

The following information is lengthy but **IMPORTANT...**

NCECA 2019 RESOURCE HALL

Minneapolis, MN - March 27-30, 2019

Minneapolis Convention Center
1301 Second Ave S, Minneapolis, MN 55403

Please read thoroughly **BEFORE** going online to submit your online Space Request and making payment; by submitting a request and making payment indicates you have thoroughly read this information and agree to all terms. For questions, contact Kate Vorhaus, NCECA Resource Hall Coordinator kate@nceca.net

Any company or nonprofit entity, which manufactures or provides products or services to the ceramic industry, is eligible to be a Resource Hall participant.

2019 RESOURCE HALL FEES	Member (20% off Non-member fees)	Non-Member
Booth 10x10' (each)	\$1,260.00	\$1,575.00
SPACE Premiums	Add to booth fee	
Corner	\$100.00	\$100.00
End-cap (2 corners)	\$250.00	\$250.00
Half Booth 10' x 5'	\$760.00	\$950.00
2019 Resource Table	\$420.00	\$735.00
Additional Representatives - Two max per organization	\$120.00 per rep	\$120.00 per rep

Fees include a 6' draped table, 2 chairs, wastebasket, company signage, and full conference passes for your representatives to man the booths and tables as described in the Representatives area.

UTILITY SERVICES:

The utility services will be ordered using the forms provided in the Fern Exposition Services Packet, to emailed in January 2019; samples of available services; Electrical, Telephone, Audio Visual, and Internet. All Service needs must be ordered using the forms in the Services packet. **No base electricity will be provided at either booths or tables. Electricity will run approximately \$100-\$150 (2018 rate) for a Standard Outlet.**

TAXES:

TAX rate for Minneapolis is 8.025%. **You must register and collect sales tax if you have a taxable presence in Minnesota**, even if you are an out-of-state retailer, you will need a Minnesota Tax ID Number. Details, forms, and instructions will be found at this link

<http://www.revenue.state.mn.us/businesses/sut/Pages/Business-Guide/Home.aspx>

Questions should be directed to the MN Department of Revenue at (651) 296-6181.

SALES REGULATIONS:

Ceramic wares that relate directly to the products, resources and/or services offered by participating businesses and non-profits may be displayed in up to 25% of the space but may **NOT** be sold. Advertising materials and signs of firms other than those that have engaged space are prohibited.

The use of the NCECA copyrighted logo/acronym on any merchandise or publication is prohibited without the express consent of NCECA. For details visit this link <https://nceca.net/logo-use-policy-and-request-form/>

Commercial booths may sell materials/products used in production of ceramic objects only, and may **NOT** sell finished ceramics such as pottery, art, tiles, or other objects. T-shirts may also be sold.

Non Profit tables may sell **ONLY** literature/publications related to the mission of your organization (such as books, exhibition catalogs, videos, CD's, and DVD's). T-shirts may also be sold.

PAYMENTS

An ONLINE deposit of 50% based on the number of booths or 50% of the table fee must be made prior to space being assigned. You will have the opportunity to list preferred spaces during payment. See the How to pay Online instructions included in this packet.

Cancellation and Refund Policy:

Notice of cancellation must be given to NCECA in writing or email. A \$50.00 processing fee will be charged on all refunds. Refunds will be made as follows:

Prior to December 19, 2018: a full refund will be issued in the same manner it was paid, less the \$50.00 fee.

December 20, 2018-January 17, 2019: 25% of the total booth/table space will be forfeited to NCECA, in addition to the \$50 fee.

After January 17, 2019: NO refund will be issued.

Space assignments will be made on a "first come - first served" basis. December 17, 2018 is the last day to request space to be included in the Conference Program & Exhibition Guide. The balance is due in full **by January 17, 2019**. If full payment is not received by the "Paid in full" date, a 1.5% service charge will be assessed for each 30 days after the final payment date. NCECA reserves the right to resell or reassign any booths that are not fully paid by the January 17 deadline.

