

## EXHIBITOR RULES AND REGULATIONS 2020

### Location:

**Renaissance Minneapolis Hotel, The Depot**  
225 South Third Avenue  
Minneapolis, MN 55401

When: Thursday, February 27, 2020



### EXHIBIT DATES AND HOURS

Set-up – February 27, 2020: 6:00 a.m. - 7:45 a.m.  
Exhibit – February 27, 2020: 7:45 a.m. – 2:00 p.m.  
Tear-down – February 27, 2020: 2:00 p.m. – 3:00 p.m.  
(Encouraged to attend the 3:00 – 4:00 Community Service)

### ASSIGNMENT OF BOOTH SPACE

Priority for all booth requests will be established based on the date of receipt of the Sponsorship Application and Exhibit Contract and full payment. Exhibitors are limited to one booth per parent company. The Association of Legal Administrators Minnesota (ALAMN Educational Conference and Exposition) reserves the right to restrict entrance into the exhibit area of any exhibitor which it deems is not in the best interest of the conference as a whole.

### EXHIBITOR REGISTRATION

The company name appearing on the exhibitor's badge must be the same company name that appears on the contract for space.

### ADVANCE SHIPMENTS

Advance shipping information will be included in the Exhibit Kit mailed to exhibitors at least three weeks prior to the show.

The hotel will not accept shipments more than 3 days prior to the show.

Hotel Contact to Ship to: **Tony Whiteside**

**Ship to:** Hold for ALAMN Conference 2.27.20 – **Exhibitor Name**

**Attn: Tony Whiteside**

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### TEAR DOWN OF EXHIBITS

All exhibits will close at 2:00 p.m., February 27, 2020. The exact schedule will be included in the exhibitor information kit. **EXHIBITS MAY NOT BE DISMANTLED OR BOXES PACKED BEFORE OFFICIAL CLOSE OF THE SHOW.** Each exhibitor will complete arrangements for removal of his/her material from Renaissance Minneapolis Hotel, The Depot in accordance with the instructions provided in the exhibitor information kit. The exhibit area must be cleared by 7:00 p.m., February 27, 2020. Any items remaining after 7:00 p.m. will be removed by the Renaissance Minneapolis Hotel, The Depot at the exhibitor's expense unless other arrangements have been confirmed in writing with the ALAMN Educational Conference and Exposition.