



Minnesota Monthly's 9th Annual GrillFest

Date: June 26 & 27, 2021

Time: 1 pm - 5 pm

Location: CHS Field | 360 N. Broadway St., St. Paul, MN 55101

EXHIBITOR MANUAL

SHOW DATE & HOURS

LOAD-IN HOURS: _____ Friday, June 25 | 10 am - 6 pm

ADMISSION HOURS: _____ Saturday & Sunday, June 26 & 27 | 1 pm - 5 pm

LOAD-OUT HOURS: _____ Sunday, June 27 | 5 pm - 9 pm

EVENT CONTACTS

EVENT OPERATIONS & VOLUNTEERS

Rick Krueger | Event Operations Manager

Office: 612-371-5855 | Cell: 218-251-2439

Email: rkrueger@greenspring.com

SPONSORSHIP, SHOW PUBLICITY & REGISTRATION

Arthur Morrissey | Associate Publisher + Director of Marketing & Events

Office: 612-371-5811 | Cell: 612-310-8972

Email: amorrissey@greenspring.com

SHOW SALES

Katy Pitts | Account Executive

Office: 612-371-5892 | Cell: 763-567-8565

Email: kpitts@greenspring.com

SHOW SALES

Scott Rorvig | Account Executive

Office: 612-371-5806 | Cell: 701-797-7340

Email: srorvig@greenspring.com

DUE DATE	ITEM DUE
Due Immediately <input type="checkbox"/> <input type="checkbox"/>	Logo + Website URL Please submit your logo and website URL for marketing purposes. Please list your company name as you would like it shown to the consumer.
	Tasting Notes What will you be sampling at the event? The <u>Minnesota Monthly Show Program</u> placed in the May/June publication is DUE: May 14 <u>Grillfest Official Show Program</u> Onsite program handed out to all guests is DUE: June 11
June 4 <input type="checkbox"/>	Special Event Food License Please expect a call or email from Greg Nelson, with the Minnesota Department of Health. He will be collecting information for the Food License. Greg Nelson <u>greg.nelson@state.mn.us</u> 651-201-4259 Needed from Exhibitors who are: <ul style="list-style-type: none"> - Serving food - Brewing coffee or tea onsite - Mixing drinks that are poured over ice or with garnishes. Any late additions will be subject to an additional charge of \$90.
June 8 <input type="checkbox"/>	Open House Sign up for your opportunity to see CHS Field and your tentative booth location. Open House Date: June 8 9 am - 2 pm
June 11 <input type="checkbox"/>	Show Bag Inserts Please reach out to Rick Krueger at <u>rkrueger@greenspring.com</u> if you would like to provide an insert in to the show bag. See page: 3
June 18 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Certificate of Insurance (COI) REQUIRED FOR ALL EXHIBITORS TO PARTICIPATE Submit to Rick Krueger at <u>rkrueger@greenspring.com</u>
	Alcohol Sampling Agreement This online form must be completed by any exhibitor that is sampling alcohol at the event. Select Grillfest event.
	MN Revenue Operator Certificate of Compliance Form ST-19 Please submit to Rick Krueger at <u>rkrueger@greenspring.com</u> if you plan to sell items at the event. This form is only due from exhibitors that are planning to sell non-food and non-beverage items, prepackaged food or non-alcoholic beverages, during the event. <u>Alcohol is not allowed to be sold.</u>
	Show Service Order Form A number of items are available for rent via the Show Service Order form. Please rent items in advance and pay by credit card. Items for rent: <ul style="list-style-type: none"> - Handwashing Station (limited quantities) - Additional Exhibitor Badges - Tents for Exhibitors with Grills. - Small Waste Basket - Electricity - Food Permits (unless included in contract) This form will close on June 18. Any additional orders can be placed during your move-in on Friday, June 25.
<input type="checkbox"/> Load-In Path Sign up by June 18 to reserve your Vector Path load-in time slot. Sponsors and exhibitors who require a vehicle/delivery van/large truck, etc. to unload event supplies MUST sign up by June 18. A move-in/out schedule will be followed and failure to sign-up may result in your delay. Sponsors and exhibitors who do not require the path may bring their own cart and enter through the front gate of CHS Field. Email Rick Krueger <u>rkrueger@greenspring.com</u> to sign up.	
<p>All forms and information can also be found on the below link:</p> <p><u>GRILLFEST SPONSORS & EXHIBITORS</u></p>	

