



Sunday, February 28 – 10:30 a.m. to 3:30 p.m.
Eisenhower Community Center, 1001 Highway 7, Hopkins

Exhibitor Set-up Information

We're pleased your company will be exhibiting at our Remodeling Fair. This packet should answer most of your questions about set-up and plans for the day. Please provide a copy of this packet, including the parking map, and the "Information for Exhibitors" flier you received with your registration materials and give them to ALL staff who will be working at the Fair since they are responsible for following the instructions outlined here.

When and Where: Sunday, February 28, 2010 from 10:30 a.m. to 3:30 p.m. at Eisenhower Community Center, 1001 Highway 7, Hopkins (one mile west of the intersection of Highways 7 and 169).

Booth Sizes: **Single** – 7' deep x 10' wide **Double** – 7' deep x 20' wide

Set-Up Times: Saturday, February 27 from 3 to 5 p.m. or Sunday, February 28 from 8 to 10 a.m.
*NO set-up is allowed outside of these hours. **YOU MUST BE COMPLETELY SET UP BY 10:00 A.M.***

Exhibitor Check-in: You will need to check in at the Exhibitor Registration Deck located in the front lobby before you proceed to set up your booth. An exhibitor badge will be issued for each of your staff members.

Flooring Protection: If you have water features, mulch, stone/rock, or any other material that may cause damage to the wood flooring, you must provide a protective barrier (poly sheet) to prevent water damage or scratching/dents in the floor. Damage caused by your staff to the facility flooring may prevent you from participating in future Fairs.

Contractor License: If you are required to be licensed by the Minnesota Department of Labor and Industry, you will need to post your contractor's license prominently on your booth.

Fitting Your Exhibit in the Door: The gymnasium door is the smallest door your exhibit must fit through—it is 71" wide by 77" high.

Unloading: If your booth is located in the main gym, you will want to unload at the front entrance of the building. If your booth is located in the cafeteria, you can drive around the east side of the building to the north side of the building and unload back by the cafeteria. **REMEMBER TO CHECK IN AT THE EXHIBITOR REGISTRATION DESK PRIOR TO UNLOADING AND SETTING UP YOUR BOOTH.** While unloading, you may park in front of the entrance; however, as soon as supplies have been unloaded, move your vehicle away from the door so others may unload.

Emergencies: If an emergency prevents you from getting to the Fair, call our cell phone at 952/949-2006 so we can give the booth to a company on our waiting list. If you have a problem during the Fair, go to the lobby and talk to a Remodeling Fair committee member (we're wearing green Remodeling Fair shirts).

Exhibitor Parking: On Saturday, exhibitors may park in the Eisenhower parking lot while setting up their displays. On Sunday, Hopkins Police Reserve officers will designate a temporary exhibitor parking area for unloading. Once you have unloaded, move ALL vehicles—personal and corporate—to the Alice Smith Elementary School parking lot (from Eisenhower, take 12th Avenue S. to 4th Street, left on 4th to intersection of 9th Avenue N. and Minnetonka Mills Road.) A shuttle bus will be available for transportation to and from the exhibitor parking lot.

Exhibitor Parking (continued): We need parking for our Fair attendees—your potential customers—so *everyone from your company MUST park at Alice Smith Elementary School* (see enclosed map). *Exhibitors may not park in the Eisenhower lot after 10:00 a.m. or in the adjacent church parking lot at any time.* Shuttle bus service will be running during set-up and take-down hours. Police reserve officers will check the Eisenhower lot before the Fair opens. *Any exhibitor found parking in the Eisenhower lot will not be allowed to exhibit in 2010.* If you have replacement staff coming after 10:00 a.m., they must park at the Oak Ridge Country Club parking lot since the shuttle bus will be running continuously to/from that lot during Fair hours. If your employees park in the Eisenhower lot during Fair hours, your company will not be able to exhibit at next year's Fair.

Shuttle Bus: The shuttle bus will have a "Remodeling Fair" sign in the window. The shuttle will run to and from Alice Smith Elementary School during set-up (8:00 a.m. to 10:00 a.m.) and take-down hours (3:30 p.m. to 4:30 p.m.) and also continuously between Eisenhower and Oak Ridge Country Club from 10:00 a.m. to 4:30 p.m.

Weather Closings: If Target is open, we're open. If it snows heavily and you're wondering about the Fair, check the Fair website (www.homeremodelingfair.com) or call our cell phone at 952/949-2006 on Sunday morning.

Electrical: If you need electricity, bring a good condition 25 ft. extension cord (16 ga. min. UL approved).

Lighting: This is a school gym—not a conference center—so light levels vary within the room. The Remodeling Fair Committee does not supply lights: if you are concerned about adequate lighting for your exhibit, *bring your own lights*. Lighting in the cafeteria is adequate; no extra lighting is needed.

Prohibited Items: Exhibitors may not use microphones, sound amplifying devices, strobe lights or devices that bother other exhibitors. Heat-emitting lights that could overload circuits are prohibited.

Booths: The Remodeling Fair provides an 8' high back drape with printed vendor sign, 3' high side drapes, one 6' draped and skirted table, and two chairs per booth. Additional tables and chairs will be supplied if they were purchased: \$20/table and \$2/chair if previously noted on the registration form.

Crowd Estimate: In past years, we have had between 1,500 to 3,000 visitors.

Door Prizes: Door prizes offer you a way to build a prospect list. *You are entirely responsible* for handling your own door prize registration and winner notification. The Remodeling Fair committee does not collect names, distribute prizes or announce winners.

