

EXHIBITOR GUIDE

Booth Size

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Therefore, a display may not extend above 4' within 4' of the aisle. No signs above 8'. Remember: "Be a good neighbor."

Security

All buildings will be locked over-night. Please secure or remove any valuables from your Exhibit Space to make sure they are not tampered with. Neither the MEP nor the MN State Fair will assume any responsibility for an Exhibitor's exhibit, personal property, goods, or sales material before, during, or after the Expo. It is suggested that the Exhibitor insure its property against loss arising from theft, fire, flood, vandalism, accident or any other occurrence.

Literature Distribution & Storage

During the Expo, printed material can be distributed only from an Exhibitor's assigned space. There is no on-site storage for extra materials, exhibit equipment, etc. Please consider our zero waste goal when deciding what to distribute at the Expo.

Cancellation

Should an Exhibitor determine they must cancel their participation, they may do so until April 20th. A refund of 90% of the Exhibitor Fee will be given (10% will be retained by MEP to cover processing and administrative costs). No refunds will be given after April 20th.

Acceptance into the Expo is for the present year only, and MEP makes no assurances, expressed or implied, for participation in future shows.

Animals & Pets

Animals and pets are not allowed in the Living Green Expo buildings unless prior approval is obtained. (Service dogs are exempt).

On-Site Sales

If you are selling merchandise on-site, you must have a completed ST-19 Form with you at your booth. If you don't have a current ST-19 form, contact the Department of Revenue at 651-282-5225 for more information.

Sound Devices

The use of devices for mechanical reproduction of sound or music is permitted up to 85 decibels, but must be controlled. Sound may not be projected outside Exhibitor's Space.

Food and Beverage Distribution

If you are planning to sell or sample food or beverages for consumption on site, you may need a license from the state and/or city health department and the MN State Fair. Please contact Peggy Spatefor at the MN Health Dept. at 651-632-5146 and Maria McCullough at the MN State Fair at 651-632-2689. If a license is required, you must have the license at your booth during the Expo.

The Living Green Expo is a zero-waste event

We are partnering with Eureka Recycling to work with you, the vendors, to carefully design this event to be waste-free. Recycling and composting will be available at the event for vendors and attendees. However, in order for this event to be waste-free, we need the cooperation of every vendor. PLEASE PLAN AHEAD: If you plan to distribute anything (literature, sample products or promotional materials), we require that they be recyclable or compostable to avoid creating unnecessary waste. The following items can be recycled: Paper, Cardboard, Glass Bottles, Aluminum Cans & Foil, Plastic Bottles. Other types of plastic cannot be recycled. The following items can be composted: All food including meat and dairy, waxed paper and cardboard, wooden stir sticks, and non-recyclable paper such as paper cups, napkins, etc. Please **DO NOT** distribute plastic cups, plastic utensils or items wrapped in or packaged by something other than paper. In addition, NO helium-filled balloons shall be used or distributed and self-adhesive stickers shall NOT be distributed. You will be expected to properly sort discards generated in your exhibit space at recycling and composting stations. Assistance will be available. For more information, contact Miriam Holsinger at Eureka Recycling 651-222-7678 or miriamh@eurekarecycling.org

Sublicensing

Exhibitor may not sell, assign, share, rent, sublicense, donate, or otherwise dispose of any part of its Space or in any way allow another company or person to display or advertise in its Space without MEP's prior written consent. Exhibitor shall not allow a non-exhibitor to place stickers, placards, or other signs anywhere in the Expo.

Exhibit Set-up/Tear-down

All Exhibitors must set up between 8:00 a.m. and 8:00 p.m. on Friday, April 30th. Please contact Fred Shepherd at fred@eventarch.com, to let him know the approximate time of arrival based on the following available times:

8:00 – 10:00 a.m.	10:00 a.m. – 12:00 p.m.
12:00 – 2:00 p.m.	2:00 – 4:00 p.m.
4:00 – 6:00 p.m.	6:00 – 8:00 p.m.

Communicating your approximate arrival time to Fred will allow for a smooth and trouble free move in. When you are unloading during move in, **you can briefly park your vehicle(s) by the Grandstand as you unload.** Once you have finished unloading, you must move your vehicle to a permanent parking lot. **You must supply your own moving equipment** (i.e. two-wheeled dolly) as there are none available on site. There is no on-site storage. Contact the Fred at fred@eventarch.com for information regarding deliveries.

All exhibits must be completely set-up by 8:00 p.m. on Friday, April 30th. All exhibit equipment & supplies must be removed by Noon on Monday, May 3rd.

Compliance

The license issued by the Minnesota State Fair to MPCA for the Expo is specifically subject to the Minnesota State Fairgrounds Facility Guide (the "Guide"). The Guide also governs the Expo's Exhibitors, and Exhibitor must comply with the provisions of the Guide except as specifically stated otherwise. A 2010 Guide is available upon request from MEP.