REPRESENTATIVES: INCLUDED WITH BOOTHS/TABLES:

Membership is NOT included with conference passes. Resource Hall Representatives **MUST** create a **NCECA Online Profile** in order to get registered. Rep Profile

instructions are included in this packet. Final rep list due no later than February 13, 2019.

- First commercial booth comes with three (3) FULL conference passes, each additional booth will come with two (2) FULL conference passes. ONLY two (2) additional passes may be purchased at \$120 each, **PER** company.
- Non-Profit Resource table comes with two (2) FULL conference passes; ONLY two (2) additional passes may be purchased at \$120 each.

SHOW HOURS AND SET UP:

Setup: Tuesday, March 26, 2019, from NOON to 6pm.

Hall OPEN:

Wednesday/Thursday, March 27/28 **9a.m. to 5p.m.**

Friday, March 29 **8:30a.m. to 4:30p.m.**

Breakdown: Friday, March 29 **4:30p.m. to 11:45p.m.**

All booths/tables must remain intact and staffed until Friday, March 29 at 4:30 p.m. and may not be dismantled or removed before that time.

DRAYAGE/DECORATOR:

Fern Exposition & Event Services has been contracted as our decorator/drayage firm again this year. Fern Expo Services packets will sent via email in January 2019 which includes detailed information and electricity / drayage order forms. **Drayage for Minneapolis will be \$58.00 per 100 lbs, 200 lbs minimum;** includes unloading, storing empty containers, returning empty containers and re-loading at show site.

MATERIAL HANDLING

Currently we have a labor agreement with the local Union. **Exhibitors may unload and load their own materials from their own company truck or personal vehicle into the exhibit facilities using their own carts and dollies.** Exhibitors are not allowed to use pallet jacks. The use of Fern dollies, flat trucks, or other mechanical equipment is not permitted. Exhibitors, are not allowed to unload or load any commercial vehicle that has been hired to transport their goods. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out. Charges for material handling services are reflected on the Material Handling and Freight Service order form which will be provided in the Exhibitor Kit to be sent via email in January 2019.

UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

Full time employees of exhibiting companies may set their own displays without assistance from the Union. No tools will be available to borrow onsite so please be sure to bring your own.

STORAGE OF EMPTY CONTAINERS:

No empty cartons or containers may remain on the Hall floor during show hours. Please make arrangements to remove empty containers beforehand or request removal and storage services through Fern Expo who will have a Service Desk in the Resource Hall. If you are advance shipping to Fern Expo, these services are automatically provided as part of their fees.

BOOTH AND TABLE REGULATIONS:

Displays should be located so as not to obstruct the view of neighboring booths/tables or walkways.

No part of any **booth display** may be taller than 8' 3" in height. Display items against the booth sidewalls may not exceed 40 inches in height.

No flashing lights or other distractions are permitted. Signs, banners and posters may not be attached to any part of the Convention Center or to any of the furnishings or fixtures. No adhesives, tacks, nails, etc. can be used to affix items to doors, tables, windows, etc. in any location at the Convention Center. Hall participants are required by the Minneapolis Convention Center to observe all union contracts in effect among show management, official contractors, facilities, and any labor organizations represented.

It is the Resource Hall participant's responsibility to ensure safe booth/table set-up. Materials used must be flame-retardant and are subject to inspection by the Minneapolis Fire Marshal (The Fire Marshal may request that certification accompanies items). Drapes, signs, banners, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials. The Fire Marshal's Office may at his/her sole discretion perform a flame test of exhibit materials. The use of any material that cannot be made flame retardant is prohibited.

Resource Hall participants shall comply with all federal and municipal fire codes, which apply to places of public assembly. Any activity that may be hazardous, cause special cleaning, or intrude into aisle space or other booths is prohibited. This includes storage closets or enclosed areas built into the exhibit.

Prohibited Materials:

- Helium and helium balloons are prohibited in the facility.
- Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
- Straw, hay or live evergreen trees.
- Compressed flammable gases, flammable or combustible liquids, or hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, or other petroleum-based materials).

