



Minnesota Solar Energy Industries Association

We Move Minnesota Solar + Storage Forward

Thank you for sponsoring MnSEIA's Gateway to Solar Conference on October 17-18th!

Location: Hyatt Regency Minneapolis, 2nd Floor, 1300 Nicollet Mall, Minneapolis, MN 55403

Sponsor Checklist:

- If you haven't already, send us your company's high-resolution logo to take advantage of all your sponsorship benefits;
- [Book your hotel](#) by September 19th;
- [Register your attendees](#) by **October 10th** with the code provided to you;
- Submit power or technology requests to Encore by October 11th, see page 3 for more information;
- Ship items to the Hyatt Regency, if needed, see pages 4 - 6 for more details.

Set Up:

- Sunday, 10/16 from 5:00 PM - 7:00 PM
- Monday, 10/17 from 6:00 AM - 7:30 AM

Instructions: When you arrive, check-in at the MnSEIA registration table. We will then direct you to your table space. We do not send pre-assigned table placements.

Exhibit Times:

- Monday, 10/17 from 7:30 AM - 6:30 PM
- Tuesday, 10/18 from 8:00 AM - 4:00 PM

Take Down:

- Tuesday, 10/18 starting at 4:00 PM. We ask that for overall conference experience you do not begin to tear down your table until 4:00 PM. Stick around for the closing reception afterwards!

Shipping: Please see pages 4 - 6 for information on shipping pre- and post-event.

Power: Please use the form on page 3 to request power from Encore. Contact the hotel at 612-596-4673 or HyattRegencyMinneapolis@encore-us.com with questions.



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What to expect at your booth:

- 6 foot table
- 1 black tablecloth
- 2 chairs
- WiFi access for your attendees
- *Note: There is no pipe and drape*

Banner and Signage:

Banners and signage must be freestanding or table top. Nothing can be attached/tied/taped to the walls or fixtures of the hotel. **Space is minimal around the tables – please do not bring large display items.**

Accommodations:

Book your stay in MnSEIA's discounted room block [here](#) at the Hyatt Regency by **September 19th**.

Parking:

Parking is available in the attached Loring Garage (1330 Nicollet Mall.) A **\$7 Early Bird** rate is available Monday-Friday if you enter before 10:00 AM and exit by midnight. No voucher is required. More parking information can be found [here](#).

Transportation:

MSP International Airport (MSP): 12 miles from the hotel;

Light Rail station: 8 blocks from the hotel. The [Blue Line](#) will take you between MSP, the Hyatt Regency, and the Mall of America. The [Green Line](#) takes you to and from St. Paul.

View the updated conference schedule, answers to frequently asked questions, further information on the venue, and more on our website [here](#).

Please review this document in detail and then contact Abbi Morgan, Conference Manager, at conference@mnseia.org or 651-356-5394 with any questions.

| | | | | |
|--------------------|---------------|-------------------------------|-------------|-------------------------|
| NAME OF CONFERENCE | | START DATE | END DATE | # OF EVENT DAYS |
| COMPANY NAME | | ON-SITE CONTACT NAME & NUMBER | | ROOM/ BOOTH NAME/NUMBER |
| BILLING ADDRESS | | CITY & STATE | | ZIP CODE |
| DELIVERY DATE | DELIVERY TIME | PICKUP DATE | PICKUP TIME | |
| ORDERD BY | EMAIL | | PHONE | |

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

| PROJECTION | QUANTITY | ADVANCED DAILY RATE | REGULAR DAILY RATE |
|------------------------------|----------|---------------------|--------------------|
| LCD PROJECTOR | | \$430 | \$435 |
| 8' TRIPOD SCREEN | | \$95 | \$100 |
| MONITOR | QUANTITY | ADVANCED SHOW RATE | REGULAR SHOW RATE |
| 42"-46" MONITOR TABLETOP | | \$475 | \$480 |
| 60" MONITOR with Floor Stand | | \$775 | \$780 |
| 70" MONITOR with Floor Stand | | \$1115 | \$1120 |
| AUDIO | QUANTITY | ADVANCED SHOW RATE | REGULAR SHOW RATE |
| PERSONAL SPEAKER | | \$145 | \$150 |
| INTERNET | QUANTITY | ADVANCED SHOW RATE | REGULAR SHOW RATE |
| SIMPLE WIFI CONNECTION | | \$95 | \$100 |
| HARD LINE CONNECTION | | \$170 | \$215 |
| POWER | QUANTITY | ADVANCED SHOW RATE | REGULAR SHOW RATE |
| 120V SINGLE PHASE - 20 AMP | | \$220 | \$315 |
| MISCELLANEOUS | QUANTITY | ADVANCED DAILY RATE | REGULAR RATE |
| LAPTOP | | \$240 | \$260 |
| FLIPCHART PACKAGE | | \$91 | \$100 |
| EASEL | | \$22 | \$25 |
| 25' HDMI CABLE | | \$32 | \$40 |

