



AIA
Minnesota

EXHIBITOR INFORMATION

83rd Annual
American Institute of Architects Minnesota
Convention & Product Exposition
November 14-17, 2017
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!



2017 Exhibit Hall D Schedule & Highlights

Exhibit Schedule

Tuesday, November 14:

EXHIBITOR MOVE IN:
8 am-3 pm

EXHIBIT HALL OPEN:
4 pm - 6 pm

Wednesday, November 15:

EXHIBIT HALL OPEN:
11:15 am-2:30 pm
& 3:45 pm-6 pm

Thursday, November 16:

EXHIBIT HALL OPEN:
11:30 am-2 pm

EXHIBITOR MOVE OUT:
2 pm-5 pm

TO REGISTER:

[CLICK HERE](#)

View booth availability on the
online floor plan:

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

Important:

2016 Exhibitors have first right to reserve a booth until June 9, 2017. 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.

Exhibit Hall Highlights

The Exhibit Hall opens with the **Opening Night Party**. This is a great time to host a game or contest at your booth, enjoy the live music, join in the beer crawl, and step out from around your booth and mingle!

The Minnesota Architectural Foundation will hold a **silent auction** with great items to bid on. This draws attendees into the Exhibit Hall.

We will have a large **lounge space** in the back of the hall where live music will set up, possible displays, or just a place to relax and mingle.

The **Cafe Lounge** will be open for lunch in the back of the Exhibit Hall on both Wednesday and Thursday. Catch attendees coming through the hall or join them for lunch!

We are offering **lead retrieval** services this year so you can collect leads and follow up. Information and order forms will be in the Exhibitor Kit you will receive by email after you reserve your booth space.

Expo Education Programs offer you the opportunity to host a 15-minute program at your booth in the Exhibit Hall. See the Expo Education Program page for more details and requirements for participation.

