

# SHOW INFORMATION

## AT A GLANCE

**SHOW:** St. Cloud Sportsmen's Show

**LOCATION:** St. Cloud River's Edge Convention Center | St. Cloud, MN 56301

**DATES:** February 9 – 11, 2018

**SHOW HOURS:**

February 9 <sup>th</sup>	Noon – 9:00 PM
February 10 <sup>th</sup>	10 AM – 8:00 PM
February 11 <sup>th</sup>	10 AM – 5:00 PM

**PROMOTER:** Cenaiko Productions, Inc. | [www.cenaiko.com](http://www.cenaiko.com) | (763) 755-8111

**DECORATOR:** Cenaiko Expo, Inc. | [www.cenaikoexpo.com](http://www.cenaikoexpo.com) | (763) 755-8111

**MOVE-IN:** Starting Thursday, February 8<sup>th</sup> (see page 3 in packet for specific times)

**BULK DEALERS WILL BE CONTACTED WITH EXACT MOVE-IN TIMES.**

**MOVE-OUT:** No later than Midnight, Sunday, February 11<sup>th</sup>

**HOTEL:** Information on page 7 of the packet

**PARKING:** Parking is available in the Convention Center parking ramp (beneath the building) and in the Grand Central Parking Ramp across the street from the Convention Center.

**FREIGHT:** Advance freight warehousing arrangements can be made through Cenaiko Expo, Inc. (See page 5 for specific details.)

More specific and detailed information is included in the exhibitor packet. If there is any other way that we may assist you in show preparation, please call our office at (763) 755-8111.

*Welcome*  
*to the*  
*30th Annual*  
ST. CLOUD  
***SPORTSMEN'S***  
***SHOW***

FEBRUARY 9 - 11, 2018

We are excited to have you participating in the 30th Annual ST. CLOUD SPORTSMEN'S SHOW at the **River's Edge Convention Center** and wish you success during the Show.

This Exhibitor Information Kit has been prepared for your benefit. We have attempted to answer any questions you, as an exhibitor, may have regarding the show. We ask that you or the individual in charge of your booth review all of the enclosed information. If you should have any questions, please feel free to contact one of our staff at 763-755-8111.

*presented by - CENAIKO PRODUCTIONS, INC.*  
*763-755-8111*  
*www.cenaiko.com*

# ST. CLOUD SPORTSMEN'S SHOW

FEBRUARY 9 - 11, 2018

## SHOW LOCATION:

St. Cloud River's Edge Convention Center  
10 4<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
<http://www.stcloudriversedgeconventioncenter.com/>

## SHOW OFFICE:

The Show Office is located in the River's Edge Lobby.

**PLEASE NOTE:** Exhibitor check-in is required and booth space must be paid in full prior to booth set-up.

## SHOW DATES:

Friday	February 9 <sup>th</sup>	12 Noon - 9:00 PM
Saturday	February 10 <sup>th</sup>	10:00 AM - 8:00 PM
Sunday	February 12 <sup>th</sup>	10:00 AM - 5:00 PM

**\*REMINDER TO EXHIBITORS: ALL BOOTHS MUST BE STAFFED DURING THE ABOVE HOURS THE ENTIRE DURATION OF THE SHOW.\***

## PARKING:

Parking is available in the Convention Center Parking Ramp (located beneath the building) and in the Grand Central Parking Ramp across the street from the Convention Center.

**EXHIBITOR MOVE-IN:**

Following is a schedule of exhibitor move-in times for the show. Please adhere to this schedule.

**\*\*ALL BULK DEALERS WILL BE NOTIFIED WITH EXACT MOVE-IN TIMES\*\***

<b>BULK DEALERS:</b>	Thursday - February 8th	9:00 AM - 8:00 PM
<b>BOOTH MOVE-IN:</b>	Thursday - February 8th	12:00 PM - 8:00 PM
	Friday - February 9th	8:00 AM - 10:00 AM

**ALL EXHIBITS MUST BE COMPLETED BY 10:00 AM ON FRIDAY, FEBRUARY 9<sup>TH</sup> SO THAT THE AISLES CAN BE CARPETED.**

**DOORS OPEN TO THE GENERAL PUBLIC AT 12 NOON ON FRIDAY, FEBRUARY 9TH.**

**EXHIBITOR MOVE-OUT:**

**REMOVAL OF EXHIBITS MAY NOT BEGIN BEFORE 5:00 PM, ON CLOSING SUNDAY.**

As a courtesy to our customers who have paid to see the Show late Sunday afternoon, we feel they are entitled to see the entire show. Therefore, we must insist that no literature or exhibit material be removed from your booth or that you start dismantling your booth prior to the closing of the Show, Sunday at 5:00 PM. Failure to comply with this policy will result in cancellation of any future contracts.

