



# 69th Annual CPM Short Course & MCPR Trade Show

## December 10-12, 2019

### 2019 Application and Contract for Booth Space

Company				Published Phone	
Contract Contact				Published Email	
Contract Contact Email				Published Website	
Address				Published Description (limit 35 words)	
Mailing City, State, Zip					
<b>2019 Booth Rental Rates</b>					
Booth Size	Mem   Non Mem	Comp Reg	Booth Size	Mem   Non Mem	Comp Reg
<input type="checkbox"/> 10 X 10 Line Booth	\$795   \$1520	1	<input type="checkbox"/> 20 X 60 Bulk Booth	\$2600   \$3325	5
<input type="checkbox"/> 10 X 20 Line Booth	\$1160   \$1885	2	<input type="checkbox"/> 25 X 55 Bulk Booth	\$2950   \$3675	6
<input type="checkbox"/> 10 X 30 Line Booth	\$1545   \$2270	2	<input type="checkbox"/> 25 X 60 Bulk Booth	\$3000   \$3725	6
<input type="checkbox"/> 20 X 20 End Cap	\$1825   2550	4	<input type="checkbox"/> 30 X 50 Bulk Booth	\$3000   \$3725	6
<input type="checkbox"/> 20 X 30 Bulk Booth	\$2350   \$3075	4	<input type="checkbox"/> 30 X 60 Bulk Booth	\$3550   \$4275	6
<input type="checkbox"/> 20 X 35 Bulk Booth	\$2425   \$3150	4	<input type="checkbox"/> 50 X 60 Bulk Booth	\$4850   \$5575	8
<input type="checkbox"/> 20 X 40 Bulk Booth	\$2500   \$3225	4	<input type="checkbox"/> 60 X 90 Bulk Booth	\$8200   \$8925	10
<b>Booth Location Requested</b> <i>Note: All booths are on a first come first serve basis. Every attempt will be made to honor booth location request.</i>			<b>Booth Personnel</b> Additional personnel can be added at the cost of \$95 per individual on or before 11/19/19 and \$120 after 11/19/19.		
First Choice:			1st Booth Personnel:		
Second Choice:		Third Choice	1st Booth Personnel Email		
Request to <b>not</b> be located near the following companies:			2nd Booth Personnel:		
Request to be located near the following companies:			2nd Booth Personnel Email:		
<b>Payment Method</b> <input type="checkbox"/> Check (payable to MCPR)    Credit Card: <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> AMEX			3rd Booth Personnel:		
Card Number:			3rd Booth Personnel Email:		
Expiration Date (required)		CVV Code (required)		4th Booth Personnel:	
Card Holder Name:			4th Booth Personnel Email:		
Card Holder Billing Address			5th Booth Personnel:		
Card Holder City, State, Zip			5th Booth Personnel Email:		
<b>Authorization</b> <i>Please reserve the space for our use in the CPM Short Course and MCPR Trade Show. In making application we agree to exhibit under and comply with the accompanying terms and conditions, which rules and regulations are reference hereby made part of this contract.</i>			<b>Signature (Required)</b>		

**Sign and Remit with payment:** Email: [kknapp@miia.org](mailto:kknapp@miia.org), fax: (763)235-6461, or mail to: MCPR, 15490 101st Ave N #100, Maple Grove, MN 55369. Questions please call Keith Knapp at (763) 235-6466 x6478.

# EXHIBITOR RULES & INFORMATION

**Dates, Locations and Hotel** - The 2019 MCPR Trade Show will be held at the **Minneapolis Convention Center, December 10-12**. The Headquarters Hotel is the Minneapolis Hilton Towers, for reservations call 612.376.1000. Discount room rates are available if you reserve under the Minnesota Crop Production Retailers room block.

**Exhibit Hours** - The exhibit hall will be open for attendees from 3:00 p.m. to 6:30 p.m. Tuesday, December 10<sup>th</sup> for the welcoming reception, viewing of exhibits, and MCPR Annual Meeting; 9:00 a.m. to 5:00 p.m. for general viewing on Wednesday and 9:00 a.m. to 11:00 a.m. on Thursday. The exhibit areas will be closed and guarded at night.

## Booth Rental Procedures

1. MCPR Member Exhibitors from 2018 will receive first priority over new exhibitors until **September 27, 2019**. First in receives priority. No end caps will be sold, unless four connecting booths are reserved.
2. The signed contract must be accompanied with **full** rental charge paid by credit card or check to be counted for priority booth assignment.
3. Amount of space requested. (Please note the Minnesota Crop Production Retailers will recognize only one company name per contract, company sign and for promotional purposes).

Please indicate your three choices (by booth number or letter) when completing the application/contract for booth space. Although MCPR cannot guarantee that every exhibitor will receive one of their choices, every effort will be made to comply with your request. In addition to location choice, please note any exhibitors that you wish or do not wish to be near.

MCPR reserves the right to make reasonable shifts in location of an exhibitor for the betterment of the tradeshow and benefit of exhibitors and attendees alike.

