



AIA
Minnesota

A'19
MN

EXHIBITOR
INFORMATION



85th Annual
American Institute of Architects Minnesota
A'19 MN Conference on Architecture
November 12-15, 2019
Minneapolis Convention Center
Minneapolis, MN

Who attends?

Each year we consistently attract 1,500+ attendees, offering exceptional programs and providing opportunities to network with state-of-the-art exhibiting companies. Minnesota architects and building industry professionals attend the annual Convention and Expo to learn about trends and new technologies in building products and earn continuing education credits by attending seminars. With more than 250 exhibiting companies and more than 50 seminars, this is the single largest annual event in Minnesota for architects.

Who attends?

- Architects
- Contractors/Engineers
- Landscape Architects
- Manufacturers
- Students
- Interior Designers... and others!

2019 Exhibit Hall D Schedule & Highlights

Exhibit Schedule

Tuesday, November 12
4 - 6pm

Wednesday, November 13
11am - 6pm

Thursday, November 14
11:30am - 2pm

Specific hours to be determined as program schedule is confirmed.

TO REGISTER:
[**CLICK HERE**](#)

Booths do not include electricity or any furnishings.

Booth Reservations

Please read through this prospectus and complete the online registration to reserve your booth. If you were not an exhibitor last year, we will not assign a booth for you until after March 31 since we offer the 2018 Exhibitors first right to renew their same booth from last year. If you reserve now, you will be put in line for a booth reservation. Booths will be assigned in the order that they are received giving priority to renewals.

To Reserve Your Booth

Register online with payment in full at <https://www.aia-mn.org/misc-event/exhibit-space-reservation/>. If you prefer to pay by check, email Pam Nelson at nelson@aia-mn.org to reserve your booth and then mail your check to the AIA MN office, Attn: Pam Nelson

Cancellations/Refunds

Requests for cancellation, either full or partial, must be made in writing and sent either by registered or email. Phone/email cancellations will not be accepted. Requests received prior to July 31, 2018 will receive a forty percent (40%) refund. No refunds will be made to requests received on or after July 31, 2019. No refund may be made for space that is unused during all or part of the exhibition. Should space remain unoccupied at the opening of the exhibit, AIA Minnesota may rent or use it without obligation of refund.

Booth Regulations

- No portion of any exhibit may extend over the assigned space. You will be asked to alter your exhibit should you extend past the size requirements. We will making exceptions on an individual booth basis prior to set up date.
- The maximum height allowed is 8 feet.
- Side height limits are 3 feet high for the first 3 feet in from the aisle. Thereafter, an exhibit may go up to 8 feet high for the remaining 7 feet to the back wall (applies to in-line booths, not end-cap booths).
- End-cap booths: two adjacent booths at the end of a row. Eight foot maximum height allowable for 14 feet wide. The 3-foot height limit must be observed for the first 3 feet in from the aisle.

EARLY BOOTH RENEWALS

2018 EXHIBITORS have first right to renew same booth for 2019 by March 31. After that, booths open up to the public and the rate increases.

Booth Size	Before Mar 31	After Mar 31
10' x 10' single inside booth	\$ 1,245	\$ 1,300
10' x 10' single corner booth	\$ 1,295	\$ 1,345
10' x 20' double inside booth.	\$ 2,315	\$ 2,370
10' x 20' corner & inside booth	\$ 2,370	\$ 2,420
10' x 20' double corner booth	\$ 2,420	\$ 2,470
Island (4 corner booths)	\$ 4,620	\$ 4,670

Booths Include:

Booth ID sign, perimeter pipe & drape, listing in the on-site Conference program, listing in our Conference issue newsletter, access to the exhibitor lounge, free access to Conference seminars (some exceptions), subscription to Architecture MN magazine & our member newsletter.

BOOTHS DO NOT INCLUDE ELECTRICITY OR FURNISHINGS.

Sponsorship Opportunities

for exhibitors only (except where noted)

Opening Night Music Sponsor: \$600

Be the company to host our live music for the opening of the exhibit hall. This festive evening will be lots of fun and is always attended. You will have signage at the stage and company recognition in the printed materials.

Wed. Night Live Music Sponsor: \$600

Be the company to host our live music on Wednesday night in the exhibit hall. This festive evening will be lots of fun and is always attended. You will have signage at the stage and company recognition in the printed material

Ribbon Carousel Sponsor: \$500

Your company will be prominently displayed as the sponsor on our ribbon carousels in the reception area where members will stop to pick up their various ribbons designating the positions they hold in the organization.