Security and Liability:

Security will be provided and the Hall will be locked during non-show hours with security present 24 hours a day. Reasonable care will be taken to protect exhibits and materials but beyond this, NCECA Officers and Membership and the Minneapolis Convention Center collectively or separately cannot accept responsibility for any damage, loss or destruction of a booth/table, or for the property of a participant, his agents or employees either from fire, water, theft, accidents, circumstances beyond the control of NCECA Officers and Membership and the Minneapolis Convention Center separately or collectively or other causes or injury to persons resulting from any cause. All claims for such loss, damage or injury being expressly waived by the participant and are required to carry their own liability insurance. Each participant will be required to have evidence of general liability protection and Workers' Compensation Insurance available. All laws and ordinances pertaining to health, fire prevention, and public safety are the responsibility of the participant.

All commercial and non-profit display areas must conform to NCECA and Conference Center guidelines. NCECA and Conference Center representatives reserve the right to remove elements of displays that do not conform to the purpose or other regulations associated with this area.

Smoking Policy:

Minneapolis Convention Center is a non-smoking facility. Smoking is only permitted outside of the facility in the designated areas.

Lost and Found:

Often lost and found articles are turned into the NCECA registration area. If you lose something onsite, please check with the NCECA Registration counter. If unclaimed, these items will be taken back to the NCECA office and reasonable efforts will be made to identify the owners.

2019 NCECA CONFERENCE HOTELS: Advance Hotel notification was sent to the Primary Contacts of Corporate and Institutional members on September 25, 2018.

After October 2, 2018, visit this link for 2019 Conference Hotel details <https://nceca.net/2019-minneapolis-minnesota/hotel-accommodations/>



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: ldavis@fernexpo.com

NCECA

March 27 - 30, 2019

Minneapolis Convention Center, Minneapolis, Minnesota

07-03137-19

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Union.

MATERIAL HANDLING

Currently we have a labor agreement with the local Union. Exhibitors may unload and load their own materials from their own company truck or personal vehicle into the exhibit facilities using their own carts and dollies. Exhibitors are not allowed to use pallet jacks. The use of Fern dollies, flat trucks or other mechanical equipment is not permitted. Exhibitors are not allowed to unload or load any commercial vehicle that has been hired to transport their goods. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

GRATUITIES

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

INSURING YOUR PRODUCT

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.

COMMERCIAL BOOTHS – Online Instructions (kv 9.24.2018)

Login at <https://nceca.portal.membersuite.com/Login.aspx> with the Company's Primary Contact Username and Password. This will take you to a Profile page where you may review the information we have on file in our database. To make payment for the Commercial Booth/s, you need to select to transact as the organization.

Please be sure your Corporate Membership is current to obtain the member fee before making booth requests or payment. If you need to renew or join click [HERE](#)

After logging in - click the link below or copy and paste this link into another browser tab
<https://nceca.portal.membersuite.com/exhibits/ViewShow.aspx?contextID=372c6081-00bec7b1-02a0-0b3ea4ac06b3>

- Click **Register for this Show**
- **Select Fee type**
- **Select Booth/table type** – in the dropdown for Choice #1 select **how many booths**
Enter the following in the text box -
COMMERCIAL BOOTHS:
 1. List 10 booth/s number requests
 2. Indicate any company/organization you would like to be next to or near to.
 3. Indicate any company/organization you would like to be separated from.
- Click **Continue to Order/Payment**
- Select how you would like to pay click **Continue**
- This will take you to an ORDER CONFIRMATION page, please enter your **Booth/s Representatives** in the designated text box to include **for each rep - Name, email address, and indicate if the rep is a student.**
Commercial Booths - 3 reps included with 1st booth, 2 reps included with each additional booth and the option to purchase two additional rep passes at \$120 each.
- Click **Place Order**, you will receive a payment receipt email as well as a confirmation email.

Resource Table – Online Instructions (kv 9.24.18)

Login at <https://nceca.portal.membersuite.com/Login.aspx> with the Organization's Primary Contact Username and Password. This will take you to a Profile page where you may review the information we have on file in our database. To make payment for the Resource Table, you need to select to transact as the organization.