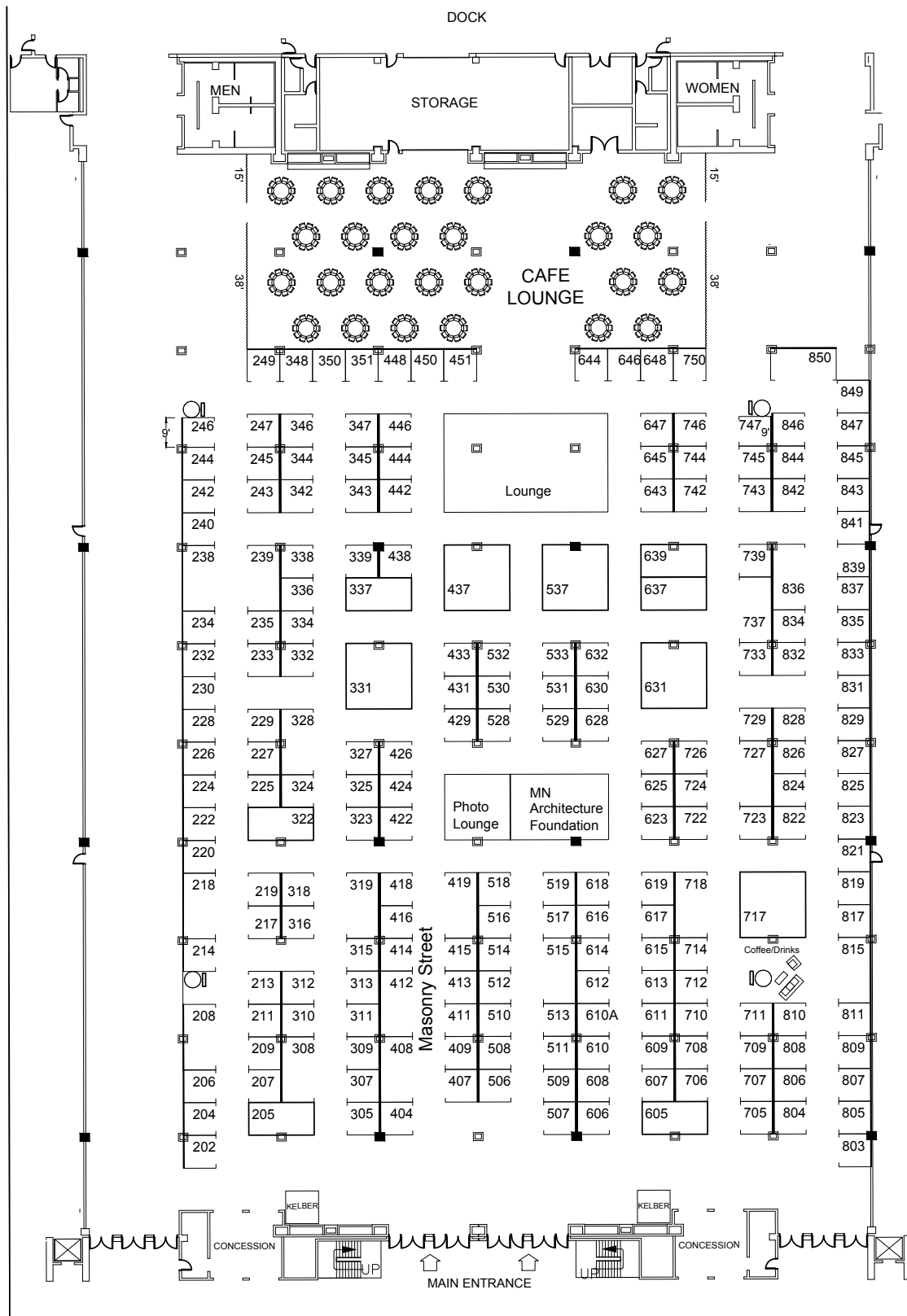
BOOTH RATES

Booth Size	Before Sept 1	After Sept 1
10' x 10' single inside booth	\$ 1,175	\$ 1,225
10' x 10' single corner booth	\$ 1,225	\$ 1,275
10' x 20' double inside booth	\$ 2,245	\$ 2,295
10' x 20' corner & inside booth	\$ 2,300	\$ 2,350
10' x 20' double corner booth	\$ 2,350	\$ 2,400
Island (4 corner booths)	\$ 4,550	\$ 4,600

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.

2017 Exhibit Hall Floorplan



Minneapolis Convention Center, Hall D

1301 2nd Avenue South, Minneapolis

For interactive floor plan, go to: www.aia-mn.org/events/convention/exhibit-sponsor/

Sponsorship Opportunities

Opening Night Music Sponsor: \$600

Be the company to host our live music for 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 and company recognition in the printed materials.

Wed. Night Live Music Sponsor: \$600

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 and company recognition in the printed material

Ribbon Carousel Sponsor: \$500

Your company will be prominently displayed as the sponsor on our new ribbon carousels in the reception area where members will stop to pick up their various ribbons designating the positions they hold in the organization.

Opening Night Food Sponsor: \$350/table

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

Wed. Night Hors d'oeuvres: \$500/table

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

Morning Coffee Host –outside of Exhibit Hall: \$500/day

Host the coffee station in the registration area for convention attendees. Sponsor signage will be prominently displayed. Option to have attendants at the beverage area to engage with attendees.

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.

Friday Leadership Luncheon: \$3,000

The concluding Keynote Speaker and Luncheon attracts 350+ attendees at an uplifting concluding convention event. Your company will have 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 at this member reception on Thursday evening. This is a great opportunity to mingle with attendees.

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 annual business meeting & luncheon on opening day.

Marketing Opportunities

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 so that you can promote your exhibit booth to our members with a brochure or postcard mailing.

Expo Education Program: \$200

Host a program at your booth! Present a 15-minute Expo Education Program during Exhibit Hall hours. This is not a sales pitch or product demo but a way to showcase the latest technologies and/or applications. Attendees who visit 4 coordinated quarter-hours sessions earn 1.0 learning unit hour. This can be done through short videos, powerpoint presentations, hands-on demonstrations, games and contests or a basic live presentation. All presentations must be submitted for approval and a schedule will be determined for presentation times. See next page for more information.

Wifi Sponsor: \$5000

Be the company that everyone will see when they log in to the wifi. Your logo will appear everytime an attendee connects to the wifi.

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. (Bag style, color and logo design will be selected by AIA Minnesota.) Call for availability.

Lanyard Sponsor: \$500 + lanyards

Provide lanyards featuring your company name/logo for the attendee and exhibitor name badges. Lanyard color and layout/style must be approved by AIA Minnesota. Call for availability.

Tour Sponsor: \$ varies

Promote your company by sponsoring one of our tours. Your company name will be prominently displayed on marketing materials & signage at the event. Inquire for specific opportunities.

Beer Crawl & other catering: \$ varies

Contact Kelber Catering for fun ways to get attendees to your booth with food and beverage options. Call 612-335-6000.

Lead Retrieval:

Capture your leads and contact information with our new lead retrieval device. Sign up forms will be in the Exhibitor Service Kit that will be emailed to all booth registrants.

Advertise in Program Book:

Limited opportunities for advertising will be available in the program book. Watch for more information to come as we get closer to the Convention.

