



Minneapolis Gift & Art Expo
November 1-3, 2024
Minneapolis Convention Center

2024 Exhibitor Package

Please take a few minutes to review this information prior to the event.

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Dear Exhibitor —

Welcome to the Minneapolis Gift & Art Expo! We are excited to have you exhibiting in the show, and we would like to take this opportunity to thank you for participating. We want this to be an amazing event for you, so we have put together a comprehensive package of information that you will need to ensure smooth production- from move in, to move out. We understand that there are a lot of details involved in an event of this size, so please do not hesitate to contact us at any time with questions or concerns.

Enclosed in this package you will find important dates and deadlines, move-in information, utilities order forms, maps and directions, and other details about the show. Please take the time to review this information carefully prior to the show dates.

If you are not the person who will be setting up, manning the booth, or tearing down during this event, please pass this information on to them.

Thank you for participating in the 2024 Minneapolis Gift & Art Expo, we hope you have a wonderful show!

Sincerely,

Deana Escudero – Sales Manager
952-881-5030 x1133
DeanaE@homeshowcenter.com

Steven Meredith – Event Director
952-881-5030 x1101
StevenM@homeshowcenter.com

Tammie Scott – Onsite Operations Manager
952-881-5030 x1118
TammieS@homeshowcenter.com

At a Glance: Important Information —

Show Dates:

November 1 - November 3, 2024

Show Hours:

Friday, 12:00PM - 7:00PM

Saturday, 10:00AM - 6:00PM

Sunday, 10:00AM - 5:00PM

Exhibit Space Includes:

3' high x 10' wide drapery side walls

8' high x 10' wide drapery back wall

Color: Black

1 Company ID Sign

Move-In Hours:

Wednesday, 1:00PM - 6:00PM

Thursday, 10:00AM - 6:00PM

Move-Out Hours:

Sunday, 5:00PM - 9:00PM

Monday, 8:00AM - 1:00PM

Location:

Minneapolis Convention Center

Hall E (Main Level)

Directory —

Show Facility

Minneapolis Convention Center

1301 2nd Ave S. – Exhibit Hall E

Minneapolis, MN 55403

General: 612-335-6000

Exhibitor Services: 612-335-6550

Fax: 612-335-6600

Show Management

L&L Exhibition Management

7809 Southtown Center #200

Bloomington, MN 55431

Phone: 952-881-5030

Toll Free: 800-374-6463

Fax: 952-881-4272

info@homeshowcenter.com

Official Show Decorator

Chrom Expo

2131 Broadway Street NE

Minneapolis, MN 55413

Phone: 515-202-5629

info@chromexpo.com

Concessions & Food Sampling

Kelber Catering, Inc.

612-335-6321

JoelD@kelber.com

Food Permits & Safety

Minneapolis Health Department

Phone: 612-673-2301

EnvironmentalHealthPermit@minneapolismn.gov

How to Prepare —

You will be provided with a 10'x10' exhibit space that has black 8' high back drape and 3' high side drape. This **does not** include a table, chairs, electricity, other booth furnishing, or carts for setup. Your booth can be displayed however works best for your products, but please view the requirements and recommendations listed below.

Setting up your space —

- **Floor Covering:** The floor of Hall E is concrete, so a floor covering of some kind is recommended and will make your space more inviting. You may bring in your own carpet, area rugs, removable tiles, or any other floor covering for your 10'x10' booth. The flooring does not have to cover the entire floor place, it can be centered within the space. Do **NOT** use self-adhesive tiles or duct tape on the convention center floor, the Minneapolis Convention Center requires you to use gaffer's tape. [Click here to view.](#)
- **Holiday Item / Winter Themed Decoration:** All booths are required to have an item that will carry the holiday / winter theme throughout the show. This can be: a holiday item or product that you sell, a string of lights, a small decorative tree, a wreath or garland, or any other type of holiday/festive décor. You can decorate your entire space or accent your booth; we want our visitors to feel the theme of the holidays / winter as they shop the entire show. [Click Here to view examples.](#)
- **Height of Display:** You may build your booth up to 8' high on all sides, but you are required to be mindful of your neighbors and stay within your allotted 10'x10' booth space. If any part of your display interferes with your neighbor or comes out into the aisle, you may be asked to move your display in accordance with these rules.
- **No Children Under 16:** Any children under the age of 16 will not be allowed on the show floor during set-up or tear-down. This is for their safety and all exhibitors need to be in compliance with the Convention Center's policies.
- **No Tacking, Taping, or Pinning:** All exhibitors must be in accordance with the Convention Center policies regarding hanging decorations. You will not be able to tape, tack, nail, or otherwise fasten decorations to the walls, windows, doors, floors, glass, ceilings, or painted surfaces of the Convention Center. In addition, exhibitors will not be able to pin any hanging signs or decorations to the drape within their booth, however hanging items from the pipe using s-hooks from the decorator is permitted. S-hooks will be available at the exhibitor check in and decorator desks near the move-in doors.