Assistance on Saturday or Sunday: Remodeling Fair committee members (the folks in the green Remodeling Fair shirts) will be on hand both days. Feel free to ask us for help.

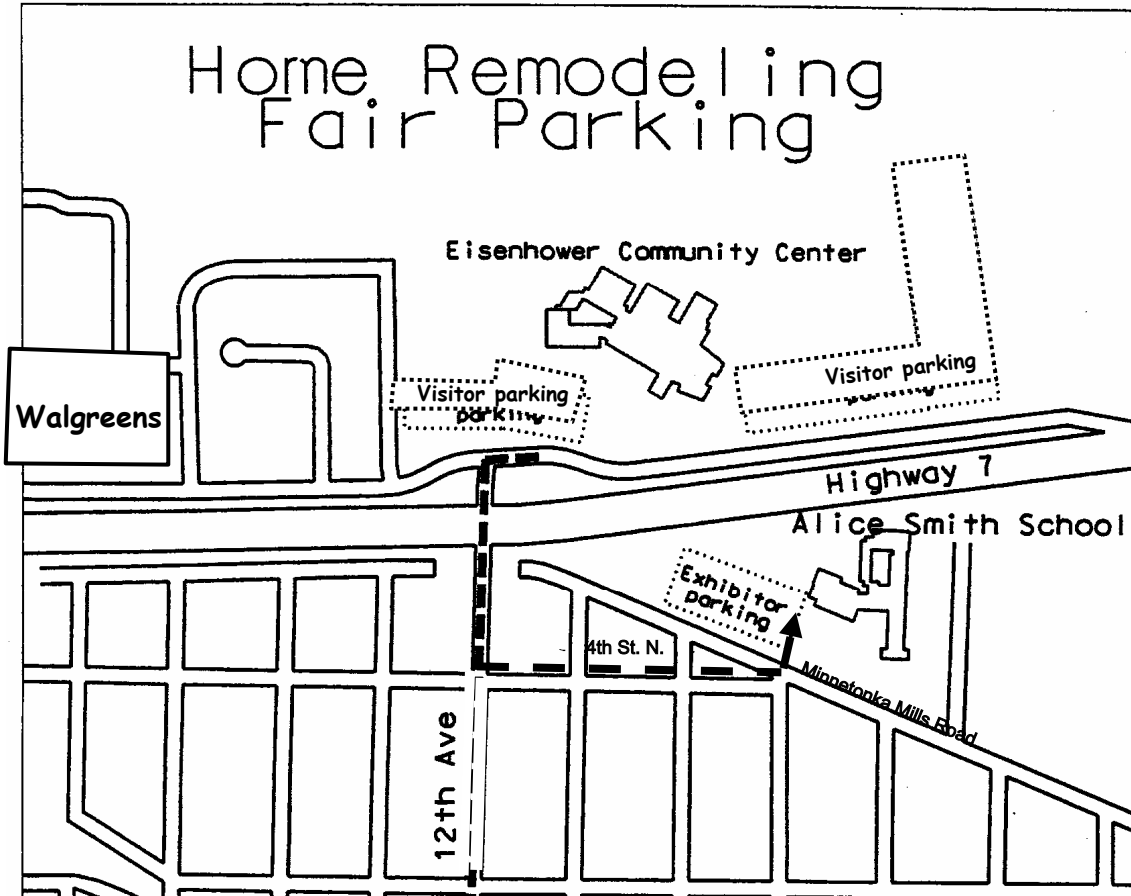
Food and Smoking: Before the Fair opens, free coffee and rolls will be available to exhibitors. (A cart will be in the gym.) The Wetlands Café at Eisenhower will be open during Fair hours for snacks, lunch and beverages. No smoking is allowed in the building at any time.

What All Attendees Receive: The Remodeling Fair committee hands out bags with a program of the day's events, a list of all exhibitors and their phone numbers, and fliers on remodeling and home maintenance.

"No Show" Penalty: If you fail to show up for the Fair and didn't call to notify us, your company will not be allowed to exhibit at next year's Remodeling Fair. "No shows" will not receive a fee refund.

Take Down: *NO TAKE DOWN BEFORE 3:30 P.M.* All exhibits *must be removed on Sunday no later than 6 p.m.* The Remodeling Fair is not responsible for damage to exhibits left in the gym after 6 p.m.

Remodeling Fair Exhibitor/Staff Parking



Exhibitor Parking is located at Alice Smith Elementary School, 801 Minnetonka Mills Road in Hopkins. From Eisenhower Community Center, take 12th Avenue S. to 4th Street N., make a left on 4th Street and travel to the intersection of 9th Street N. and Minnetonka Mills Rd.

The shuttle will run to and from Alice Smith Elementary School during set-up (8:00 a.m. to 10:00 a.m.) and take-down hours (3:30 p.m. to 4:30 p.m.) and also continuously between Eisenhower and Oak Ridge Country Club from 10:00 a.m. to 4:30 p.m.

If you have replacement staff coming after 10:00 a.m., they must park at the Oak Ridge parking lot since the shuttle bus will be running continuously to/from that lot during Fair hours and during take-down (10:00 a.m. to 4:30 p.m.) **PLEASE BE SURE TO PARK IN THE SOUTH END OF THE OAKRIDGE LOT (turn left upon entering the lot). Signs will direct you to the HRF parking area.**

