



2012 MN Outdoor Youth Expo

EXIBITOR HANDBOOK

Exhibit Set up:

Friday, May 18th, 2012: Set up: 9am – 7pm

Please arrive through the main gates on Irish Avenue and follow the drive to the Clubhouse.

Check in will be in the lower level of the clubhouse. Please follow the lower stairs on the East side of the building.

At check in you will receive your exhibit location, grounds map, emergency contact information and Exhibitor Badges.

Event Dates & Hours:

Please have your staff arrive at 8:30am through the Main Gates and park in the main parking area. The main gates/parking area will not open until 8:15am.

Saturday, May 19th, 9:00 A.M. to 6:00 P.M.

Sunday, May 20th, 9:00 A.M. to 6:00 P.M.

We do ask that you remain in your exhibit until the day's close. Vehicles will not be allowed to move through the exhibit grounds during the expo.

Exhibitor Badges:

Exhibitor Badge order is **due May 4th**. Please email me with number of badges and names of your staff at nikki@wildwingsofoneka.com. We will provide up to 8 "STAFF" badges for your exhibit personnel. Please share these badges with additional staff. A badge will be required to enter the Youth Expo without paying an entry fee. Staff badges can be left at the Ticket booth for will-call.

INFORMATION Booth – an information booth will be located just inside the gates. The booth is the communication center for our staff & exhibitors. Please call (**# TBD**) to contact the information booth during the expo hours if needed.

FIRST Responders – there will be First Responders with transportation on the grounds at all times during the expo. If a First Responder is required, please contact the information booth at (**# TBD**) to dispatch a First Responder. Be prepared to provide your exhibit number and location.

Exhibitor Requirements Reminder:

We are asking each exhibitor to provide an activity for kids to do at their booth or area. This activity can be trying out the exhibit purpose, an educational activity or even a small give away. *All activities must be approved by Wild Wings before registration is finalized.* Exhibitors may charge for an activity, however, we are requesting that the fee is minimal to cover their expenses. One of the goals of the expo is to keep the event reasonable for families, but charging a small fee to cover incurred expenses is acceptable. If you do have a charge for an activity, please consider donating a % to the MN Outdoor Youth Expo. This will enable us to continue to keep exhibit costs low for the following year.

Exhibitors will be required to sign Liability Waivers, carry their own insurance for exhibits and will be expected to abide by Wild Wings exhibit requirements (ex: tent stakes & weights).

Exhibitor Tents:

Exhibitors are required to bring their own booth supplies (tables & chairs), including Outdoor Tents. The expo will not be canceled due to weather. Our landscape is not always flat, so exhibitors will be required to stake and weight tents. Each tent leg should be weighted with a minimum of 10lbs per leg and secured properly to the tent. Please be sure to safety check your exhibit to be sure we don't have any accidents.

Electric:

Electric is available at an additional charge. Unless this was noted and paid for on your Exhibitor application, electric will not be available at your space.

Exhibitor Parking During the Event:

All exhibitor staff vehicles will need to be parked in the main parking area through the front gates during the Expo open hours, unless other arrangements have been made with the Event Staff. There is a walk from parking to the exhibit area and if your staff needs shuttle service to transport items to your booth during expo hours, please notify the parking staff upon arrival.

Food Concessions:

Exhibitors are welcome to bring in your own food during the expo. We will have several food vendors here for purchasing food and drinks as well.

Exhibit Tear Down:

Tear down can begin after 6pm on Sunday, May 20th. For safety reasons, we ask that exhibitors do not begin tear down until after the close of the event. Vehicles will NOT be allowed to move through the event grounds until after close unless prior arrangements have been made with event staff.

QUESTIONS

Nikki Walters, Event Director CELL: 651-274-3518	Jim Goodsell, Event Coordinator CELL: 612-965-5435
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MAP:

A map of the grounds and exhibit area will be provided to you at check in on Friday, May 18th.

DIRECTIONS: 9491 152nd St. N., Hugo, MN 55038*

*When using **internet maps or GPS navigation**, our address takes you to our North Gates. Please follow 152nd St West to Irish Avenue. Take a right and the gates will be on the left.

- Take 35E North from St. Paul to the Hugo exit 123 (Co. 14),
- Right/East on county 14 to Hugo,
- Right/South 1/4 mile on Highway 61 to the County 8 stop lights (Egg Lake Road)
- Left/East on County 8 for 4 miles to Irish Ave.
- Left/North 1/2 mile - Club entrance on Right/East side of road.