Move-in and Move-out –

Please review information regarding our set-up and tear-down process. With such a large hall and so many exhibitors, following these instructions will help the entire process run smoothly.

- Due to limited space in Exhibit Hall E, there will be no vehicles permitted into the exhibit hall unless it is a part of your booth display. You will need to cart your items from your vehicle at the loading dock to your booth. All exhibitors are advised to bring your own carts.
- Move-in doors are located at the back of the hall and can be accessed through the **Hall E loading docks**. You will enter the loading docks through the entrance off **E. 16th Street**, and attendants at the gates will direct you to **Hall E**. [Click Here to View a Map of the Loading Docks](#)
- You will be assigned a specific move-in time based on your booth size and location. Below are the hours that the hall will be available for move-in, but please arrive at your assigned time. You will receive your move-in assignment via email two weeks prior to the show.
- General Move-in will be scheduled **Wednesday, October 30th between 1:00PM and 6:00PM** and **Thursday, October 31st between 10:00AM and 6:00PM**.
- If the assigned date and time is not possible with your schedule, please let show management know and arrive during the general move in times above. The exhibit hall will be open on Friday before show hours, please contact show management if you will need to set up Friday morning.
- When you arrive, please check in at the table near the move-in doors inside the hall. There you will pick up your exhibitor badges, find your booth, and meet the show managers who will be available throughout the weekend.
- **Storage:** Due to limited space in Exhibit Hall E, there will be no room for additional storage inside the exhibit hall, or indoor trailer parking. Show Management and the MCC are not responsible for your items, so please store any valuables or merchandise at your own discretion.
- **Loading Dock Parking:** Purchase of loading dock parking passes is a first-come first-served basis with the other events held at the Convention Center. Parking passes are solely purchased through the Minneapolis Convention Center, please contact them directly at (612) 335-6550.
- **Move-out will begin on Sunday, Nov 3rd when the show closes at 5:00PM.** For the safety of attendees and respect for fellow exhibitors, do not begin dismantling your booth before 5:00pm. Leaving early will lower your opportunity to exhibit again at future events. Once you have dismantled and packed up your booth, you will get your vehicle from the parking garage and cart your items to the loading dock.
- You will have access to the hall for move-out until **9:00PM on Sunday**. The hall will also be available on **Monday, Nov 4th from 8:00AM-1:00PM**. You must have all your items out of the hall by 1:00PM Monday, or they will be dismantled and stored by the decorator at your expense.

During the Show –

Show Management is here to help at any point during the show. See below important information that will help make this event a success for you.

- **Onsite Management:** Show managers will check in with you throughout the weekend, but if you have urgent questions, please go to the L&L Info Booth at the front of the Exhibit Hall. If they are unavailable, go to the Box Office and request show management to stop by your booth.
- **Box Office:** The box office will be set up outside the entrance to Hall E.
- **Payment Processing:** Major mobile networks have recently updated their capacity at the MCC, so your cellular data should be high speed for processing credit card payments on mobile apps (i.e. Square). If you need wireless internet services through Smart City, it will be available onsite for a daily rate. You can access this by connecting to the Exhibitor Wi-Fi network and selecting your options from the pop-up page to log in. **If you do not wish to purchase internet and cannot use data, please research an option that allows credit card processing offline.**
- **Booth Sitters:** If you need someone to watch your booth during breaks, there will be booth sitters available at the L&L Info Booth inside the Exhibit Hall. We suggest bringing a friend or coworker to the show to help you with breaks, because a booth sitter is not guaranteed. Show Management is not responsible for your merchandise.
- **Connect with us on Social Media!** Please use the hashtag **#giftandartexpo** on social media and be sure to follow our Facebook and Instagram **@giftandartexpo**. We'd love to see your updates before and during the event!

Dates and Deadlines –

Final Booth Balance Due: October 1st, 2024

Decorator Advanced Orders Deadline: October 15th, 2024

Decorator Advanced Freight Deadline: October 22nd, 2024

Electrical Advanced Orders Deadline: October 17th, 2024 – [Click here to order online.](#)

Food & Beverage Sampling Applications Due: October 7th, 2024 – [Click here to view.](#)

Short Term Food Permit Applications Due: October 7th, 2024 – [Click here to view.](#)

Floor Plan —

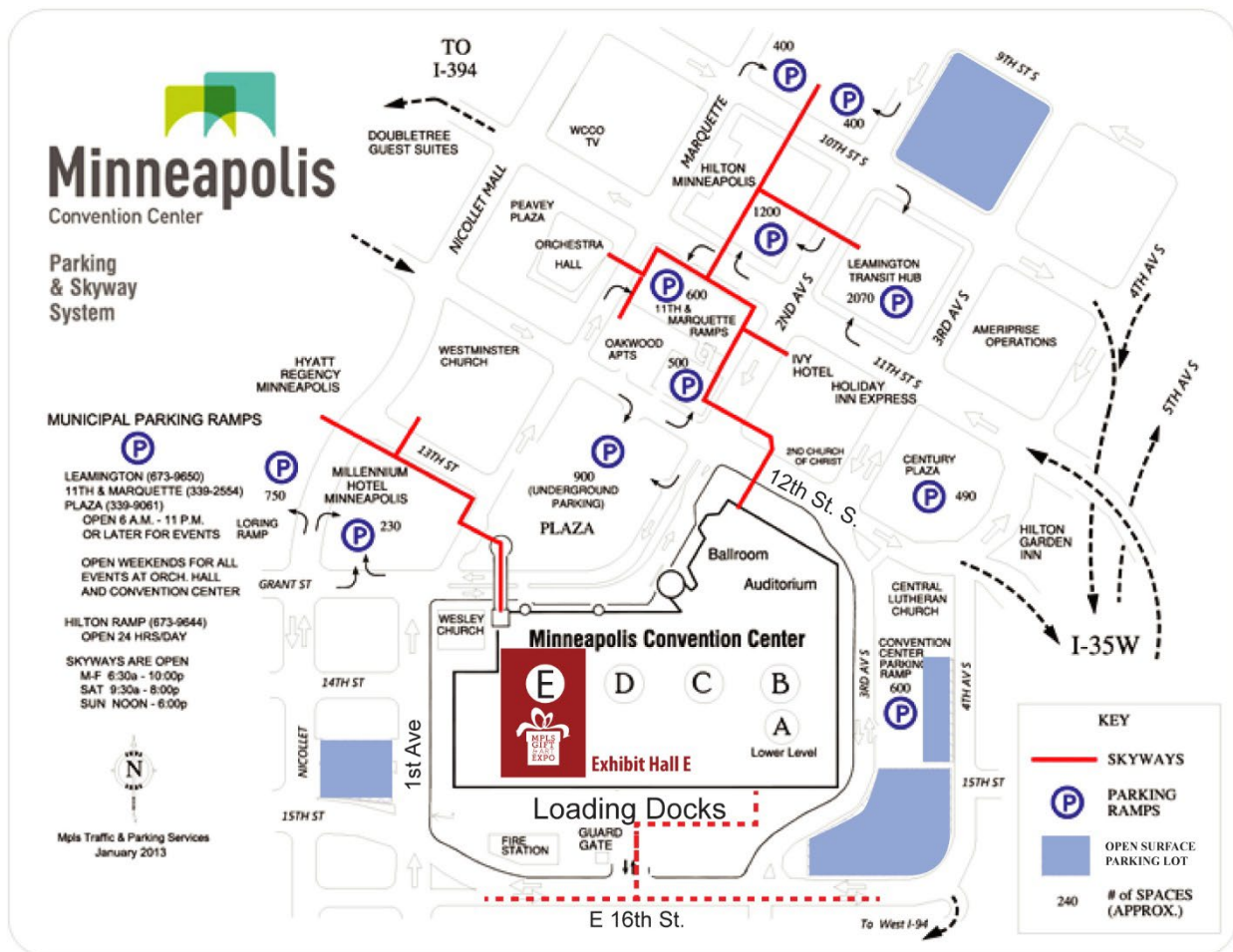
- The Gift & Art Expo is located in Exhibit Hall E on the Main Level of the Convention Center.
- Exhibitors will receive their booth assignments two weeks prior to the event via email.
- Floor plan is subject to change, and you will be notified if your booth location is affected.
[Click Here to View the Current Floor Plan.](#)
- Move-in doors are located at the back of the hall, and they can be accessed through the loading dock entrance off E. 16th Street. [Click Here to View the Loading Dock Maps.](#)
- Attendees will enter through the main entrance door at the front of the hall.
- Concessions will be provided by Kelber Catering through the MCC. Seating for concessions will be located in the front of the hall to the right of the entrance.



Parking –

There are many ramps surrounding the Convention Center in downtown Minneapolis that will be available for parking. The skyways will be open as well for easy access to the Convention Center. See below for a full map of the Convention Center detailing ramps nearby and the entrance you will take to access the loading docks.

- **Click the link below for detailed directions and parking information:**
>>> <http://www.minneapolis.org/minneapolis-convention-center/directions-parking/>
- **Loading Dock Parking Passes are available to purchase through the Minneapolis Convention Center. Call (612) 335-6000 to purchase.**
- **Hotels:** There are many hotel accommodations in downtown Minneapolis near the Convention Center. **Click the link below to find hotel accommodations:**
>>> <http://www.minneapolis.org/hotels/>



Policies —

ST19 - OPERATOR CERTIFICATE OF COMPLIANCE (OCC) FORM:

ALL exhibitors (regardless if they are selling at the show or not) are required to complete an OCC form for the MN Dept. of Revenue that includes a (7) seven digit number. OCC forms are due to Show Management before the show. Companies without an OCC form on file will be subject to fines up to \$500 per show day. Complete the form return to show management prior to the event date. For more information and forms, contact: Department of Revenue Sales & Use Tax Division Telephone: (651) 296-6181. If you do not have a tax ID for your business, it is free to obtain online here: <https://www.revenue.state.mn.us/sales-and-use-tax>

FOOD VENDORS:

All food vendors are required to completed both the Kelber Catering **AND** Minnesota Department of Health forms to be able to exhibit at the Gift & Art Expo.

Kelber Catering: Any vendor selling, or sampling food must comply with the policies of the contracted caterer, Kelber Catering. All food vendors **MUST** have their items prepackaged and may not be intended for onsite consumption. In addition, **the minimum price of any item must be \$21.**
[Click Here to View the Kelber Catering Food and Beverage Sampling Request Form](#)

Minneapolis Department of Health: All Food Vendors are required to submit a copy of the Short-Term Food Permit [linked here](#) to show management. Please send a copy need a completed short term food permit (and \$47.50 fee payment) -or- the application with a copy of an exemption from the list below.

List of Exemptions:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (MDA)
- Product of the Farm exempt vendors

Payment Options: Contact info@homeshowcenter.com to request.

1. Online with ACH Bank transfer
2. Credit Card Authorization Form

ALCOHOL: Alcohol is not permitted unless purchased from concessions. Any alcoholic beverage may not leave the exhibit hall once purchased from concessions. For information regarding sampling or sale of alcoholic beverages, please contact Kelber Catering to obtain the necessary permits.

CANDLES: Flameless battery-operated candles are allowed without additional permits. A "Special Event Permit" for an open flame may be obtained from the M.F.D. Fire Prevention Bureau. Application forms are available at <https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/Candles-and-decorative-open-flames.pdf> or by calling 612-673-3000. There is a charge for each permit.

HOLIDAY TREES AND HOLIDAY DECORATIONS: All artificial trees and wreaths must be flame retardant and lights must be U.L. approved. Real/Natural resin bearing trees and branches used for wreaths, garland, etc. must be treated with a flame retardant. Every natural or resin bearing tree used for holiday decoration, regardless of the type of tree, shall be so placed, kept and maintained so that the butt or bottom end of the trunk is at all times immersed in not less than two (2) inches of water. No cotton batting, straw, dry vines or leaves, celluloid or other flammable material shall be used unless fireproofed in a manner approved by the M.F.D. Fire Prevention Bureau. No trees or natural wreaths, etc., shall be placed in or immediately adjacent to exit areas, light wells or stairwells in the building. No candles shall be used on holiday trees or natural wreaths, etc. No electrical decorations shall be used on holiday trees or natural wreaths, etc.

ANIMALS/PETS: Animals/pets are not permitted in the building without prior approval of MCC management. Approval of animals/pets in the MCC is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/pets shall be kept in the exhibit or performance area at all times. The owner shall take full responsibility for their pet. A City "Animal Permit" is required for events held in Minneapolis involving any hoofed animal or an animal that is wild by nature. For further information and application forms, call (612) 673-6222 or visit <http://www.minneapolismn.gov/animals/licenses/animal-permits>. Service dogs are always welcome.



2024 ELECTRICAL SERVICE ORDER FORM

EXHIBITOR SERVICE INFORMATION

Main 612-335-6550
Fax 612-335-6600
ExhibitorServices@minneapolismn.gov

ONLINE ORDERING AVAILABLE AT

MinneapolisConventionCenter.com

Order Online

MAIL TO

Minneapolis Convention Center
Attn: Exhibitor Services
1301 Second Avenue South
Minneapolis, MN 55403

Please include event name
and booth number

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center fifteen (15) days prior to first show day
- Order online and save \$35

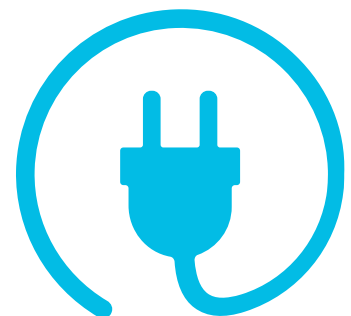
SAVE TIME

- Mail this form and payment directly to the Convention Center by mail or email
- Do not send forms to decorator
- Pay all Convention Center Services Orders with one check payable to: "Minneapolis Convention Center"

DID YOU KNOW?

**Other services offered at the Minneapolis
Convention Center - Order Online**

- Audio Visual & Cable Service
- Cleaning & Porter Service
- Guest & Security Service
- Plumbing & Compressed Air Service
- Food & Beverage Options (Kelber.com)



2024 Prices effective 1/1/2024 through 12/31/2024



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

2024 ELECTRICAL SERVICE ORDER FORM

Effective 1/1/24 thru 12/31/24

Email Form

Save \$35 when you order online Order Online			Order Date:	
Event Name:		Booth #:	Event Date(s):	
Company Name:			Exhibit Firm:	
Billing Address:	City:	State:	Zip:	Country:
Phone:	Email:			
Ordered by/title:	On-site Contact:		On-site Phone:	
Payment Notice: Advance rates apply only to orders paid in full and received 15 days prior to the first scheduled show day. Standard rates must be paid at move-in for all other orders. NO EXCEPTIONS.				

120 Volts Standard Electrical - Per Single Connection (nontaxable)							Total Due:
(Labor included for installation)	QTY	Advance Rate	QTY	Standard Rate	QTY	24-Hour Service	
10 Amps (1100 Watts)		\$142.00		\$178.00		+50% rate	
20 Amps (2200 Watts)		\$171.00		\$198.00		+50% rate	
Total:							

208 Volts Single Phase - Per Single Connection (nontaxable)							Total Due:
(Labor included for installation)	QTY	Advance Rate	QTY	Standard Rate	QTY	24-Hour Service	
208v Single Phase 20 Amp		\$260.00		\$365.00		+50% rate	
208v Single Phase 30 Amp		\$325.00		\$400.00		+50% rate	
208v Single Phase 40-60 Amp		\$500.00		\$700.00		+50% rate	
208v Single Phase 70-100 Amp		\$920.00		\$1,260.00		+50% rate	
208v Single Phase 100 Amp		\$920.00		\$1,260.00		+50% rate	
208v Single Phase 200 Amp		\$1,200.00		\$1,550.00		+50% rate	
Total:							

208 Volts Three Phase - Per Single Connection (nontaxable)							Total Due:
(Labor is not included for installation)	QTY	Advance Rate	QTY	Standard Rate	QTY	24-Hour Service	
208v Three Phase 20 Amp		\$325.00		\$455.00		+50% rate	
208v Three Phase 30 Amp		\$450.00		\$625.00		+50% rate	
208v Three Phase 40-60 Amp		\$700.00		\$980.00		+50% rate	
208v Three Phase 70-100 Amp		\$1,000.00		\$1,400.00		+50% rate	
208v Three Phase 100 Amp		\$1,000.00		\$1,400.00		+50% rate	
208v Three Phase 200 Amp		\$1,400.00		\$1,700.00		+50% rate	
Total:							

Service Accessories (taxable)			
(Power not included)	QTY	Standard Rate	
25' Round Extension Cord		\$35.00	
Triple Tap (3 Outlets)		\$30.00	
Power Strip		\$35.00	
Tax 8.025%			
Total:			

Labor Rates		
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	\$153.00	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	\$229.00	
Monday through Friday, 6:30 p.m. - 7:30 p.m. All day Saturday, Sunday, & Holidays	\$306.00	
Total:		

Processing Fee (avoid this fee when you order online) [Order Online:](#)

Order Total:

By your signature below, you acknowledge and agree to MCC Conditions and Regulations.
Payment must be in U.S. Funds. Use payment authorization form or make checks payable to the Minneapolis Convention Center.

Signature:

Date:



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

Minneapolis Convention Center Exhibitor Services Credit Card Authorization Form

Please provide the last 4 digits of your credit card number. MCC staff will call you to process the credit card payment.

Visa Master Card American Express Discover	Name on Card:		
Name on Card (Last 4 digits only): XXXX-XXXX-XXXX-	Expiration Month:	Expiration Year	
Billing Address:	City:	State:	Zip
Phone:	Email:		
Ordered by:	On-site Contact:		
Date:	On-site Phone:		
By signing below you agree to the authorization and approval for the Minneapolis Convention Center to charge the credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.			

Signature: _____

Date: _____

For MCC internal use only

Date Received:	Received By:	Notes:



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

CONDITIONS AND REGULATIONS

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - A. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - B. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - C. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - D. No service will be installed until full payment is received.
 - E. Cancellations:

Refunds will be computed as follows:

 - I. After installation - **NO REFUND.**
 - II. Before installation, but 6 days or less prior to first scheduled move-in day - **85% REFUND.**
 - III. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center **30 days prior** to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO circumstances shall anyone other than "house electrician" make electrical connections.**
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by **"house electrician" only.**
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

Standard Electrical Services.....	120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request.....	480 Volt, A.C., Three Phase, 60 Cycle 240 Volt, A.C., Three Phase, 60 Cycle



Name of Show: Minneapolis Art and Gift Expo

Dates: 10/30/2024 to 11/3/2024

CONSUMABLE FOOD & BEVERAGE SALES POLICY

Kelber Catering, Inc. (KCI) is the exclusive caterer and concessionaire within the Minneapolis Convention Center (MCC). KCI maintains exclusive rights for all consumable food & beverage sales for the MCC and its grounds, including outdoor plaza, surrounding sidewalks, marshalling yard and any other spaces under direct control of the MCC.

A Consumable Product is any product that may potentially be opened and consumed on site (e.g. pretzels, candies, popcorn, cookies, bottled water, soda, etc.). Consumable products must be pre-packaged and have a minimum sale price of \$21.00 per smallest saleable unit in order to be sold by exhibitors within the MCC grounds.

Non-Consumable Products are considered not readily consumed such as sauces, uncooked pasta, drink mixes, food mixes, spices, etc. These products can be sold by unit with no minimum pricing.

In order for an exhibitor to sell products within the MCC grounds this document must be signed and returned to KCI sales manager along with a readily available copy in your booth during show hours.

Your cooperation is greatly appreciated.

Please sign and return this document by October 13, 2024

Exhibiting Company Name _____

Booth # _____

Onsite Contact: _____

Cell _____ **Email** _____

Authorized Signature

By signing, I certify that I have read the above information

Printed Name

Date



Manufacturers & Distributors Food Sampling Application for Exhibit Booth Sampling at the Minneapolis Convention Center

Food and Beverage samples may only be distributed directly from a Manufacturer or Distributor's exhibit booth within the show floor exhibit space. Form must be completed and submitted for approval, at **least 10 business days** prior to first event date, to Kelber Catering, Inc. (KCI) the exclusive caterer within the Minneapolis Convention Center. KCI will review your request and reply within 3 business days of receipt.

1.) Food and Beverage samples are limited to products manufactured, processed or distributed by the exhibiting company within their exhibit booth space only.

2.) Items distributed are limited to sample sizes listed only; **no exceptions: Food items are limited to maximum of 2 oz. portions.**

- **Non-Alcoholic beverages are limited to maximum of 5 oz. portions**
- **Alcoholic beverages are limited to*:**
 - **Beer - 3 ounces**
 - **Wine -1.5 ounces**
 - **Liquor or Cordials .75 ounce**

3.) Manufacturer or Distributor wishing to sample full size food products or non-alcoholic beverages are required to complete this application within **45 days of event** and submit for approval review to KCI. Corkage fees will apply, if approved for full size food and beverage products. Corkage fee pricing will be determined on product and size.

*Exhibitors wishing to distribute alcohol products must contact KCI directly at 612-335-6045 in advance of completing sampling application. Corkage fees will apply to any sampling of alcohol products. A KCI bartender is required to serve sample alcohol product from exhibitor booth.

Company: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Contact name: _____

Phone: _____ Cell: _____

Email Address: _____

Product Description & Size: _____

The product listed above has been approved to be given away on show day(s) only. Product must be exactly as description states and meets all sample size requirements. Please have this form present at booth during show hours.

By signature hereon, above company or individual agrees to hold KCI and MCC harmless of any concerns arising from sample distribution of above stated products. It is the responsibility of the sampling company to have safe handling of products along with a hand washing station within the booth area. It is the responsibility of sampling company to inform show management of product sampling and to comply with all guidelines set forth within the Minneapolis Short Term Food Permit, see link.

[Short-Term Food Permit - City of Minneapolis \(minneapolismn.gov\)](http://minneapolismn.gov)

Client Name: _____ Signature: _____ Date: ____/____/____
Please print

Approved by: _____ Signature : _____ Date: ____/____/____
KCI Representative

Do I need to fill out this form?

Yes

A vendor planning to sell or give away food or beverages to the public in the City of Minneapolis. **No home-made food is allowed.**

Are you also the event organizer in addition to serving food to the public? If so, you must submit an Event Food Sponsor Permit Application in addition to this Short Term Food Permit Application. Your Short Term Food Permit will be free with your paid Event Food Sponsor Permit.

Maybe

Vendors serving only non-time/temperature control for safety beverages (wine, beer, water, soda, sports drinks) from a can, bottle or keg with no ice or garnish are pour-only vendors. Pour-only vendors do not need a Short Term Food Permit if they are listed on the Event Food Sponsor's permit as pour-only. Tea, coffee, juice and kombucha require a permit.

No

Food vendors with the one of following licenses or permits do not require a Short Term Food Permit. Simply give your permit, registration number, or license information to your Event Food Sponsor at least 2 weeks before the event:

- Licensed Minneapolis Mobile Food Vehicle (food truck) vendors
- Licensed Minneapolis Limited Mobile Food vendors
- Vendors with a Minneapolis Seasonal Food Permit
- Cottage Food Law exempt vendors registered with the Minnesota Department of Agriculture (MDA)
- Product of the Farm exempt vendors

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700

Rau kev pab 612-673-2800

Hadii aad Caawimaad u baahantahay 612-673-3500

How do I complete the application?

- 1 Complete the Short Term Food Permit Application sections A-G.
- 2 Give your application and fee payment to your Event Food Sponsor at least 2 weeks before the event begins.
- 3 Save the Food Vendor Checklist (pages 7-8) to fill out during set-up on the first day of the event.

Checks Payable to

L&L Exhibition Management, Inc.
7809 Southtown Center #200
Bloomington, MN 55431

1 Short Term Food Permit Application

Vendors must complete the Short Term Food Permit Application. A Short Term Food Permit is required to sell or give away food or beverages to the public in the City of Minneapolis. **No home-made food is allowed.**

Give your Short Term Food Permit Application to your Event Food Sponsor more than 2 weeks before the event start date. Do not send your completed application to the City of Minneapolis.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.

People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.

TTY users call 612-673-2157 or 612-673-2626.

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For Office Use Only

Payment type

Check #

Amount

LIC #

A Applicant Information

Your name (last, first)

Business name

Street address

City

State

Zip code

Email address

Telephone number

If you have a retail mobile food handler license issued by MDA enter the number here

B Event Information

Event name

Start date of the event

End date of the event

C Food Preparation Location

Where food and/or beverages will be prepared and stored: At event Licensed kitchen

Summary of menu or food item(s) **No home-made food is allowed.**

All items are prepackaged and remain unopened when served to the public.

Refrigeration is not required for any items.

If both boxes are checked, please skip to Section F

Name of the licensed commercial kitchen

Address of the licensed commercial kitchen

City

State

Zip code

REQUIRED: Attach a letter or lease agreement indicating you have permission to use this kitchen.

D Food Preparation at Licensed Commercial Kitchen

N/A

Check the preparation procedure(s) each menu item requires before the event. **No home-made food is allowed.** (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section D2 (page 5)

E Food Preparation at Event

N/A

Check the preparation procedure(s) each menu item requires at the event. (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									

Check here if additional menu items are listed on Section E2 (page 5)

F Suppliers, Transportation and Equipment

- | | | |
|-----|----|--|
| Yes | No | Will you have handwashing within 10 feet?
(Required if you serve open food or beverages) |
| Yes | No | Will you have mechanical refrigeration?
(Required if the event is over 4 hours and you have cold time/temperature control for safety foods) |
| Yes | No | Will you use ice in insulated containers instead of mechanical refrigeration?
(Allowed only if event is 4 hours or less; food must remain at or below 41°F) |

List grocery stores or distributors where foods and ingredients are purchased or premade

Please check all equipment used at the event. Domestic slow cookers and crock pots are not allowed. Sterno® and other canned heat are not allowed at outdoor events.

Grill Warmer Hot Boxes Mechanical Hot Holding Other _____

D2 Food Preparation at Licensed Commercial Kitchen – Additional Items

Check the preparation procedure(s) each menu item requires before the event. (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									

E2 Food Preparation at Event – Additional Items

Check the preparation procedure(s) each menu item requires at the event. (See page 2 for terms and definitions.)

Menu item	Thaw	Cut or assemble	Cook or bake	Cool	Cold holding	Reheat	Hot holding	Portion packaging	Storage
1.									
2.									
3.									
4.									
5.									
6.									

G Verification

Read and verify each item. Sign and date your application.