Opening Night Food Sponsor: \$400/table or \$2500 for single sponsor

We will have several tables of light snacks around the exhibit hall for the opening night event in the exhibit hall. Promote your company by sponsoring one food table. Prominent signage will be displayed on the buffet table and on other signage promoting the event. (4-6 opportunities)

Wed. Night Hors d'oeuvres: \$3000

We will have several tables of hors d'oeuvres spread around the exhibit hall. Promote your company by sponsoring one of the tables. Prominent signage will be displayed on the buffet table and on other signage promoting the event. (4-6 opportunities to sponsor).

Morning Coffee Host –outside of Exhibit Hall: \$500/day

Host the coffee station in the registration area for convention attendees during morning hours. Sponsor signage will be prominently displayed. Option to have attendants at the beverage area to engage with attendees.

OPPORTUNITIES FOR EXHIBITORS AND NON-EXHIBITORS:

Tuesday Opening Keynote Speaker: \$3,000

Your company will be showcased as the single sponsor through signage and promotional materials. Your company name/image will be on screen at the start of the event. VIP seating reserved for your attendees. Materials could be distributed.

Wednesday Keynote Speaker: \$3,000

Your company will be showcased as the single sponsor through signage and promotional materials. Your company name/image will be on screen at the start of the event. VIP seating reserved for your attendees. Materials could be distributed.

Member Congress Lunch: \$3,000

Your company will be introduced and promoted with signage and in all promotional materials to 375-400 attendees of the annual business meeting & luncheon on opening day. VIP seating/lunch for a limited number of sponsoring company attendees.

Marketing Opportunities

Wifi Sponsor: \$4000

Be the company that everyone will see when they log in to the wifi. Your logo will appear everytime an attendee connects to the wifi.

Tote Bag Sponsor: \$600 + tote bags

Provide tote bags featuring your company's logo along with the AIA Minnesota logo. These tote bags will be made available to all Convention registrants. (Bag style, color and logo design will be selected by AIA Minnesota.) Call for availability.

Lanyard Sponsor: \$600 + lanyards

Provide lanyards featuring your company name/logo for the attendee and exhibitor name badges. Lanyard color and layout/style must be approved by AIA Minnesota. Call for availability.

Program Advertising

Each attendee will receive a printed program with all programs and events listed, as well as the directory of exhibitors. Up to 12 pages of advertising available to exhibitors and sponsors only. Print run 2,000.

	BW	4Color
Back Cover	\$1295	\$1495
Inside Front Cover	\$995	\$1195
Inside Back Cover	\$995	\$1195
Full Page	\$895	\$995
Half Page	\$495	\$695
Quarter Page	\$325	\$425

Ad deadline Oct 1. Dimensions and format will be provided.

