A’22 MN
The Minnesota Conference on Architecture
November 9-11, 2022
Minneapolis Convention Center
Your annual opportunity to engage with architects, engineers, contractors, designers and more

With more than 250 exhibiting companies and 70+ seminars, A'22 MN is the single largest annual event in Minnesota for architects.

Minnesota architects, engineers, contractors, designers and building industry professionals attend the annual Conference to learn about trends and new technologies in building products, earn continuing education credits, and network with state-of-the-art exhibiting companies. Don’t miss this opportunity to showcase your products and services here.

Book your space today!

Click here to register now >

A’22 MN BY THE NUMBERS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendees</td>
<td>1,750+</td>
</tr>
<tr>
<td>Exhibiting companies</td>
<td>250+</td>
</tr>
<tr>
<td>Seminars</td>
<td>70+</td>
</tr>
<tr>
<td>Square feet of exhibit space</td>
<td>27,400</td>
</tr>
</tbody>
</table>

WHO ATTENDS?

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architects + Designers</td>
<td>67%</td>
</tr>
<tr>
<td>Contractors/Engineers</td>
<td>13%</td>
</tr>
<tr>
<td>Landscape Architects</td>
<td>5%</td>
</tr>
<tr>
<td>Interior Designers</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>10%</td>
</tr>
</tbody>
</table>

Network, connect, sponsor, and showcase your products at A'22 MN—Minnesota’s largest annual event for architects.
Booth Information

What’s Included

Booth Materials
Booth ID sign, perimeter pipe and drape (Electrical & furnishings not included.)

Company Listing
Your organization will be listed in the on-site conference program as well as in AIA MN e-newsletter and conference communication to our attendees.

Exhibitor Lounge
Access to the exhibitor lounge to make calls or take a break.

Free Conference Seminars
Your booth attendants are able to attend programs at no charge. (Some exceptions that include meals or tours.)

First Right to Reserve a Booth
As an exhibitor, you will have the first right to renew your booth at next year’s conference.

See page 6 and 9 for more information on booth setup and details.

Booking Your Booth

Pricing
Book by June 30th for Early Bird pricing. 2021 exhibitors will have first right to renew their booth from last year. For new exhibitors, submit your reservation by June 30 to lock in Early Bird pricing. All booths are assigned in the order that they are received, with priority to renewals.

Register online
Register online with credit card due in full at www.aia-mn.org/events/conference/exhibit-sponsor/. If you prefer to pay by check, contact Pam Nelson to reserve your booth: nelson@aia-mn.org.

Click here to register now >

<table>
<thead>
<tr>
<th>Booth size (ft)</th>
<th>Early Bird (By June 30)</th>
<th>Regular (After June 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10x10 single inside</td>
<td>$1,250</td>
<td>$1,300</td>
</tr>
<tr>
<td>10x10 single corner</td>
<td>$1,295</td>
<td>$1,350</td>
</tr>
<tr>
<td>10x20 double inside</td>
<td>$2,325</td>
<td>$2,375</td>
</tr>
<tr>
<td>10x20 double corner/inside</td>
<td>$2,375</td>
<td>$2,425</td>
</tr>
<tr>
<td>10x20 double corner/end cap</td>
<td>$2,425</td>
<td>$2,475</td>
</tr>
<tr>
<td>20x20 island (4 corner booths)</td>
<td>$4,625</td>
<td>$4,675</td>
</tr>
</tbody>
</table>

Note: Booth pricing does not include electricity or furnishings. These items can be rented separately through our service provider. You will receive a service kit by email 6-8 weeks prior to the conference to order.

QUESTIONS?
Contact Sales
Director, Pam Nelson
612-767-1744
or nelson@aia-mn.org

EXHIBIT HALL SCHEDULE*

Booth Set Up
Tuesday, November 8
9:00 a.m. – 3:00 p.m.

Exhibit Hall Open
Wednesday, November 9
8:00 a.m. – 3:30 p.m.
Thursday, November 10
8:00 a.m. – 2:00 p.m.

Friday, November 11
8:00 a.m. – 1:00 p.m.

Booth Move-Out
Friday, November 11
1:00 p.m. – 4:00 p.m.

