Furnishings

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 email 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 will be sent to complete a form with the company and product information for the exhibitor directory.

Mailing #3 – Information packet containing the following: pre-registration for booth staff, map of the convention center area, hotel information, 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. We reserve the right to assess a penalty for late set up or early teardown.

### 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. We will making exceptions on an individual booth basis prior to set up date.
- 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.
- We expect that your booth will be staffed during all open exhibit hall hours. Please do step out from your booth and mingle with us!