EVENT DETAILS

Show Bag Insert Opportunity | Only for Sponsors (Bronze or higher)

If you wish to insert a brochure or a small premium item into the Grillfest official show bags, please contact Rick Krueger | rkrueger@greenspring.com. You must submit 3,500 inserts. Use the [Insert Submission Form](#).

Inserts must be delivered by Friday, June 11, 2021. Ship for delivery between 8 am-3 pm to:

GrillFest, ATTN: Amy Pastorius, AccessAbility, Inc (763-843-0880), 360 Hoover Street NE, Minneapolis, MN 55413

Shipments of inserts must be:

- Approved by Greenspring Media. Please communicate to Rick Krueger | rkrueger@greenspring.com what your intended insert is for approval. We reserve the right to decline proposed inserts if they are excessively large or heavy.
- Clearly marked including quantity of materials & number of boxes.

Exhibitor Badge Policy

All exhibitor badges are claimed on site at the Exhibitor Check-In table by the main entrance on Friday, Saturday, and/or Sunday. If a staff member is splitting a shift with someone, it is their responsibility to make arrangements to transfer their badge to that person. Our staff can hold badges for you at the Exhibitor Check-In table.

Badges lost or stolen will not be replaced. Badges must always be displayed inside the venue and will be checked. Additional badges can be ordered in advance with our [Show Services Order Form](#) or purchased on site at the Exhibitor Check-In table at the main entrance for \$30 per day, per person.

Staffing

Exhibit areas must be staffed from 12 pm - 5 pm, and the areas must be completely set and staffed by 12:30 pm each day. Under no circumstance should your exhibit area be without a staff person. All employees on site Saturday and Sunday setting up and working during show hours must be 21+.

All persons (attendees, exhibitor staff, etc.) must be 21+ during show hours, including load-in and load-out hours. No exceptions.

Please have photo ID easily accessible.

Grill & Open Flame Requirements

Any Exhibitors grilling onsite must be set up on the Concourse. Vendors grilling onsite must have floor/ground covering that covers their cooking area and extends 5' beyond the footprint of tent/booth space on all sides. *Minnesota Monthly* will provide the material.

BOOTH TENT | All Exhibitors using a grill are required to have a tent. This can be self-secured or rented from Greenspring Media's [Show Service Order Form](#). Please lower your tent at night to prevent damage. We are not responsible for damaged booths due to weather. Rental cost: \$275

Following are the St. Paul Fire Prevention regulations for food booths/vehicles where cooking is being conducted. Please meet these guidelines to prevent any issues with the Fire Marshall.

- Provide a fire extinguisher with at least a 2A-10BC rating for each booth/vehicle.
- If a deep fat fryer is being used, a fire extinguisher with at least a K rating must also be provided.
- All propane tank installations must be secured and provided with gas shut-offs. All connections between tank and cooking equipment must be by means of either a listed/labeled L.P. gas hose or flexible flared copper tubing.
- Flexible L.P. gas hose may be prohibited where a hazard is determined to exist by the Fire Inspector due to the location of the hose.
- Contact Fire Prevention (651-228-6230) for permits.

Alcohol Sampling

Alcohol samples are limited to the following amounts:

Wine - 1 ounce

Beer - 2 ounces

Spirits - 0.5 ounces

Any exhibitor sampling alcoholic beverages must submit the [Alcohol Sampling Agreement](#) by June 18.

Garbage & Excess Product Disposal

Please note that the wastebaskets for rental are small sized, please bring your own large sized wastebasket if you have a lot of waste. Both Saturday and Sunday, exhibitors should place garbage in front of their space to signal it as garbage. Items on top of tables, under tables, or behind tables will not be disposed of. If you have alcohol left over after the show, you **MUST** take it with you. **Giving attendees excess alcoholic product is illegal.**

Exhibit Space Amenities

Your exhibit fee includes a 6' covered table. If you serve food, you will get an additional skinny 6' prep table.