* See next page for full conference schedule.
For Exhibitors

**Ribbon Carousel Sponsor**
$500

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

**Mid-Morning Coffee Sponsor**
$500 per day

Host the mid-morning coffee station in the Hall D lobby. Company signage posted on the table or you can be stationed there to meet and greet attendees during this time.

**CE Program Sponsor**
$500 per program session

Sponsor one of our CE programs. Watch for list of programs to be announced late summer. This is a great way to put your company name/logo in front of a captive audience who seeks to learn more about a specific topic. Your company name will appear on the opening screen and on promotional materials for that specific program.

**Breakfast Sponsor**
$600 per day (up to 4 sponsors)

We will be hosting a continental breakfast in the Exhibit Hall on Wednesday, Thursday, and Friday. Promote your company by sponsoring this event. Signage recognition on buffet tables and in other sources where we promote this event.

**Lunch Sponsor**
$600 per day (up to 4 sponsors)

We will be hosting a buffet lunch in the exhibit hall on Wednesday and Thursday. Promote your company by sponsoring this event. Signage recognition on buffet tables and in other sources where we promote this event.

**Social Event Sponsor**
$3,000

Promote your company by sponsoring our social event on Day 1 of the conference. It will take place at 5pm where members and exhibitors will come together to mingle and socialize.

**Keynote Speaker Sponsor**
$3,000 Limit 2 opportunities

Your company will be showcased as the single sponsor of our Tuesday or Wednesday keynote speaker sessions 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 could be distributed.

**Member Congress Sponsor**
$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 and luncheon on opening day. VIP seating/lunch for a limited number of sponsoring company attendees.

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A’22 MN Conference on Architecture: Full Conference Schedule

<table>
<thead>
<tr>
<th>Wednesday, November 9</th>
<th>Thursday, November 10</th>
<th>Friday, November 11</th>
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</thead>
<tbody>
<tr>
<td><strong>Exhibit Hall open 8:00 am-3:30 pm</strong></td>
<td><strong>Exhibit Hall open 8:00 am-2:00 pm</strong></td>
<td><strong>Exhibit Hall open 8:00 am-1:00 pm</strong></td>
</tr>
<tr>
<td>8:00 am</td>
<td>Registration/Continental Breakfast/Exhibit Hall</td>
<td>8:00 am</td>
</tr>
<tr>
<td>9:00 am</td>
<td>CE Programs</td>
<td>9:00 am</td>
</tr>
<tr>
<td>11:30 am</td>
<td>Lunch/Exhibit Hall</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>CE Programs</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Exhibit Hall/Break</td>
<td>3:45 pm-5:00 pm</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Keynote Address</td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Social Event</td>
<td></td>
</tr>
</tbody>
</table>

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For Exhibitors & Non-Exhibitors

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A’22 MN Exhibitor & Sponsor Information aia-mn.org 4
**Marketing Opportunities**

**Marquee Sponsor**  
**$500**  
Put your name in lights on the electronic marquee above the exhibit hall entrance doors. The 37 feet-wide marquee will showcase our event and sponsor logos. It will rotate every 10 seconds. Your company logo will appear in rotation for an entire length of the conference. The images rotate every 10 seconds. Multiple sponsors can participate.

**Wifi Sponsor**  
**$4,000**  
Be the company that everyone will see when they log in to the wifi. Your logo will appear every time an attendee connects to the wifi.

**Lanyard Sponsor**  
**$600 + 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. Limit 1 sponsor—call for availability.

**Exhibit Hall Punch Card**  
**$300**  
Limit 20 opportunities  
Drive additional traffic by reserving a spot on the card, which will be incorporated in the conference program.

**Advertise in the Registration Program**  
We publish a registration program which lists all the programs and events during the conference. It will be emailed out to all prospective attendees.

**Net Rates**  
- Back Cover: $1,400  
- Inside Front Cover: $1,200  
- Inside Back Cover: $1,200  
- Full Page: $900  
- Half Page: $500

Ad deadline September 16.  
Materials due September 20.

**Ad Dimensions:**  
- Full page, non-bleed: 7.25” x 9.5”  
- Full page, bleed: 8.5” x 11”  
  plus 0.125” bleed on all sides  
- Half page horizontal: 7.25” x 4.6”

“

AIA was very helpful in helping me prepare for, and enjoy, an extremely successful show!”

– 2019 Exhibitor
To ensure an quality show experience for our attendees and to be fair to all exhibitors, please adhere to the booth configurations diagrammed here. If you have challenges configuring your display work within these specifications, please contact Pam Nelson at nelson@aia-mn.org.

**10’x10’ Single Inside/Corner**

Height limits:
- 3-foot height limit for the first 3 feet from the aisle.
- 8-foot height limit for the remaining 7 feet to the back wall.

**10’x20’ Double Inside/Corner**

Height limits:
- 3 feet from the aisle.
- 8-foot height limit for the remaining 7 feet to the back wall.

**10’x20’ Double Corner/End Cap**

Two adjacent booths at the end of a row

Height limits:
- 3-foot height limit for the first 3 feet from the aisle.
- 8-foot maximum height limit for 14 feet wide.

**Island (4 corner booths)**

Height limits:
- Full use of the floor plan is permitted.
- Exhibit features exceeding 12 feet in height must have drawings available for review by conference management.
Minneapolis Convention Center, Hall D
1301 2nd Avenue South, Minneapolis

Reserve your booth
Contact Pam Nelson, 612-767-1744 or nelson@aia-mn.org, or visit www.aia-mn.org/events/conference/exhibit-sponsor/ to register today!

FREE EXHIBIT HALL ADMISSION!
Entrance to the A’22 MN Exhibit Hall is free and open to the public. Invite your clients to visit your booth!
Exhibitor Information

Payment
To reserve a booth, register & make payment in full online at www.aia-mn.org/events/conference/exhibit-sponsor/. If you prefer to pay by check, mail your check to the AIA MN office, Attn: Pam Nelson, 105 5th Avenue S. #485, Minneapolis, MN 55401. Any booths not paid in full by the start of the Conference (November 9) will NOT be allowed to set up.

Cancellations/Refunds (Exhibitor requested)
Requests for cancellation, either full or partial, must be made in writing and sent either by registered mail or email. Phone cancellations will not be accepted. Requests received prior to July 31, 2022 will receive a 40% refund. No refunds will be made for requests received on or after July 31, 2022. No refund will be given 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 or refund.

Cancellations/Refunds (AIA Minnesota)
Should AIA Minnesota cancel A’22 MN Minnesota Conference on Architecture because of public health mandates or for other reasons, AIA Minnesota will fully refund exhibitors for their booth reservation cost.

Liability
AIA Minnesota, A Society of the American Institute of Architects; Show decorator; 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 Friday, November 11.

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

Shipments/Booth Furnishings
We have a show decorator who 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 our show decorator 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 our show decorator.

AIA Minnesota Communications to Confirmed Exhibitors
Mailing #1 – An email to confirm your booth number and receipt of payment. This will be sent to the show contact person.

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: preregistration 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, 6–8 weeks 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 endcap 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 but please do step out from your booth and mingle with us!

Exhibitor Move-In
TUESDAY, NOVEMBER 8
9:00 a.m. – 3:00 p.m.

Exhibitor Move-Out
FRIDAY, NOVEMBER 11
1:00 p.m. – 4:00 p.m.
The American Institute of Architects Minnesota, founded in 1892, is the professional association for architects in the state of Minnesota. As a state component of AIA National, with three local chapters, AIA Minnesota has over 2,300 members and a staff of nine professionals. AIA Minnesota provides services to all chapters, produces a regional conference, publishes the ENTER digital biweekly and print annual, lobbies on behalf of the profession at the state legislature, and delivers continuing education to all members.

www.aia-mn.org

Mission
Advancing a vital profession, vibrant communities, and architecture that endures.

Core Values
Integrity
Authenticity
Equity
Collaboration

IMPORTANT DATES

Early Bird pricing deadline:
June 30, 2022

Exhibitor move-in:
November 8, 2022  9:00 a.m.–3:00 p.m.

Exhibit Hall days:
November 9–11, 2022

Exhibitor move-out:
November 11, 2022  1:00 p.m.–4:00 p.m.

Click here to register now >

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