OTHER OPPORTUNITIES

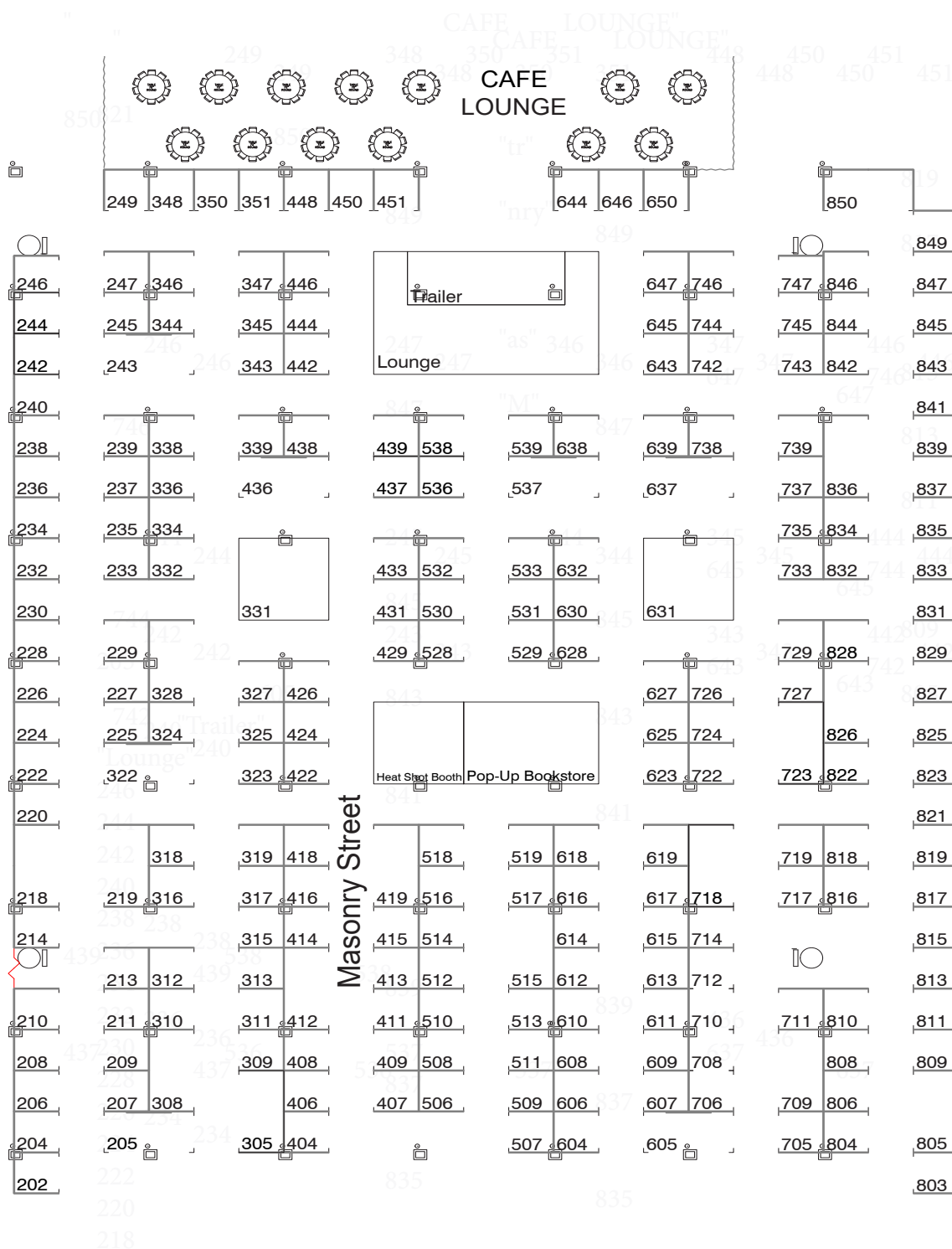
Details available at a later date:

- * Lead Retrieval Services
- * Tour Sponsorships
- * Program Track Sponsorships
- * Tuesday Beer Crawl Participation

To discuss sponsorship opportunities, contact Pam Nelson at 612-338-6763 or nelson@aia-mn.org

To register for booths and sponsorships: www.aia-mn.org/misc-event/exhibit-space-reservation/