There is no pipe/drape or carpeting. All areas of the event are outside; some sections of CHS Field are covered. Ice, bus tubs, water pitchers and dump buckets will be provided to exhibitors sampling beverages.

Sampling supplies are NOT provided! Exhibitors are responsible for providing their own sampling cups, bottle openers, corkscrews, bar rags, product and personnel. Guests will be provided with a sampling glass at the entrance to the event.

Exhibitor Space Guidelines

Hand-Washing Stations: You are required to have hand washing supplies if you are sampling food. They are also available for rental (subject to availability). You are responsible for complying with all Minnesota State Health Department regulations of food items.

Exhibit Display Restrictions: Please be sensitive of your neighbors when setting up your display area. Show Management reserves the right to have your area adjusted should we find you are obstructing your neighbor.

Tents: All tents must be secured by water ballasts or other weighted means. Absolutely no staking will be permitted.

Signage / Decorations: All signage materials must be contained within the realm of your space/table. You are not permitted to hang signs outside of your space. Signage must look professionally made. Pressure-adhesive sticker/decals, gum or similar promotional items cannot be distributed or sold at the event. Decorations must be of fireproof treated material.

Literature and Noise Restrictions: Interviews, demonstrations, and distribution of literature must be done within the exhibitor's space. You may not "work the aisles." Amplified systems, loud music, or other noise which interferes with other exhibitors is prohibited.

Security

Show Management has arranged for event security during show hours, and over night (Friday & Saturday). Regardless of this arrangement, exhibitors are asked to take precautions in guarding their exhibition items and personal belongings. Move-in and move-out hours are especially susceptible to theft occurrence. Plan your staff schedule so that your booth is not left unattended during these times and/or refrain from leaving these items unattended. Show Management is not responsible for any losses related to theft, damage, etc.

Giveaways & Drawings

A second entry box/container and entry forms (in addition to what is placed in your space) must be placed on an alternate entry table located at the main attendee entrance prior to the start of the show. It is the exhibitor's responsibility to remove the additional entry box upon close of the show.

Product Shipments

This venue is unable to accept advance shipments, and any early delivery will not be accepted with return fees the responsibility of the sender. The best method for delivering product to GrillFest is to bring everything with you during setup. If you have questions, please reach out to Rick Krueger | rkrueger@greenspring.com

LOAD-IN/OUT | MAPS, PARKING & MORE

FRIDAY LOAD-IN _____ **10 am - 6 pm**

SATURDAY AND SUNDAY LOAD-IN _____ **8 am - 11 am**

MAIN ENTRANCE | We suggest you use the main entrance on Broadway St. to move into the space. You will have 15 min to unload your vehicle, and deliver your product to your table. Please bring your own dolly and/or cart for moving your product. None are available for rent.

The Exhibitor Check-In table is located here, and is where you collect your badges and any other rented Show Service items.

VECTOR PATH | If you are an exhibitor with a large amount of supplies, you can use the Vector Path for load-in/out.

We are scheduling these times to make the process smoother. We will have you sign up at this link: [Vector Path Load-In](#)

We will allow two vehicles up at a time. You will unload your materials at the top of the path, and then proceed to move your vehicle to your chosen parking lot. You will be given a max of 20 min to unload and move your vehicle, then return and set up your space.

Please be careful of shrubbery along this path, any damage may result in a fine.

PARKING | There are a number of surface lots available for you to park in, close to CHS Field. You can find these at this link: [CHS Field Parking Map](#).

