SHOW INFORMATION
AT A GLANCE

SHOW: Minnesota Sportsmen's Boat, Camping & Vacation Show

LOCATION: Saint Paul RiverCentre | St. Paul, MN 55102

DATES: January 13 – 16, 2022

SHOW HOURS:

January 13th	2 PM – 9:00 PM
January 14th	NOON – 9:00 PM
January 15th	10 AM – 8:00 PM
January 16th	10 AM – 5:00 PM

PROMOTER: Cenaiko Productions, Inc. | www.cenaiko.com | (763) 755-8111

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

MOVE-IN: Begins Tuesday, January 11th. (See page 3 in packet for specific times)

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

MOVE-OUT: No later than Monday, Noon, January 17th

HOTEL: Information on page 7 of the packet

PARKING: Pre-paid parking cards are available for exhibitors for parking at the RiverCentre ramp. (See the enclosed information for ordering.)

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

TAX INFO: The Minnesota Department of Revenue requires all exhibitors complete an *ST-19 Form - Operator Certificate of Compliance*

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.

CENAIKO PRODUCTIONS, INC.
Exposition Management and Consultants

9697 EAST RIVER RD. • MINNEAPOLIS, MN 55433 • (763) 755-8111

Welcome

to the 52nd Annual

MINNESOTA
SPORTSMEN'S
Boat, Camping & Vacation
SHOW

January 13 - 16, 2022

We are excited to have you participating in the *52nd Annual SPORTSMEN'S SHOW* at the **RiverCentre** and wish you much 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

MINNESOTA SPORTSMEN'S BOAT, CAMPING & VACATION

SHOW JANUARY 13-16, 2022

SHOW LOCATION:

Saint Paul RiverCentre
175 W Kellogg Blvd.
St. Paul, Minnesota 55102
http://www.rivercentre.org

SHOW OFFICE:

The show office is located upstairs in the Roy Wilkins Auditorium in-between booth numbers 140 and 141.

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

SHOW DATES:

Thursday	Jan. 13Th	2:00 PM - 9:00 PM
Friday	Jan. 14Th	12:00 PM - 9:00 PM
Saturday	Jan. 15Th	10:00 AM - 8:00 PM
Sunday	Jan. 16Th	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:

See the enclosed information regarding the purchase of pre-paid parking cards for the RiverCentre ramp. Pre-Paid parking cards can be picked up at the Show Office or RiverCentre Exhibitor Kiosk, located in Roy Wilkins Auditorium.

EXHIBITOR MOVE-IN:

Following is a schedule of exhibitor move-in times for the show. Please check your booth location and adhere to the schedule that applies to the area that your booth is located in.

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

ROY WILKINS AUDITORIUM & L SECTION: Enter on 5th Street-Up Ramp

Tuesday	January 11th	12 Noon - 8:00 PM
Wednesday	January 12th	8:00 AM - 8:00 PM

** EXCEPTIONS: Booth #'s 24-27, 37A-39, 40-43, 56-59 | Move-in is Wednesday January 12th between 4:00pm – 8:00pm ONLY! **

ROY WILKINS EXHIBITION HALL (1): Enter on 5th Street - Down Ramp

BULK DEALERS: Tuesday, January 11th

RIVERCENTRE EXHIBITION HALL (A–B): ALL REMAINING BOOTHS (Booth Numbers 500–600)

Enter - South on 7th, left (east) on Eagle St. the loading entrance is on left. After off-loading, exit onto Exchange St.

BULK DEALERS:

Tuesday, January 11th	8:00 AM – 8:00 PM
Wednesday, January 12th	8:00 AM – 8:00 PM

ALL EXHIBITS MUST BE COMPLETED BY 8:00 PM ON WEDNESDAY JANUARY 12th SO THAT THE AISLES CAN BE CARPETED.

DOORS OPEN TO THE GENERAL PUBLIC AT 2:00 PM ON THURSDAY, JANUARY 13th

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 NOON, ON MONDAY, JANUARY 17th

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 RiverCentre property including doors, walls, glass, columns, painted surfaces, or fabric walls.