Check to verify that you understand the requirements.

- ☐ **I understand my application must be given to the event food sponsor at least 2 weeks before the event, so he or she may submit it on time.**
 - If the event food sponsor has to submit my application less than 2 weeks before the event late fees will be charged. Late applications received within two business days of the event may be denied or the menu restricted.
 - Once my application is approved, changes cannot be made to the menu.
- ☐ **I have received the Food Vendor Checklist on pages 7 and 8. I understand I should complete this checklist on the day of the event, before serving.**
- ☐ **I have received the Food Vendor Guidelines on page 9.**
- ☐ **I understand hand washing must be set up within 10 feet, if serving open food or beverage.**
- ☐ **I understand I must keep cold time/temperature control for safety foods at or below 41°F.**
 - If the event is over four hours long, I must use mechanical refrigeration.
 - If the event is four hours or less, I may use ice in insulated coolers. Foods must still remain at or below 41°F.
- ☐ **I understand I need to label all canned, bottled and packaged items with the following:**
 - Name of food product.
 - Name and address of manufacturer.
 - A list of all ingredients in descending order by weight, including any of the top 8 food allergens.
- ☐ **I understand my food or beverage service will be immediately closed for any of these reasons:**
 - Serving opened food or beverage without hand washing.
 - Preparing or bringing food from home or from an unlicensed facility.
 - Contamination or other immediate health hazards.
 - Not bringing enough equipment to hold time/temperature control for safety foods at required temperatures.

Applicant Signature

Date

2 Application Submission and Fees

Give your Short Term Food Permit application to your Event Food Sponsor. The Event Food Sponsor must turn in your application with their application at least 2 weeks before the event. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees.

On time applications:

- **\$95.00** for public events in the City of Minneapolis
- **\$47.50** for public events at the Minneapolis Convention Center

Late applications:

- **\$190.00** for public events in the City of Minneapolis
- **\$95.00** for public events at the Minneapolis Convention Center

Checks Payable to

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Bloomington, MN 55431

Minneapolis has rules on containers used for serving food and drinks.

- All food businesses licensed in Minneapolis must follow Green to Go rules
- Caterers, hospitals, and nursing homes do not need to follow Green To Go rules

Green To Go rules apply to food and drinks meant to be eaten immediately or taken to go. Food and drinks must be put in containers that are either:

- Reusable
- Recyclable
- Compostable

Recyclable Plastics

Choose recyclable plastics with a #1, #2 or #5.



Compostable Plastics

Choose compostable plastics with the BPI certified logo.



Black plastic

Black plastic is trash.

- Avoid using black plastic containers
- Local recycling facilities are not able to recycle black plastic



Not allowed

- #6 plastics (polystyrene)
- Styrofoam™ (expanded polystyrene)



minneapolisismn.gov/green-to-go

For reasonable accommodations or alternative formats please contact an Environmental Health supervisor at 612-673-2301 or Health@Minneapolisismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850. Para asistencia, llame al 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

Collection bins

Food businesses must provide collection bins for each type of material used.

- Recyclable materials must be recycled
- Compostable plastics must be collected as organics and sent for composting



Exempt items

These items do not need to meet Green To Go rules:

- Utensils
- Straws
- Stir sticks



Utensil suggestion

- Ask customers if they need utensils, straws and stir sticks. Only give them out when needed.
- This can save money and reduce waste

Packaging food onsite

Individual servings of food and drinks must be in packaging that meets Green To Go rules.

This does not include:

- Foods prepackaged by a manufacturer, producer or distributor
- Plastic films less than 10 mils thick

Be aware

Some products promoted as green or good for the environment do not meet Green To Go rules.

Hennepin County

Hennepin County offers grants, signage, and technical assistance to businesses.

Visit hennepin.us/business-recycling, email businessrecycling@hennepin.us or call 612-543-9298.



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type

Name of Business Selling or Exhibiting at Event

Minnesota Tax ID Number

Seller's Complete Address

City

State

ZIP Code

Name of Person or Group Organizing Event

Name and Location of Event

Date(s) of Event

Merchandise
Sold

Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information

Complete this section if you are not required to have a Minnesota tax ID number.

- ☐ I am selling only nontaxable items.
- ☐ I am not making any sales at the event.
- ☐ I participate in a direct selling plan, selling for _____ (*name of company*), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
- ☐ a nonprofit organization that meets the exemption requirements described below:
- _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (*MS 297A.70, subd. 13[a][4]*).
- _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015) (*MS 297A.70, subd. 13[b][1]*).
- _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of Seller

Print Name Here

Date

Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.revenue.state.mn.us**.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at **www.revenue.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.