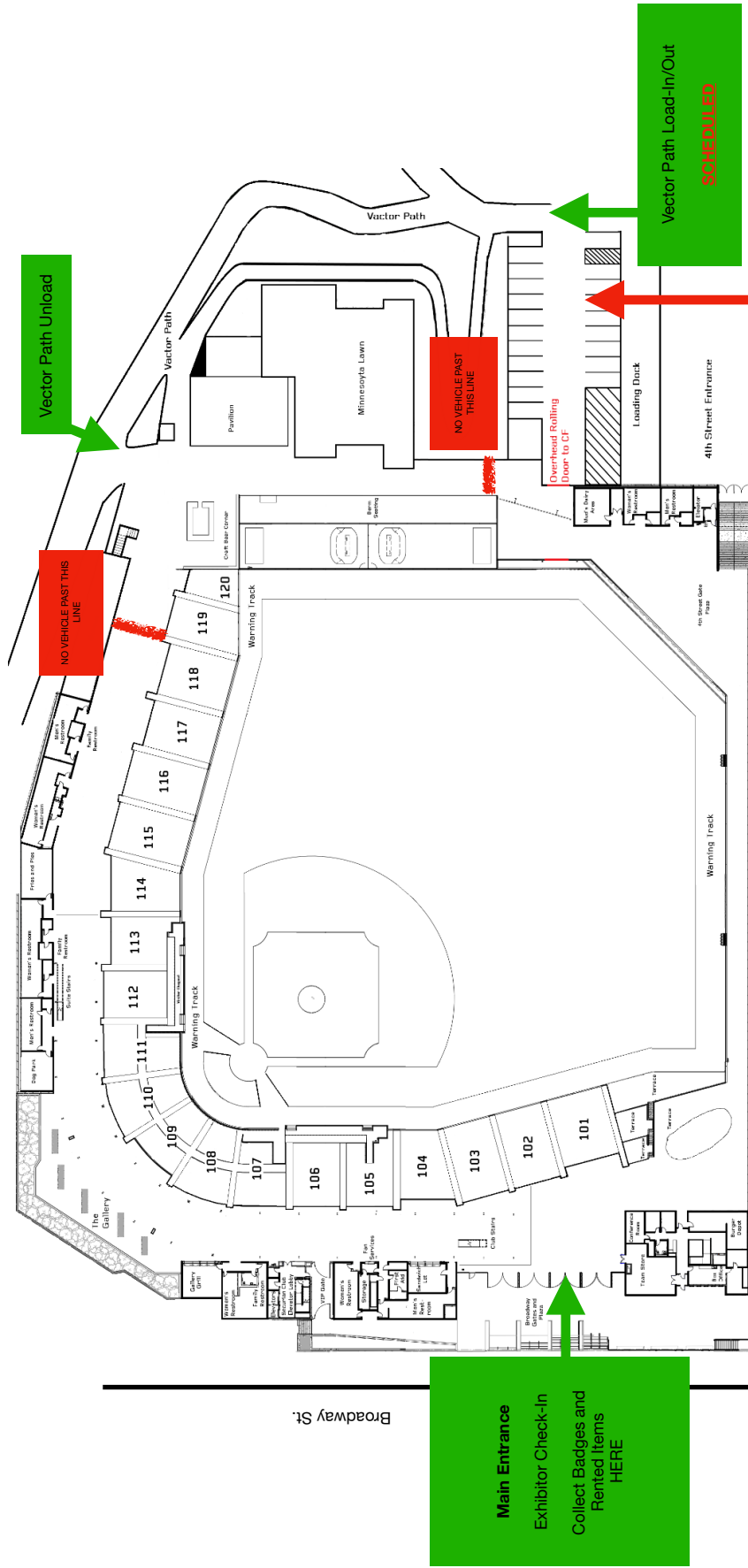
*Please note that these lots are pay lots, and there is not parking onsite at CHS Field. Vehicles that park in the CHS Lot or under the bridge behind the field, are subject to tow and removal as they can prevent emergency service vehicles from gaining access to the field.

SUNDAY LOAD-OUT _____ **5 pm - 9 pm**

Both the Main Entrance and Vector Path are available for Load-Out and will be manned by Greenspring Media Staff.

Vector Path will be on a first-come first-serve bases, with cueing being directed by Greenspring Media Staff.

MAP



NO EXHIBITOR OR SPONSOR PARKING IN CHS FIELD LOT or UNDER BRIDGE

YOU MUST USE THE PAID PARKING LOTS LOCATED BEHIND CHS FIELD, CHS Field Parking Map

NOTES: