

# 2020 Saint Paul RiverCentre/UMCS Convention Exhibit Prospectus

This prospectus has information relating to the Annual Trade Show –**Upper Midwest Convenience Store and Energy Convention**. Right is reserved by the Associations (Minnesota Petroleum Marketers Association [MPMA] and FUELlowa to decline or prohibit any exhibit, or part of exhibit which, in its opinion, is not in keeping with the character and spirit of the show, or which might prove detrimental to its well being.

**RENTAL OF SPACE:** All spaces are allotted in the order in which contracts are received. Cost of the 10 x 10 booth space appears in the contract. Rental includes one name plate, 44" wide by 7" high, two lines of uniform lettering showing the exhibitor's name and city. Columns and aisle posts are aluminum covered with fireproof drapery. In ordering signs, decorations and furniture, please refer to the GES website.

**SAFEKEEPING AND INSURANCE:** To assist in the prevention of theft and damage, the Associations sets specific times for the opening and closing of the show each day. We have arranged with the RiverCentre to have the exhibit hall cleaned each day at a special time to enable security personnel to be present. The interior of the booth should be cleaned by the exhibitor and trash pushed into the aisles. In this way, no one other than the exhibitor has reason to be in the booth at any time. Space will be secured after hours. In addition, it is suggested that small items of value be taken to the exhibitors' sleeping rooms when not on display. It is the responsibility of the exhibitor to make provisions for the safety of his material during and after the closing of the exposition.

The exhibitor agrees to make no claim against the MPMA or FUELlowa, its members or employees, nor against the RiverCentre for loss by theft, fire, accident or destruction of goods while in storage or on exhibit, nor for any injury to himself or employees nor for damages of any nature of character whatsoever, including any damage to his business by reason of the failure to provide space for the exhibit or removal of the exhibit, nor any action of any nature of the MPMA or PMCI or its members, employees, nor for failure to hold the meeting as scheduled.

Exhibitors desiring to insure their goods must do so at their own expense. Exhibitors must protect their equipment so that no injury or damage will result to the public or the RiverCentre and will be liable for such damage.

**BUILDING RULES:** Exhibitors must comply with all regulations, meet the requirements of the U.S. Government, the State and Municipal authorities, police and fire departments of the convention city, and obtain any and all necessary permits and licenses should any be required for their individual display.

No exhibitor shall allow any article to be brought into or any act done on the premises which will violate the policies of insurance or increase the premiums thereon held by the owners of the building, or the Association, or injury or deface any part of the buildings or permit anything to be done by his employees by which the premises shall in any manner be injured, marred, defaced or damaged in any way.

**SHIPPING, PLACING, REMOVAL:** GES (Global Experience Specialists Inc.) is the official decorating company of this show. Their telephone number is 1-800-801-7648. In addition to complete booth and sign services, they can also provide drayage, storage, and labor to handle your displays. Contact GES for shipping information. A list of charges for the services by GES is available online.

If the exhibitor chooses to use his own delivery facilities, arrangements will have to be made in advance for adequate labor to unload and deliver to the booth. When the show is over, arrangements must be made by the exhibitor to remove the display from the booth or make advance arrangements with GES to move it to the dock area.

Exhibits may set up any time after 10:00 a.m. on Wednesday, September 16, and **must be completed by 5:00 p.m.** Exhibits cannot be removed from the exhibit hall any earlier than 12:30 p.m. Wednesday, April 10, or until truck exhibitors have left. All exhibits must be out of the RiverCentre by Wednesday at 5pm

## **SHOW HOURS:**

Wednesday, September 16	10:00 am - 5:00 pm <b>Set Up</b>
Thursday, September 17	10:00 am – 4:00 pm
Friday, September 18	9:00 am - 12:00 pm

**Exhibit area will be locked by RiverCentre personnel at 5:00 pm Monday & 4:15 pm Tuesday.**

## Per City of St. Paul Fire Marshal:

### **FOOD VENDORS:**

- Cooking and food warming devices shall be placed on non-combustible materials, be isolated from the public by a 4-foot space, and be limited to 288 square inches of cooking area. A non-combustible shield or barrier to protect the public from heat sources is acceptable in lieu of the space requirements. Tablecloths or draping used on tables near cooking equipment must be treated with flame-retardant and proof furnished to the Fire Inspector (LSC 9-4.4.3(9)).
- Booths containing cooking devices shall have a fire extinguisher with a rating of not less than 2A10BC readily available for use. A K-type fire extinguisher must be available when fat deep fryers are used. (MSFC 904.11.5, NFPA 10 2-2.3 and LSC 9-4.4.3)

### **TRUCKS/VEHICLES:**

- Vehicles and equipment exhibited inside the building must have the gas tanks taped or locked, batteries disconnected, and shall not be fueled in the building. Fuel in the tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less. (MSFC 314.4)