Please be sure your Institutional Membership is current to obtain the member fee before making table requests or payment. If you need to renew or join click [HERE](#)

After logging in - Click the link below or copy/paste this link into another browser tab

<https://nceca.portal.membersuite.com/exhibits/ViewShow.aspx?contextID=372c6081-00be-c3ca-ea20-0b3eb4b3aaa8>

- Click **Register for this Show**
- **Select Fee type**
- **Select Booth/table type** – in the dropdown for Choice #1 click **1 table**
Enter the following in the text box -
RESOURCE TABLES:
 1. List 10 tables # requests
 2. Indicate any company/organization you would like to be next to or near to.
 3. Indicate any company/organization you would like to be separated from.
- Click **Continue to Order/Payment**
- Select how you would like to pay, click **Continue**
- This will take you to an ORDER CONFIRMATION page, please enter your **Table Representatives** in the designated text box to include **for each rep - Name, email address, and indicate if the rep is a student.**
Resource Table - 2 reps included with table fee and the option to purchase two additional rep passes at \$120 each.
- Click **Place Order**, you will receive a payment receipt email as well as a confirmation email.



2019 Resource Hall - IMPORTANT Dates and FAQ's:

IMPORTANT DATES:

December 17, 2018 - Last day to request space to be included in the print Conference Program & Exhibition Guide.

January 2019 – Resource Hall Services Packet from Fern Expo sent via e-mail.

January 17, 2019 - Booth/Table Final Online payments due

February 1, 2019: Deadline to reserve Enhanced listing for SmartPhone APP

February 13, 2019: Deadline for Representative Online Profiles to be completed and FINAL list to be submitted to kate@nceca.net

March 26, 2019: Move-in and set up 12noon- 6pm.

March 27-30, 2019: *Claytopia*, NCECA 53rd Annual Conference, Minneapolis, MN

March 27-28, 2019: Wednesday, Thursday Resource Hall open 9am to 5pm

March 29, 2019 – Friday, Resource Hall open 8:30am to 4:30pm, Breakdown 4:30pm to 11:45pm.

March 30, 2019: Conference closing ceremonies. Resource Hall is not operational on this date.

NOTICE OF CANCELLATION must be given to NCECA in writing or email. A \$50.00 processing fee will be charged on all refunds. Refunds will be made as follows:

Prior to December 19, 2018: a full refund will be issued in the same manner it was paid, less the \$50.00 fee.

December 20, 2018-January 17, 2019: 25% of the total booth/table space will be forfeited to NCECA, in addition to the \$50 fee.

After January 17, 2019: NO refund will be issued.

2019 NCECA Resource Hall **FAQs**

Q: What is the Conference Headquarters hotel and far is it from the Convention Center?

A: There is no designated “headquarters” hotel for Minneapolis. Visit this link after October 2, 2018 for available hotels <https://nceca.net/2019-minneapolis-minnesota/hotel-accommodations/>
The Primary Contacts of Corporate and institutional memberships received an Advance Hotel Notification email on September 25th, 2018.

Q: Does NCECA offer Member and Non Member space fees?

A: Yes, Corporate and Institutional Members receive a discount on booth/table fees.
Membership Benefits: <http://nceca.net/membership/>

Q: What are the bold squares on the floor plan?

A: The squares are the utility plates in the floor.

Q: As a Resource Hall participant can we show and sell finished art work?

A: Ceramic wares that relate directly to the products, resources and/or services offered by participating businesses and non-profits may be displayed in up to **25%** of the space purchased but they may **NOT** be sold.

Q: Do the booth/table fees include Representative full conference passes?

A: Yes!

- First commercial booth comes with three (3) FULL conference passes, each additional booth will come with two (2) FULL conference passes. ONLY two (2) additional FULL passes may be purchased at \$120 each, PER company.
- Non-Profit Resource table comes with two (2) FULL conference passes; ONLY two (2) additional FULL passes may be purchased at \$120 each.

Membership is NOT included with the Representative conference passes.