Hanging Signs: \$250 + labor

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

To discuss sponsorship opportunities, contact Pam Nelson at 612-338-6763 or nelson@aia-mn.org

To register for booths or sponsorships: [CLICK HERE](#)

Expo Education Program - NEW!

Exhibitors: Host a program in your booth!

AIA Minnesota's 2017 Convention and Products Expo is offering exhibitors the opportunity to provide continuing education in their booth.

What do exhibitors do?

- Exhibitors are encouraged to propose up to two 15-minute presentations to be presented in their booth during scheduled Exhibit Hall hours.
- These programs cannot be service or product specific. They cannot be sales pitches or product demos.
- Programs must be relevant, content-rich information about the latest technologies, applications, best practices.
- Examples of delivery style include short videos, power point presentations, games, trivia contests, computer exercises.
- Once the presentations have been approved, exhibitors are encouraged to promote these programs to help increase traffic in the Exhibit Hall.

What will AIA Minnesota do?

- AIA Minnesota will review all proposals and approve or offer suggestions to better coordinate with the 2017 Convention programming.
- AIA Minnesota will package four separate exhibitor programs together and apply for the one hour of continuing education credit. Expo Education programs will not qualify for Health Safety Welfare credit.
- AIA Minnesota will schedule the programs during Exhibit Hall hours and market them as part of the Convention's continuing education opportunities.
- AIA Minnesota will provide Convention attendees with report forms for noting the programs they have attended.
- AIA Minnesota will report member attendance for credits to be recorded to AIA member transcripts.

Other details:

- Limit two presentation topics per exhibitor.
- Exhibitor fee to participate is \$200 for each program topic.
- Topics must be summarized by a one-sentence learning objective (such as, Attendees will be able to list, analyze, identify, explain, develop, specify, compare and contrast, etc.)
- Program should be created and presented by qualified subject matter experts.
- Materials may not include any proprietary information and must reinforce the learning objective. Only the first and last slide of a presentation may include the company name and/or logo.
- All proposed programs will be reviewed and be subject to suggestions for change. Exhibitors must agree to work with AIA Minnesota to develop a program that complies with all AIA/CES Guidelines and coordinates well with the overall 2017 Convention programming.

If you are interested:

- Register for a program on the online registration form when you reserve your booth. You will then receive an email with the participation form and Quality Assurance Speaker Agreement, which must be completed and returned by Sept 1, 2017.
- You will receive a final confirmation once your program is approved and a program slot is available. Programs will be accepted on a first come basis.

To discuss sponsorship opportunities, contact Pam Nelson at 612-338-6763 or nelson@aia-mn.org

To register for booths or sponsorships: [CLICK HERE](#)

2016 Exhibitor List

These Companies Exhibited with Us Last Year

A

Activar Construction Products Gp
adaptt LLC
ACE
Advanced ARchitectural Prdts.
AEC Resources
Aerotek Architecture & Engineer
AKF Group
All Seasons Fireplace
Allegion
AluSpec, Inc.
Amcon Block & Precast
American Artstone Company
ACEC-MN
American Hydrotech, Inc.
American Masonry Restoration
Amsum & Ash
Anchor Block Company
Andersen Windows
ARC Document Solutions
ArchCon
Architectural Polymers
Architectural Sales of MN
ASLA-MN
ASSA ABLOY Door Security Solu.
Atmosphere Commercial Int.
Axel H. Ohman

B

Bachman's Inc.
Bauer Design Build, LLC
Bayer Built Woodworks
Bell Structural Solutions
Better Futures MN
The Blue Book
Borgert Products Inc.
Boulder Creek Stone Products
Brock White Company
By the Yard

C

CAD Technology
Canvas Craft, Inc.
Cemstone Products Co.
Central States Terrazzo Assoc.
CES Imaging
Clark Engineering Corporation
Commercial Aquatic Engineering
Cosentino
Cost Planning and Management
International, Inc.(CPMI)
County Materials Corp.
Crystal Window & Door
CSI-MSP

D

Dakota Granite
Dennis J. Linder & Associates
Dero Bike Racks
Designer Specialty Products -
Solatube
Duxton Windows & Doors
Dynamic Homes
Dyson, Inc.

E

EDCO Products Inc.
Eden & Valders Stone
Elan Design Lab, Inc.
Emanuelson-Podas
Empirehouse, Inc.

