



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 & Telephone Service

- Internet Service is available from the DECC. See Internet Rate sheet for prices and information.
- Contact your Event Planner for availability and rates for telephone lines.

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