PLEASE NOTE: THE RIVERCENTRE BY LAW IS 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. Email or mail order forms and payment directly to Cenaiko *Expo*, Inc. Forms without payment will not be accepted. Be sure to add 7.875% City & State Sales Tax to your order. **DEADLINE FOR ADVANCED PRICING IS JANUARY 3th, 2022.**

Please visit the show office (located upstairs in the Roy Wilkins Auditorium in between booths 140 and 141) 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 2021 Minnesota Sportsmen's Boat, Camping & Vacation Show is one of the Midwest's finest showcases for sporting and recreational products. Therefore, we request that all dealers show **NEW 2021 or 2022 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 no storage at the Saint Paul RiverCentre. Shipments to the facility should arrive no sooner then 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).

***Please label "Attn: Cenaiko Productions, Inc." with your company name & booth number(s).**
The address for the RiverCentre is 175 W Kellogg Blvd. St. Paul, MN 55102.

The Shipping Address / Loading Dock For The Saint Paul RiverCentre Is:

310 EAGLE STREET ST. PAUL, MN 55102.

Exhibitors are required to set up and tear down their own booth. However, Cenaiko *Expo*, Inc. does offer set up & tear down services. Please refer to the enclosed materials to make those arrangements.

INSURANCE:

It is the sole responsibility of the exhibitor to have his or her 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, phones, DVD players, or computers unattended.

SHOW RESTRICTIONS:

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 RiverCentre or registration areas without written consent.

ELECTRICAL SERVICE & TELEPHONE SERVICE:

All exhibitors will need to order facility services such as electrical, telephone, water, drain, etc. using the online ordering system, which can be found on the RiverCentre website by visiting http://www.rivercentre.org/exhibit/order-exhibitor-services For questions about your order or the ordering process, please call the exhibitor services team at (651) 265-4875.

SEE ATTACHED FOR GUIDELINES AND PRICING

WIRELESS INTERNET SERVICE – IMPORTANT NOTE:

Wireless internet service is available free of charge. It is IMPORTANT to note that wireless internet use is available for casual attendee or light exhibitor use, such as checking email, browsing the internet, or displaying web sites. Uploading and/or downloading audio or video files is not considered casual browsing and may cause system issues either for you or for others in the facility. Personal (rogue) wireless or hotspot devices can also result in wireless service issues and are restricted in this facility. Please be respectful of this policy. If your business depends on reliable internet service, please order a WIRED internet line.

HOTEL ACCOMMODATIONS:

The following hotels will be offering discounted accommodations to Exhibitors:

PLEASE BOOK WITH THE HOTEL DIRECTLY AND **DO NOT** ACCEPT ANY 3RD PARTY RATES

****INTERCONTINENTAL ST. PAUL RIVERFRONT**

11 East Kellogg Blvd
St. Paul, MN 55101
(P): 651-292-1900 or
(P): 800-333-3333

Rate: $109.00 (Single or Double)
Reserve by December 13th, 2021

HOLIDAY INN

175 West 7th Street
St. Paul, MN 55102
(P): 651-225-1515

Rates: $119.00 (Single or Double)
Reserve by December 13th, 2021

HAMPTON INN & SUITES 200 West 7th Street
St. Paul, MN 55102
(P): 651-224-7400

Rates: $129.00 (Single or Double)
Reserve by December 13th, 2021

LIMITED ROOMS AVAILABLE

In order to receive the Sportsmen's Show discounted rates when calling for reservations, you must identify your affiliation with the Minnesota 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 deadline 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 when exhibitors check in prior to set-up. The Show Office is located upstairs in the Roy Wilkins Auditorium in between booth numbers 140 and 141.

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 7TH STREET ENTRANCE FOR EXHIBITOR CONVENIENCE. (IN THE KELLOGG LOBBY)

ADVANCE ADMISSION OR ONE DAY EXHIBITOR ADMISSION:

Regular $12.00 tickets or exhibitor one-day tickets may be purchased in the Show Office for $9.00 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.

Also advanced admission tickets may be purchased for $9.00 per ticket. 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!

The Official Show Program is printed by the Midwest Outdoors. Space is limited.

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

For more information call: Roger Cormier at 612-790-8545 or e-mail rogerlcormier@gmail.com

-$1.00 off Discount Coupon is available at: www.stpaulsportshow.com/

MINNESOTA · REVENUE

ST19

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
Cenaiko Productions, Inc.

Name and location of event
Minnesota Sportsmen's Boat, Camping & Vacation Show | Saint Paul RiverCentre - St. Paul, MN

Date(s) of event
January 13-16, 2022

Merchandise

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.