If You Are Experiencing Technical Difficulties On Site Please Contact Encore At [612-352-8277](tel:612-352-8277)


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MINNEAPOLIS

SHIPPING & RECEIVING

Please consult the following form regarding the facility's specifications on inbound shipping, outbound shipping, and payment policy.

1. Shipments are limited to no sooner than two (2) working days from the first day of the event. Shipments received earlier than this time will be subject to a storage fee.
2. Special arrangements must be made for receiving any equipment, goods, displays or other materials being delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.
3. Hotel receiving entrance is open from 6:30am until 3:00pm Monday through Friday.
4. The hotel shall not be liable for safe or timely arrivals of packages sent to the hotel by or for the group. It is the group's responsibility to check and make sure the contents are intact. The hotel accepts no liability for lost, stolen, or damaged goods. The hotel will not accept C.O.D. shipments. Please note that storage space is extremely limited. Upon arrival, please contact Guest Services or Convention Services Floor to arrange for delivery.
5. Normal delivery of Federal Express (FedEx), Airborne and UPS packages occurs between 10:00am and 11:00am.
6. All Exhibitor Shipments must go through the drayage company.

STANDARDS

NON-FLAMMABLE MATERIALS

All materials used in the Hotel must be non-flammable to comply with the Fire Regulations of Minnesota and the city of Minneapolis. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

INBOUND SHIPPING AND RECEIVING

Handling charges for packages are as follows:

| <u>Weight/Pounds</u> | <u>Charge</u> |
|----------------------|---|
| Five boxes or less | \$5.00/Box |
| 6-10 Boxes | \$50.00 |
| 11-20 Boxes | \$100.00 |
| 21-30 Boxes | \$250.00 |
| 31-40 Boxes | \$350.00 |
| 41-50 Boxes | \$500.00 |
| 51+ Boxes | Amount determined by Event Planning Manager |
| Flat Rate for Pallet | \$275.00/each |
| Rolling Cargo Case | \$100.00/each |

Storage charges for packages are as follows:

| Days | Charge |
|-------------------------------|---------------|
| 0-2 days prior to event date | Complimentary |
| 3-5 days prior to event date | \$50.00 |
| 6-10 days prior to event date | \$75.00 |

NOTE:

*Any other special deliveries must be approved prior to shipping by the group assigned event planning manager.

*8.025% Sales Tax applies to all shipping/receiving fees.

All materials being sent to the hotel must be marked as follows:

1. Hold for Arrival
2. Attn: Guest's Name & Organization
3. Conference Name
4. Arrival Date
5. Complete Return Address
6. Hyatt Events Manager: Ashley Reiter
7. Number of Boxes (i.e. box 1 of 1, box 1 of 2, etc)

Packages to hotel are to be addressed as follows:

Receiving Department
Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, MN 55403

Arrival of shipments is limited to no sooner than two (2) working days from the first day of the event

OUTBOUND SHIPPING

Departure of shipments can be arranged through the hotel:

1. All boxes must be sealed properly.
2. All boxes must contain a secured shipping label with proper address information and account number.
3. Packages can remain in office and the hotel staff will deliver them to the loading dock for outbound shipment.
4. No packages will be delivered for outbound shipment if they are not sealed and properly labeled. The hotel is not responsible for arrangements of this matter.

Departure of shipments can also be arranged through the FedEx/Kinkos Office:

1. FedEx Office is located on the 2nd floor of the hotel.
2. Open Monday – Friday from 8:00am – 5:00pm
3. To make arrangements, call #612-339-5641