**ALL EXHIBITS MUST BE COMPLETELY REMOVED BY MIDNIGHT SUNDAY, FEBRUARY 11<sup>th</sup>.**

### **BOOTH CONSTRUCTION:**

Cenaiko Productions will provide 8-foot high backwall curtains (except Bulk Dealers), 3-foot high sidewall curtains and an exhibitor identification sign, at no extra cost to the exhibitor. The exhibit may extend 4 feet from the rear wall at the 8-foot height but further extension must be limited to a 3-foot height. Exhibitors must drape the back of any unsightly structures at their own expense.

Booth specification rules **must** be followed. If your booth does not comply with these specifications, please re-design your booth before coming to the show to avoid problems. No obstructions will be allowed past the 3-foot height. Please be courteous to your neighbor.

### **DECORATIONS:**

All decorations including draping, skirting, etc. must be flameproof to comply with the fire department regulations. The Fire Marshal will be checking all booths. All tables must be professionally skirted. Equipment ordered through *Cenaiko Expo, Inc.* complies with all regulations.

Signs, banners, etc. may not be fastened in any way to our pipe and drape or any Convention Center property including doors, walls, glass, columns, painted surfaces, or fabric walls.

**PLEASE NOTE: THE CONVENTION CENTER IS BY LAW A NON-SMOKING FACILITY.  
THIS POLICY WILL BE STRICTLY ENFORCED.**

### **BOOTH EQUIPMENT & DISPLAY MATERIALS:**

Tables, chairs, skirting, carpeting, etc. may be obtained through *Cenaiko Expo, Inc.* An order form has been included. Please note the considerable savings to you by ordering in advance rather than at the show site. Mail order forms and payment directly to *Cenaiko Expo, Inc.* forms without payment will not be accepted. Be sure to add 7.37% City and State Sales Tax to your order.

**DEADLINE FOR ADVANCED PRICING IS JANUARY 30, 2018.**

Please visit the show office (located in the River's Edge lobby) with any questions or last minute details you may have.

### **GASOLINE AND PROPANE TANKS:**

Remove propane tanks from all units to be exhibited. Permanently installed propane tanks on motor homes must be completely empty. Locked gas caps must be on all gas tanks and battery cables must be disconnected. The Fire Marshal will be checking on these.

### **NOTICE TO ALL MARINE AND RECREATIONAL VEHICLE DEALERS:**

The 2018 St. Cloud Sportsmen's Show is one of the Midwest's finest showcases for sporting and recreational products. Therefore, we request that all dealers show **NEW 2017 and 2018 YEAR** models only. Non-Franchise products are prohibited from sales or display. Advertising or promotion of such products is also prohibited.

### **FREIGHT-DRAYAGE/HANDLING:**

There is limited storage at the Convention Center. Shipments to the facility should arrive no sooner than two days prior to show opening. Advance freight warehousing arrangements can be made through Cenaiko Expo, Inc. they may be reached at 763-755-8111. Also, should you need help moving your freight to and from the show floor, please see the enclosed Material Handling form to arrange for those service(s).

**THE SHIPPING ADDRESS FOR THE RIVER'S EDGE CONVENTION CENTER IS:**  
**10 4<sup>TH</sup> AVENUE SOUTH. ST. CLOUD, MN 56301.**

**\*Please label shipments "Attn: Cenaiko Productions, Inc." with your Company Name and Booth Number(S).**

Exhibitors are required to set up and tear down their own booth. However, Cenaiko Expo, Inc. does offer set up & tear down service. If labor service is needed, please contact us at (763) 755-8111 to make arrangements.

### **INSURANCE:**

It is the sole responsibility of the exhibitor to have your own insurance (SEE CONTRACT). We have special watchmen on duty at all times, but due to increased theft at shows around the country, we cannot guarantee against loss. We suggest you provide a trunk or box equipped with a lock where small or valuable items may be kept safely when you leave the building. Do not leave TV's, DVD'S, laptops or phones unattended.

### **DRAWING & SHOW RESTRICTIONS:**

Any exhibitor having drawings in their booth must register with the show office as to the nature of the drawing and the prizes offered. They must furnish the show office with the list of winners by 4:00 PM on Sunday February 11, 2018.

Exhibitors may not give away or sell helium-filled balloons, bumper stickers or any self-sticking advertising or promotional material.

No microphones will be permitted without the permission of Cenaiko Productions. Audio-visual equipment may not be operated in a manner that will disturb other exhibitors. Any disagreements regarding this matter will be dealt with at the sole discretion of Cenaiko Productions.

Literature and other promotional items may only be distributed from the confines of the exhibition booth. Cenaiko Productions specially prohibits the distribution of any publication or periodical in the Convention Center or registration areas without written consent.

