

Exhibit Planning Information

Booth Package

- The planner/promoter selects the basic booth package to offer exhibitors from the **Planner/Promoter Show Rates** sheet.
- Exhibitors will order electric, extra tables, additional equipment, etc. directly from the DECC.
- Orders can be made electronically or forms printed from www.decc.org.
- Advance orders for additional equipment and services made by Exhibitors must be received by the DECC five (5) days prior to the first scheduled move-in day.

Catering Policies

- Food and Beverage items that are to be distributed by an Exhibitor to show attendees must be purchased from the DECC.
- See attached copy of *DECC Food Service Guidelines for Exhibitors*.

Decorating Rules

- Items cannot be attached to painted or finished surfaces.

Floor Plan Design Approval

- DECC Event Planner will work with Planner/Promoter to create an exhibit hall floor plan no less than two (2) months prior to event date.

Parking

- Parking is available in the DECC parking lot for \$5 per day.
- Parking is charged for move-in days, show days and move-out days.
- Parking for trailers, semi trucks and other large vehicles is available in the back rows of the parking lot.
- RV overnight parking is available with and without electricity. No advance reservations.

Security

- Security arrangements made by Planner/Promoter.

Show Move-In

- Show move-in is scheduled (4) four hours prior to the opening of the show. Special move-in times can be arranged in most cases with your Event Planner.

Sign List

- A sign list with booth names and numbers must be received (2) two weeks prior to the first scheduled move-in day.

Internet Service/Telephone Lines

- Internet Service is available from the DECC. See Internet Rate sheet for prices and information.
- A limited number of telephone lines are available from the DECC. Service is available in the Edmund Fitzgerald Hall and Convention Center meeting rooms. Contact your Event Planner for availability and rates.
- Qwest Communications may be contacted for service in other areas of the DECC.

Shipping

- Materials may be shipped to the DECC no more than seven (7) days prior to the first scheduled move-in day. Materials should be labeled as follows:

DECC
Deliver to Door 9
Show Name—Booth Name
350 Harbor Drive
Duluth, MN 55802-2698