



## 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](http://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 \$10 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