Q: Do I need a Minneapolis, Minnesota sales tax license?

A: YES! **SALES TAX** rate for Minneapolis is: 8.025%. **You must register and collect sales tax if you have a taxable presence (nexus) in Minnesota**, even if you are an out-of-state retailer, you will need a Minnesota Tax ID Number. Details, exemptions, forms, and instructions will be found at this link <http://www.revenue.state.mn.us/businesses/sut/Pages/Business-Guide/Home.aspx> **Questions should be directed to the MN Department of Revenue at (651) 296-6181.**

Q: May I hand carry my boxes into the Resource Hall?

A: Exhibitors may unload and load their own materials from their own company truck or personal vehicle into the exhibit facilities using their own carts and dollies. Exhibitors are not allowed to use pallet jacks. The use of Fern dollies, flat trucks, or other mechanical equipment is not permitted. Exhibitors, are not allowed to unload or load any commercial vehicle that has

been hired to transport their goods. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out. Charges for material handling services are reflected on the Material Handling and Freight Service order form which will be provided in the Exhibitor Kit to be sent via email in January 2019.

Q: May I do my own set up with power tools?

A: Full time employees of exhibiting companies may set their own displays without assistance from the Union. No tools will be available to borrow onsite so please be sure to bring your own.

Q: Do I need to pay for electricity and internet service?

A: Yes, you will be sent a complete Service Packet with order forms from Fern Expo in January 2019. Electrical: Estimated costs based on 2018 rates; approximately \$100 - \$150.00 for 120VAC, 15 AMP service.

2019 Resource Hall Representative Registration

Please forward the following instructions to your representatives to complete prior to my registering the group.

Membership is **NOT** included with Representative conference pass.
Deadline for representative lists is February 13, 2019.

Representatives included with booths/tables:

- First **commercial booth** fee includes three (3) representative conference passes, each additional booth will include two (2) representative conference passes. ONLY two (2) additional passes may be purchased at \$120 each, **PER** company.
- **Resource Table** fee includes two (2) representative conference passes; ONLY two (2) additional passes may be purchased at \$120 each.
- **Gallery Expo** fee includes three (3) representative conference passes; ONLY two (2) additional passes may be purchased at \$120 each.

Hard copy registration forms are no longer provided, each representative needs to insure their profile in the NCECA database is up to date. In order to streamline this process, we are asking that **all representatives create, update, or confirm their Individual NCECA Online Profile.**

Click [HERE](#) to login to your NCECA Profile using your primary email address and password. If you have forgotten your password, click on the **"Forgot your password?"** link on the login page. An email will then be sent to reset your password. If you have not received it in your inbox, check your spam/junk folder.

Once logged in:

1. Click on Edit **My Information** in the left navigation bar
2. Please review your personal information and make any necessary changes.
Organizational affiliation will be added and updated internally.

NEW to NCECA?

If you do not have an existing NCECA Online Profile click **Create a User Account**
Organizational affiliation will be updated internally.