### **ELECTRICAL SERVICE:**

Electrical service may be obtained from the St. Cloud River's Edge Convention Center. Enclosed is an electrical form, which should be completed and emailed to [Dianne.Koch@ci.stcloud.mn.us](mailto:Dianne.Koch@ci.stcloud.mn.us) or faxed to River's Edge 320-255-9863 with cover letter enclosing payment information.

### **TELEPHONE SERVICE:**

Local and Long Distance phone service is available for Exhibitors through the St. Cloud Convention Center. To arrange for service, complete the enclosed form and email to [Dianne.Koch@ci.stcloud.mn.us](mailto:Dianne.Koch@ci.stcloud.mn.us) or fax to River's Edge 320-255-9863 with cover letter enclosing payment information.

**PLEASE NOTE: A 20% SURCHARGE WILL BE APPLIED TO ALL ORDERS NOT RECEIVED 10 DAYS PRIOR TO THE SHOW OR ORDERS RECEIVED WITHOUT FULL PAYMENT.**

## **HOTEL ACCOMMODATIONS:**

The following hotel will be offering discounted accommodations to Exhibitors:

### **BEST WESTERN KELLY INN**

100 - 4<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
(P): 320-253-0606

Rates: \$94.00 - All Rooms

**RESERVATION DEADLINE**  
**JANUARY 8, 2018**

### **GRANDSTAY SUITES**

213 – 6<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
(P): 320-251-5400

Rates: \$119.00 - 1 Bedroom Suite

**RESERVATION DEADLINE**  
**JANUARY 8, 2018**

In order to receive the Sport Show discounted rates when calling for reservations, you must identify your affiliation with the St. Cloud Sportsmen's Show. Rates cannot be changed at check-in or checkout times for guests who fail to identify their affiliation with the Show when making their reservation.

Reservation requests received after the cut-off dates will be accepted on a space and rate availability basis. Guests arriving after 6:00 PM will require a guarantee by credit card.



**EXHIBITOR CREDENTIALS:**

Exhibitor credentials and passes will be available for pick up at the when exhibitors check in prior to set-up. The Show Office is located in the lobby of the River’s Edge Convention Center.

**NO EXHIBITOR CREDENTIALS AND/OR PASSES WILL BE RELEASED TO ANY EXHIBITOR UNLESS BOOTH SPACE HAS BEEN PAID IN FULL AND THE OPERATORS CERTIFICATE OF COMPLIANCE (ST-19) FORM HAS BEEN COMPLETED.**

Exhibitor Passes will be distributed as follows:

- 1 Booth 4 Exhibitor Passes
- 2 Booths 6 Exhibitor Passes
- Bulk Dealers Passes will be allocated on booth size

The Exhibitor Pass is presented to the ticket taker upon entering the Show each day. The ticket taker will punch the pass and return the pass to the exhibitor. The pass can only be punched once per day so if you wish to leave the premises and return the same day, it will be necessary to have your hand stamped as you leave. Each booth attendant will be required to have his or her own Exhibitor Pass for admission to the Show. Exhibitor Passes will allow exhibitors to enter the Show one-hour before general admission.

It is the responsibility of the exhibitor to distribute Exhibitor Passes to booth attendants or make arrangements to have tickets left at the Will Call desk. If attendants forget or lose their passes, they must enter the Show at the public gate and pay the regular admission price.

**ABSOLUTELY NO REFUNDS.**

**THE "WILL CALL" DESK WILL BE LOCATED AT THE TOP OF THE ESCALATOR AT THE 7<sup>TH</sup> STREET ENTRANCE FOR EXHIBITOR CONVENIENCE.**

**ADVANCE ADMISSION OR ONE DAY EXHIBITOR ADMISSION:**

Regular \$6.50 tickets or exhibitor one-day tickets may be purchased in the Show Office for \$5.50 per ticket. One-day exhibitor tickets allow your workers to enter the premises one-hour prior to the opening of the Show. In case you have more booth attendants than your allotted exhibitor passes, your one-day exhibitor tickets will provide a one-time admission. These tickets are good any day of the Show. Use these for your preferred customers, associates, prospects, friends and family members. GOOD FOR SHOW HOURS ONLY.

## **MAKE YOUR ADVERTISING DOLLARS WORK FOR YOU!**

Limited advertising space will be available for this show program. If you have questions, please contact Barry Cenaiko at 763-755-8111 or [Barry@cenaiko.com](mailto:Barry@cenaiko.com) to learn more.

(Free copy available for every attendee at the Sportsmen's Show)

Free \$1.00 off Discount Coupon is available at  
<http://stcloudsportshow.com/wp-content/uploads/sites/4/2016/07/St-Cloud-Coupon.pdf>

# 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> 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.

<b>Sign here</b>	<i>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.</i>	
	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

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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](http://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](http://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.