Encompass Sign Systems
Energy Panel Structures
Elemex
Extreme Panel Technologies

F

Fabcon Precast
FiberTite Roofing Systems
Four Seasons Energy Eff. Roofing
Fox Blocks Insulating Concrete
Franz Reprographics
Fullerton Building Systems

G

G&J Awning and Canvas, Inc.
Gage Brothers Concrete Products
Georgia-Pacific Gypsum
Graham Architectural Products
Graham Construction Services
GRAPHISOFT
Greystone Construction Co.

H

H Window Company, LLC
Hager Co./Hardlines
Heat My Floors
Heritage Tile
Herzog Engineering
Huber Engineered Woods
Hunter Panels XCI

I

Indiana Limestone Co.
Inspec, Inc.
Intereum
International Masonry Institute

J

Jeld-Wen Windows and Doors
Jepsen Structural
JTH Lighting Alliance

K

Kafka Granite, LLC
Kasota Stone Fabricators
Key Resin Company
Kline-Johnson & Associates
Knutson Construction
Kohler Co.
Kolbe Windows & Doors
KONE, Inc.
Kraus-Anderson Construction

L

L.G. Everist, Inc./Jasper Stone Co.
LM Scofield Company
Laurentian Monument Granite &
Stone
Loll Designs
Loucks
LP Building Products/LP Flame
Block
Ludowici & Terreal North America

M

M.G. McGrath, Inc.
M3Sixty
Major Industries, Inc.
Managed Design
Marco Technologies
Martinez Geospatial
Marvin Windows and Doors
Masonite International
Maxxon Corporation
McCaren Designs, Inc.
McGough Construction
MEI Total Elevator Solutions
MEP Associates, LLC
Midwest Glass Reps, Inc.
Millennium Forms, LLC
MN Architectural Foundation
Minnesota Brick & Tile
Minnesota Construction Assoc.
Minnesota Design Team
MiTek Builder Products
Mlazar Associates
MC & MCA
MNSAH
MSP Assembly of Architects
NOMA
Molin Concrete Products
Mortenson Construction
Mystera Solid Surface
Mule-Hide Products Co.

N

Nana Wall Systems
Navy Island, Inc.
NCFI Polyurethanes
NCS Corporation
Nichia USA
North Central States Reg. Council
of Carpenters
North Country Distributors
Northern Technologies
Northland Woodworks

O

Obermiller Nelson Engineering
Okite Quartz Surfacing
Ortal Fireplaces

P

Panelized Walls
Parklex
PCL Construction
Peikko Group
Pella Windows and Doors
Plaudit Design
Polyguard Products
Portella Steel Doors & Windows
Powerlift Hydraulic Doors
PPG/Vitro Flat Glass & PPG
Architectural Paints
Pro Products Mfg, LLC
Pulse Lighting & Controls

Q R

Reigstad & Associates, Inc.
RJM Construction
Roof Spec Inc.
Rose-Fleischaker Assoc. Inc.
Ruehl + Associates
Rulon International

S

SAGE Glass
Schluter Systems
Schuler Shook
Schwickert's Tecta America
Scranton Products
Shaw-Lundquist Associates, Inc.
Shingobee Builders, Inc.
Sierra Pacific Windows
SLiC-Homes, LLC
SMART Cabinetry/Galaxy Sales
Smartlam
Spye, LLC
St. Cloud Window
Stabeck Sales & Marketing
Stanley Security Solutions
Stellar Hearth Products
Stoneworks Architectural Precast
Stonfab, LLC
Strukturroc, Inc.
Success Computer Consulting
Summit Fire Consulting
Sun Control of Minnesota
Swisspearl
Synergy Products, LLC

T

Tate Access Floors
TCC Materials
Techo-Bloc Midwest Corp.
Tee Jay North, Inc.
Terra General Contractors
Terrazzo & Marble Supply
Thermo-Tech Windows & Doors
TMI Systems Corp.
TNEMEC/Coating Systems
TOTO USA/Water Design Group
TSR Lighting
Tubelite, Inc.
Twin City Brick & Stone
Twin City Tile and Marble Co.

U

University of MN-School of
Architecture

V

Vetter Stone Co.
Viracon, Inc.

W

W.L. Hall Company
Wausau Supply
Wausau Window & Wall Systems
Wells Concrete
Wenck

X

Xcel Energy

YZ

Terms, Conditions, Rules, Regulations

Important Information

Payment

To reserve a booth, register & make payment in full online at www.aia-mn.org. If you prefer to pay by check, mail your check along with the registration form to the AIA MN office. Any booths not paid in full by the start of the Convention (November 14) 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, 2017 will receive a forty percent (40%) refund. No refunds will be made to requests postmarked on or after July 31, 2017. 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 14, through move-out on Thursday, November 16.

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, catering, 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. 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!