

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 to be made electronically via website www.decc.org
- Advance orders for additional equipment and services made by exhibitors must be received by the DECC (5) days prior to the first scheduled move-in day.
- Side and Back Drape:
 - Drape Colors: Black, Blue, Silver, Red Green
 - Drape Height: 8' and 2 ½'
- Identification Sign
 - Maximum Size: 7" by 44"
 - Letters – Black on White background
 - Need list 4 weeks before event
- Skirted Table:
 - Skirting Colors for Exhibits: Black, Blue, Red, Green and White
- Chair(s)
- Power
- Standard Booth Sizes: 8'x10' or 10'x10'

CATERING POLICIES

- Food and Beverage items that are to be distributed by an exhibitor to show attendees must be purchased from the DECC.
- See DECC Food Service Guidelines for exhibitors.

DECORATING RULES

- Items must be free standing and 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

- All parking is first come, first serve.
- Parking is available to the DECC parking lot of \$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 same day as opening of the show.
- Earliest move-in, 6:00 AM.
- Move-Ins: If a separate move-in day is needed, additional room rent will apply at full rental rates. Planner rep must be on-site during move-in.
- A sell desk will be set at the DECC's discretion. Hours vary accordingly with each event. The sell desk provides the option to rent tables, chairs, and other equipment at the higher floor rate.

SIGN LIST

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

INTERNET SERVICE

- Internet Service is available from the DECC. See Internet Rate sheet for prices and information.

SHIPPING

- Drayage Rates apply for exhibitors
- 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, 350 Harbor Dr, Duluth MN 55802-2698