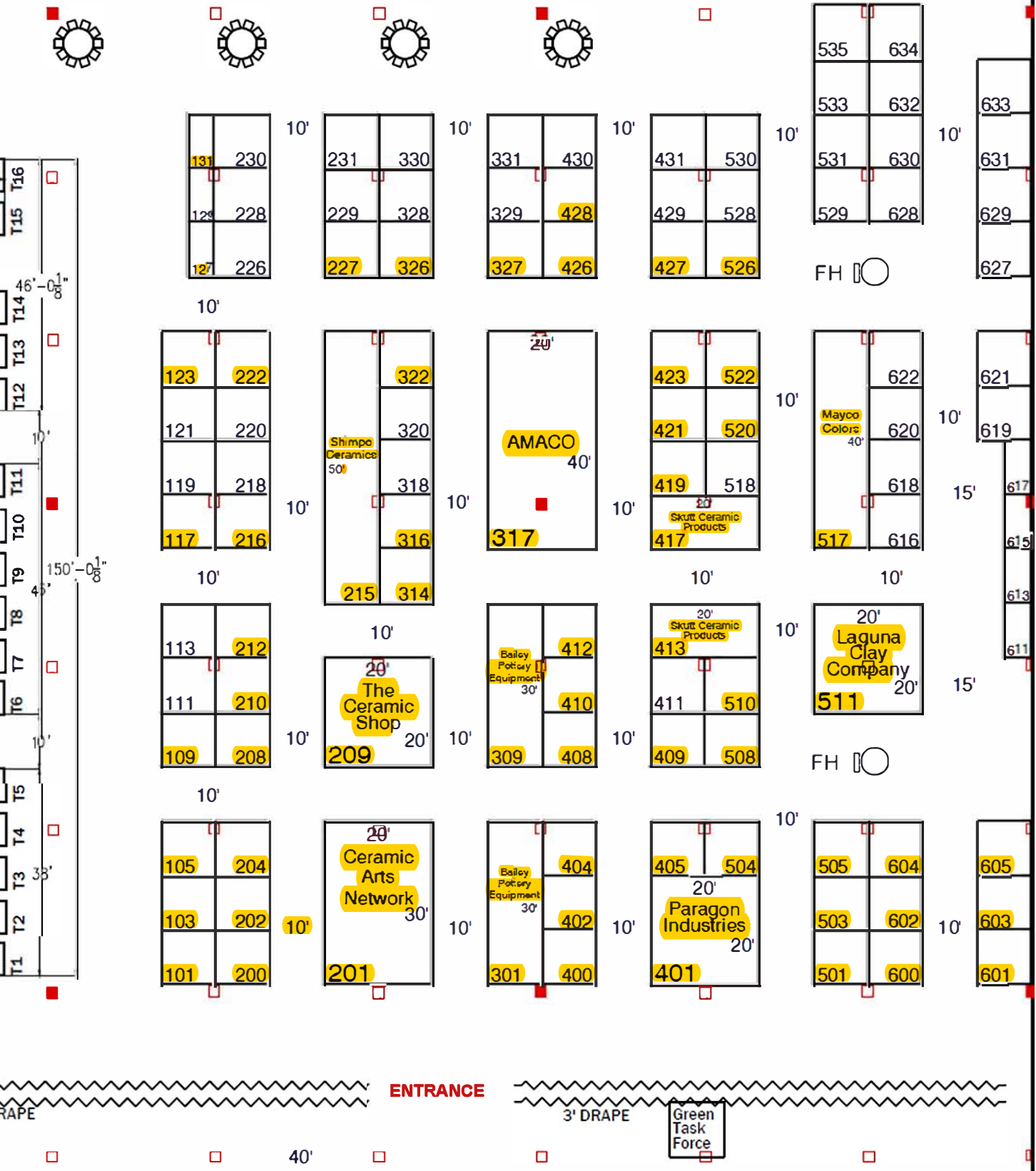
Deadline for representative registrations is February 13, 2019.