2019 Exhibit Hall Floorplan



Minneapolis Convention Center, Hall D
 1301 2nd Avenue South, Minneapolis

2018 Exhibitor List & Booth Numbers

Reference the floor plan to see booth size

A		E		L		R	
ACO Drains/Geberit	531	EDCO Products Inc.	726	Larson Engineering Inc.	822	RCG Tax Partners	438
Acucraft Fireplaces	809	Elemex	717	The Lightwave Group	711	Reigstad	507
Acuity Brands/Davis adaptt	710/712	Emanuelson-Podas, Inc.	515	LKPB Engineers	310	RJM Construction	508
Adolfson & Peterson	414	Empirehouse, Inc.	627	Loeffler Construction	431	Roof Spec Inc.	823
Advanced Masonry Rest.	411	Enercept, Inc.	233	Loucks	509	Rose-Fleischaker Associates	738
AEC Resources	604	Energy Panel Structures	429	LP Building Products	637	Rum River Flooring	841
Aelius Solar Lighting	813	Evonik Corporation	446	LS Black Constructors	625		
Aerotek	204					S	
AKF Group	510	F		M		Schluter Systems	451
Aggregate & Ready Mix	218	ForeverLawn Minnesota, Inc.	646	M3Sixty	516	Schuler Shook	623
Allegion	532	Fox Blocks	638	MC&MCA -MN Concrete & Mas.		Scranton Products	610
AluSpec, Inc.	334	Franz Reprographics	343	Contractors Assoc.	412	Sherwin Williams	229
Amcon Concrete Products	406	Frontier Precision Inc.	350	M.G. McGrath, Inc.	514		
American Artstone Company	404	Fullerton Building Systems	513	Magic Pak/American Standard (Soderholm)	422	Sierra Pacific Windows	319
ACEC-MN	833			Major Industries, Inc.	332	Skold Specialty Contracting	832
American Hydrotech, Inc.	209	G		Marcus Construction	213	Sky Definition MN	742
American Masonry Rest.	415	G&J Awning and Canvas, Inc.	709	Marvin Windows and Doors	631	SMART Cabinetry/Galaxy	338
Anchor Block Company	419	Gage Brothers Concrete	611	Masonite International Lounge		SMARTci	714
Andersen Windows	537	Garage Experts	536	McCaren Designs, Inc.	644	Sonus Interiors	826
ARC Document Solutions	311	GlassArt Design	305	McGough Construction	202	St. Cloud Window	530
ArchCon	207	GRAEF	647	Mechanical Systems, LLC	439	Steven Cabinets	228
Architectural Polymers	609	Graham Architectural Prod	249	MEP Associates, LLC	206	Stoneworks Arch Precast	407
ASSA ABLOY Door	309	GS Direct	426	Meteeq Supply	643	Strukturoc, Inc.	650
Astro Engineering	208	Guardian Glass	842	Metro Hardwoods	315	Summit Companies	811
ATG USA	519			Midland Door Solutions	243	Sun Control of Minnesota	214
Atlas Roof & Wall	436	H		Millennium Forms, LLC	818	Synergy Products, LLC	317
Axel H. Ohman	416	H Window Company, LLC	723	Minnesota Brick & Tile	413		
		Hedberg Supply	815	Minnesota Concrete Council	218	T	
B		Heritage Construction	607	MN Construction Assoc	837	Tate, Inc.	733
Bachmans Inc.	645	Hillesheim Architectural Prod	230	MN Design Team - MDT	234	Tee Jay North, Inc.	339
Bayer Built Woodworks	328	Homes for All	222	MN Minority Goods & Svs.	827	TEKTON Engineers	619
Benjamin Moore & Co.	632	Huber Engineered Woods	324	Minnesota Screens	346	Terra Construction	606
Biwabik Mary Ellen Stone	724			MiTek Builder Products	613	Terrazzo & Marble Supply Co.	316
The Blackburn Company, Inc.	240	I		Mlazgar Associates	506	Thermo-Tech Windows	444
Borgert Products Inc.	538	IGG Interiors/Designer Stone	437	Modern Forms	718	TMI Systems Corp.	512
		Imetco - Innovative Metals	239	Molin Concrete Products	322	TNEMEC/Coating Resources	608
C		Impact Lighting	706	Montaggio	227	TOTO USA/Water Design Grp	318
Cambek - Designer Doors	345	In-Focus Systems, LLC	831	Mortarr	313	TSR Lighting+Controls	424
Central States Terrazzo	225	Indigo Signworks, Inc.	735			Tymetal Corp.	743
Chicago Brass	227	Innovative Architectural Prod	719	N		U	
Clark Engineering	433	Inpro Corporation	727	Nana Wall Systems	618	U.S. CAD	612
CSDZ	442	Inspec, Inc.	806	Navy Island, Inc.	817	U of M Press Lounge	
Coldspring	511	IMI	409	Nichiha USA	729	U of M School of Architecture	236
Commercial Aquatic Eng	327			NOR-SON Construction	232		
Compaction Technologies	336	J		North Skies Architectural	312	V	
Consillium Interior Design	826	James Hardie Building Prod	836	Northern Technologies, LLC	705	Valley Hardwoods	220
CSI	825	JE Dunn Construction	408			Viracon, Inc.	615
Consilium Interior Design	826	JTH Lighting Alliance	205	O			
Continuum Companies	528			Obermiller Nelson Engineers	639	W	
Cosentino	210	K		Ortal USA	539	W.L. Hall Company	605
CPMI	803	Kafka Granite, LLC	529			Wausau Supply	850
County Materials Corp	418	Kasota Stone Fabricators	722	P		Weekes Forest Products	839
		Kline-Johnson & Associates	805	Panasonic Ventilation	533	Wells Concrete	518
D		KLJ	351	Parklex USA, Inc.	816	Wenck	804
D.J. Kranz Company	617	Kolbe Windows & Doors	308	PECO Arts	450	Won-Door Corporation	219
Davis & Associates, Inc.	708	KONE, Inc.	211	Peikko Group	323		
Design Tree Engineering	834	Kraus-Anderson Construct	628	Pella Windows and Doors	331	X	
Designer Specialty Products	821	Kraus-Anderson Insurance	614	Petersen Alum/PAC-CLAD	819	Z	
dormakaba USA, Inc.	616			Pictura Interiors	630	Y	
Dunham	517			Pie Consulting & Engineering	347		
Dunwoody AIAS	238			Powerlift Hydraulic Doors	739		
Duxton Windows & Doors	828			Pulse Products	718		
Dynamic Homes	325						
Dyson, Inc.	737						

2019 Important Information

Payment

To reserve a booth, register & make payment in full online at www.aia-mn.org. If you prefer to pay by check, mail your check to the AIA MN office, Attn: Pam Nelson. Any booths not paid in full by the start of the Convention (November 12) will NOT be allowed to set up.