## Booth Sizes - The following booth types are available:

1. Line displays are 10' deep by 10' high by the length of 10' increments you choose (shown on floor plan as numbered booths). Exhibitors displaying in this area must limit booth design and promotional aids to this area.
2. Bulk displays are a minimum of 20' by 30' (shown on floor plan as lettered booths). A variety of sizes are available. If the size you need is not listed contact MCPR to make arrangements for space and get a price quote.

Type	Size	Member   Non-Member	Complimentary Registrations
Line	10X10	\$795   \$1520	1
Line	10X20	\$1160   \$1185	2
Line	10X30	\$1545   \$2270	2
Line	20X20 End Cap	\$1825   \$2550	4
Bulk	20X30	\$2350   \$3075	4
Bulk	20X35	\$2425   \$3150	4
Bulk	20X40	\$2500   \$3225	4
Bulk	20X60	\$2600   \$3325	5
Bulk	25X55	\$2950   \$3675	6
Bulk	25X60	\$3000   \$3725	6
Bulk	30X50	\$3000   \$3725	6
Bulk	30X60	\$3550   \$4275	6
Bulk	50X60	\$4850   \$5575	8
Bulk	60X90	\$8200   \$8925	10

**Booth Accessories** - Each line display booth will be equipped with an 8' high back wall and 3' high side dividers and one ID sign. All exhibitors may order a white-topped, undraped table and two folding chairs at no charge (order form will be included with the decorator's information/order kit, available online at [www.corexpo.com](http://www.corexpo.com)). Draping for the table may be purchased from the show decorator at an extra charge.

Additional booth furnishings may be brought in by the exhibitors and/or rented from the show decorator, Corexpo, if desired.

**Electricity, Telephone and Cleaning Services** for individual booth spaces are not included in the cost of the booth rental cost. These services are available at an additional cost to the exhibitor, and can be ordered using forms included with the decorator's information/order kit, available online at [www.corexpo.com](http://www.corexpo.com)

**Move-In / Move-Out** - All installation of exhibits will occur on Monday and Tuesday, December 9th and 10th. To avoid congestion the bulk booths will move in on Monday and the line booths will move in on Tuesday. All exhibits must be set up by 2:30 p.m. on Tuesday in preparation for attendee session break.

No exhibitor may remove an exhibit, in whole or in part before 11:00 a.m. on Thursday, December 12th. Early removal may result in loss of location priority for the following year's exposition. All exhibits must be removed by Noon on Friday December 13, 2019.

**Shipping, Erecting and Dismantling of Exhibits** - Corexpo is the contracted decorator for the tradeshow. Send bill of lading showing both originating and delivering carrier to Corexpo as soon as shipment is made in order to receive shipment if it is not received in a reasonable amount of time. Shipping instructions will be included with the decorator's information/order kit, available online at [www.corexpo.com](http://www.corexpo.com). Mark all exhibits with your company name, booth number and Minnesota Crop Production Retailers. **Do not ship displays directly to the Minneapolis Convention Center.**

## Booth Shipments

Address all shipments of exhibits as follows:

Corexpo  
c/o YRC  
12400 Dupont Avenue South  
Burnsville, MN 55337

If you need assistance with uncrating or erecting equipment or displays please call Corexpo at 651.917.2632.

**Character of Exhibits and Restrictions** - Minnesota Crop Production Retailers reserves the right to reject or prohibit any exhibit or part of an exhibit which, in the opinion of the MCPR Events Committee, is not suitable in keeping with the character of the Tradeshow (including persons, things, printed matter, souvenirs, catalogs and conduct). It also reserves the right to remove any exhibit which, because of noise or other reasons, becomes objectionable.

Exhibitors shall limit their exhibits to products manufactured or distributed in the regular course of their business. Exhibitors may not permit any representative of a firm not under contract as an exhibitor to solicit business from their assigned space.

No exhibitor may sell any food or beverage.

Booth design and promotional aids in numbered booths are limited to no more than 10' in height, and must remain within booth space boundaries.

**Food Item Give-Aways** are allowed, but must be cleared through the Minneapolis Convention Center's food service Kelber Catering 612.335.6045. Due to the exclusive right of the food service to provide food and beverages in the Minneapolis Convention Center, an exhibitor may be required to pay a surcharge to the food service when giving away food items.

## No Copyrighted Music Allowed As Part Of Exhibits

No exhibitor may use musical performance (live or mechanical) which includes ASCAP or BMI copyrighted material.

**Liability** It is expressly understood and agreed between the exhibitor and the Minnesota Crop Production Retailers that MCPR, its officers, directors and employees, and the Minneapolis Convention Center will not be held responsible for any loss of, or damage to, goods or property or exhibitors and exhibitor's employees. Each exhibitor, upon signing an application/contract for booth space, expressly releases the Minnesota Crop Production Retailers from, and agrees to indemnify them against, all claims.

**Workers Compensation Coverage Provided By Exhibitors** - Exhibitor agrees to provide workers compensation for exhibitors' personnel and set-crew as required by law.

**Cancellation Policy** - If written notice of space cancellation is received to MCPR by **October 25, 2019**, 50% of the monies received will be refunded. No refunds will be made for cancellation after **October 25, 2019**.