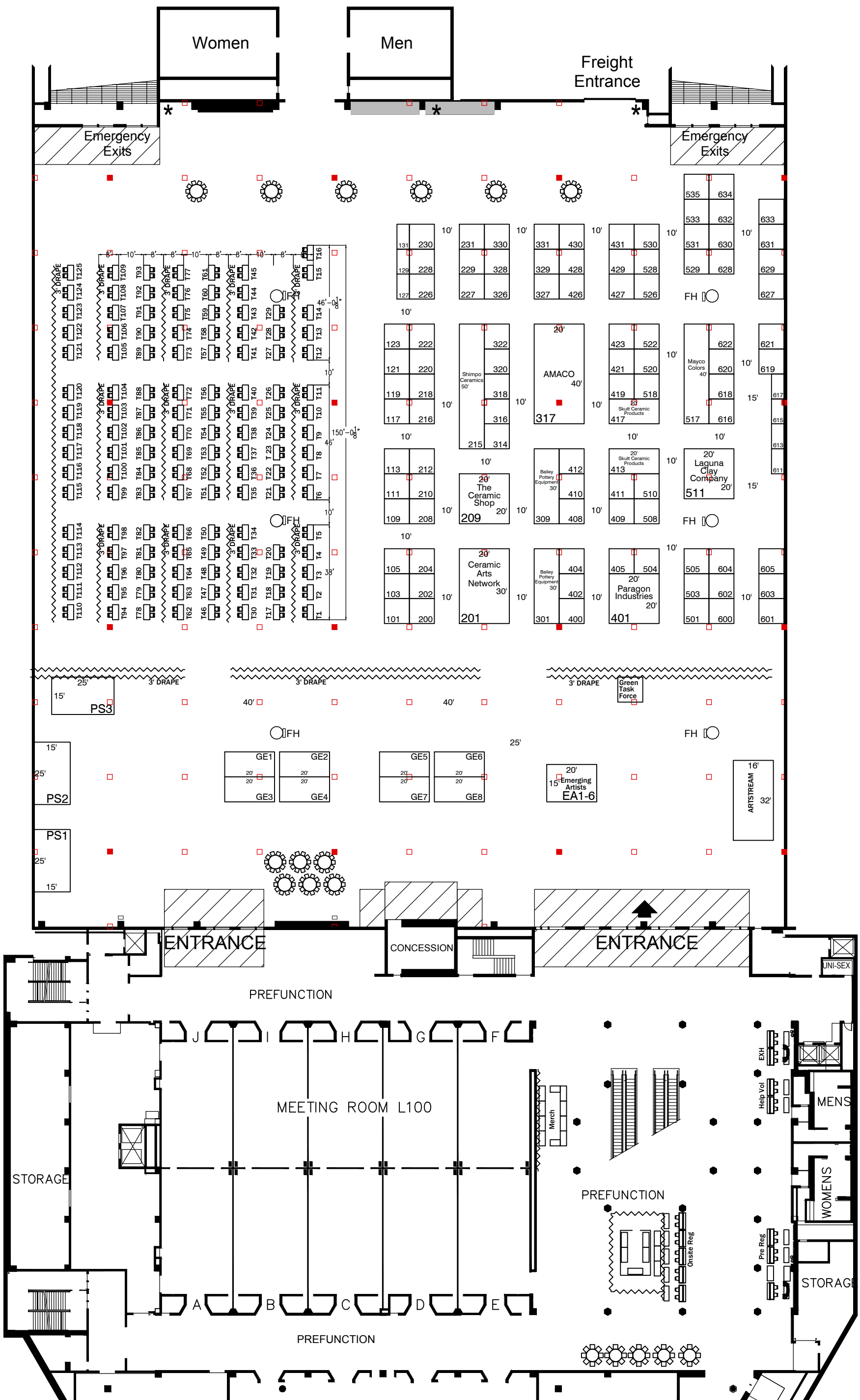
I will be registering the representatives for your booth/table as a group within the NCECA database. Each representative's registration will be confirmed via email sent to the individual's primary email address listed in our database.

Thank you,
Kate Vorhaus, kate@nceca.net
NCECA Projects Manager and Resource Hall Coordinator

2019 COMMERCIAL Booths - 9/28/18
 Assigned booths are highlighted

Emergency Exits





Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

NCECA Annual Conference

03/27/2019 - 03/30/2019

Minneapolis Convention Center
 Minneapolis, MN
 Hall A
 A.E. G.Bates

Drawn By: SRAY
 Show Number: 3137
 Revised: 9/28/2018 8:01 AM
 Drawing File: 03137-07-19 nceca r18.dwg

Legend:

Inventory as of 08/20/2018

Dimension	Size	Qty	SqFt	Rented	Available
5x10'	50	7	350	0	7
10x10'	100	95	9,500	0	95
10x20'	200	10	2,000	2	8
10x30'	300	2	600	2	0
15x20'	300	1	300	0	1
15x25'	375	3	1,125	3	0
10x40'	400	1	400	1	0
20x20'	400	2	800	2	0
10x50'	500	1	500	1	0
20x30'	600	1	600	1	0
20x40'	800	1	800	1	0

Totals: 124 16,975 13 111