Cancellations/Refunds

Requests for cancellation, either full or partial, must be made in writing and sent either by registered or email. Phone cancellations will not be accepted. Requests prior to July 31, 2019 will receive a forty percent (40%) refund. No refunds will be made to requests received on or after July 31, 2019. No refund may be made for space that is unused during all or part of the exhibition. Should space remain unoccupied at the opening of the exhibit, AIA Minnesota may rent or use it without obligation of refund.

Liability

AIA Minnesota, A Society of the American Institute of Architects; Hubbell/Tyner; the Minneapolis Convention Center; and the City of Minneapolis do not guarantee the exhibitors against loss, damage, delay or theft of any kind during the course of the show, including move-in and move-out. The exhibitor shall indemnify any agents and employees from any cause or claim whatsoever. It is recommended that exhibitors obtain insurance.

Security

Security will be provided during the course of the show from move-in on Tuesday November 12, through move-out on Thursday, November 14.

Fire Regulations

Booth decorations and construction must conform to fire regulations of the City of Minneapolis and the exhibit facility. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials must be flameproof. Packing containers, excelsior, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

Music In Exhibit Booths

Because of aggressive enforcement laws related to copyrighted music, we must ask our exhibitors either (1) not to play live or recorded music that is subject to licensing by BMI, ASCAP, or any other organization authorized to license copyrighted music, or (2) to obtain themselves, at their sole expense, the proper license from the copyright holder. If an exhibitor plays music that is subject to licensing, and AIA Minnesota is obligated to pay any copyright holder, all costs of the copyright license, and the incidental costs to AIA Minnesota in conjunction with the licensee, shall be paid by the exhibitor as an additional booth charge. Please call AIA Minnesota if you have any questions regarding the playing of music (live or recorded) in your exhibit booth. Music in exhibitor booths is restricted to those exhibit hall sessions that don't feature live music.

Shipments/Booth Furnishings

Corexpo (651-917-2632) is the official handler and service contractor for this show. There is no obligation to use them if you have your own personnel. The service contractor will email complete information about rental of booth furnishings, drayage, etc., to confirmed exhibitors prior to the show. Completed forms must be returned to Corexpo directly. Rental information concerning electricity, water, cleaning, catering, etc., is available through the Minneapolis **Convention Center** (612-335-6000). For shipments arriving prior to the show, arrangements for storage must be made with Corexpo (651-917-2632).

AIA Minnesota Communications To Confirmed Exhibitors

Mailing #1 – An email to confirm your booth number and receipt of payment. This will be sent to the show contact person listed on the contract returned to us with payment.

Mailing #2 – An email will be sent to complete a form with the company and product information for the exhibitor directory.

Mailing #3 – Information packet containing the following: pre-registration for booth staff, map of the convention center area, hotel information, and the convention program which lists all seminars and exhibit times. REMEMBER seminars are free to exhibitors (meals are additional).

Mailing #4 – Service Kits, including electricity & furnishing rentals, will be emailed directly to you from our service provider, Corexpo, one to two months before the show.

Late Booth Set Up/Early Tear Down

Setting up a booth late or tearing down early disrupts the consistency of the exhibit hall and detracts from neighboring booths. For this reason, NO ONE is allowed to set up after official exhibitor move-in or tear down earlier than exhibitor move-out times. Exhibit hall hours are clearly stated in this prospectus. As a result, please make travel & move-in/move-out plans accordingly. We reserve the right to assess a penalty for late set up or early teardown.

Booth Regulations

- No portion of any exhibit may extend over the assigned space. You will be asked to alter your exhibit should you extend past the size requirements. We will make exceptions on an individual booth basis prior to set up date.
- The maximum height allowed is 8 feet.
- Side height limits are 3 feet high for the first 3 feet in from the aisle. Thereafter, an exhibit may go up to 8 feet high for the remaining 7 feet to the back wall (applies to in-line booths, not end-cap booths).
- End-cap booths: two adjacent booths at the end of a row. Eight foot maximum height allowable for 14 feet wide. The 3-foot height limit must be observed for the first 3 feet in from the aisle.
- Display materials exposing an unfinished surface to neighboring booths are strictly prohibited.
- Unusual signage requests must be reviewed and approved by AIA Minnesota show management.
- We expect that your booth will be staffed during all open exhibit hall hours but please do step out from your booth and mingle with us!