



HOME IMPROVEMENT EXHIBITORS WANTED...

For the 15th Annual North Suburban Home Improvement Show

The 2012 event drew over 1,300 visitors. We are striving for even more this year.

EVENT DATE:
*Saturday,
March 23, 2013
9:00 am - 3:00 pm*

LOCATION:
**Andover
YMCA
Community
Center**

15200 Hanson Boulevard NW
Andover, MN 55304

(intersection of Hanson
& Crosstown Boulevards)

QUESTIONS?

Contact Cindy at:
accinfo@andovermn.gov
or
763-767-5100

Accepting donations for the ACBC Food Shelf during the event. Non-perishable food items and monetary donations are greatly appreciated.

We offer you:

- ◆ Ideal show location in the heart of the northern suburbs where new construction and remodeling opportunities abound
- ◆ A proven event facility—the Andover YMCA Community Center is highly visible from Hanson & Crosstown Blvds.
- ◆ Ample parking for exhibitors and customers
- ◆ Complimentary shuttle to exhibitor parking lot/overflow customer parking
- ◆ 100 booths—10 ft. wide by 8 ft. deep (limited double booths available)
- ◆ Convenient set up hours (Friday 1:00 pm - 7:00 pm)
- ◆ Event: Saturday, March 23, 2013 Hours: 9:00 am - 3:00 pm
- ◆ Full concession stand with seating area for exhibitors and customers
- ◆ Easy building access for unloading and loading your materials
- ◆ Complimentary beverages and morning pastries for exhibitors
- ◆ Advertising—billboards, press releases, increased signage at facility
- ◆ Electrical hookups available to all booths
- ◆ Exhibitor name tags



Attract new customers to your business in these fast-growing northern suburbs.

Let's continue to work together to make this the best home improvement event in the northern Twin Cities!

The North Suburban Home Improvement Show is sponsored by the cities of Andover, Anoka, Coon Rapids, and Ramsey, and by the Anoka Area Chamber of Commerce.



NORTH SUBURBAN HOME IMPROVEMENT SHOW INFORMATION

DON'T DELAY! Registrations are accepted on a first-come, first-served basis. However, the event committee reserves the right to limit the number of exhibitors with the same specialty.

Once booths are filled, a waiting list will be kept and available booths will be offered to exhibitors specializing in areas that have not exceeded the limited amount.

In the event we have to limit exhibitors, we will notify affected businesses as soon as possible and the registration fee will be returned accordingly.

Confirmation letters and final event details will be emailed to registered exhibitors. Floor plan layout will be available on the website www.NorthSuburbanHomeShow.org at least 2 weeks prior to show.

Fees: \$300.00 for a single booth (10' wide by 8' deep), one 6 ft. table, two chairs, booth sign and draping.
 \$600.00 for a double booth (20' wide by 8' deep), two 6 ft tables, four chairs, booth sign and draping. A limited quantity of double booths are available.

Availability: The event committee retains the right to limit the number of exhibitors specializing in the same product or service. This allows variety for our customers.

Booth Setup: Booth placements will be chosen by the planning committee. No special requests will be accepted. Set up will take place for exhibitors on Friday, March 22, 2013, from 1:00 pm - 7:00 pm and again on Saturday morning from 7:00 am - 8:30 am. All exhibitors must be ready by 9:00 am. Doors will open to the public at 9:00 am promptly. Show clean up begins at 3:00 pm.

Booth Restrictions: All display items and staff personnel must be contained within booth dimensions. Staff working outside of their assigned booth area will not be permitted. Pipe and drape must not be removed.

Your display may exceed the back wall of the booth up to 16", but must have a finished, matching surface and no advertising visible. As a courtesy to all exhibitors, staff reserves the right to have displays modified and/or removed.

Flooring: **IMPORTANT**—To protect the special flooring within the facility, you must bring a carpet remnant to lay under your display if your display has any sharp or rough edges that may poke, cut, tear or damage the floor in any way. The facility will not supply remnants.

Electricity: Electricity will be available to all booths, you must bring your own extension cord and a power strip.

Selling Products: If you choose to sell products directly from the show floor, please complete the ST19 Operator Certificate of Compliance form and return along with your show registration form.

Door Prizes: You are encouraged to provide door prizes, however, you will be in charge of all details regarding your own door prizes (registration, winner notification, delivery, etc.).

Name Tags: Each exhibitor will receive two (2) lanyards and nametags with their business name printed on each.

Sponsorship Opportunities: If your business is interested in helping sponsor the 2013 North Suburban Home Show, please indicate so on the attached registration form and a representative from the home show committee will contact you with sponsorship opportunities.

If you and/or your business has a face book page, please take a moment and "like" the North Suburban Home Improvement Show face book page.

KIDS WORKSHOP

The first 300 kids along with their parents/caregivers will have an opportunity to build a wood project together.

Kids Workshop Location:
 Meeting Rooms A & B





www.NorthSuburbanHomeShow.org

REGISTRATION FORM

EXHIBITORS MUST REGISTER NO LATER THAN MARCH 1ST TO BE INCLUDED IN THE 2013 SHOW DIRECTORY.

ALL SECTIONS MUST BE COMPLETED!

Please print clearly.

Business Name		
Business Street Address		
Business City, State & Zip		
Business Phone		
Business Website Address		
Contact Person Name		
Contact Person Phone Number		
Business Specialty <i>(this assists with booth location placement)</i>	<input type="checkbox"/> Interior Remodeling <input type="checkbox"/> Kitchen/Bath <input type="checkbox"/> HVAC <input type="checkbox"/> Exterior Remodeling <input type="checkbox"/> Windows/Doors <input type="checkbox"/> Garages <input type="checkbox"/> General Contractor <input type="checkbox"/> Design & Build Services <input type="checkbox"/> Fences <input type="checkbox"/> Landscape Design/Yard Maintenance/Sprinklers <input type="checkbox"/> Other - Describe: _____	
Will you be offering a Door Prize?	YES NO <i>If yes, exhibitors are responsible for handling all details for your door prize - (registration, winner notification, delivery, etc.)</i>	
Contractor's License (if applicable)		Electrical Hook-up Needed? YES NO
What email address would you like the show confirmation/info sent?	<i>(Please Print - Show Details and Confirmation Will Be Sent To This Email Address)</i>	

Yes, please contact us and let us know how we can help sponsor this year's show.

Single Booth (10' wide x 8' deep) \$ 300.00

Double Booth (20' wide x 8' deep) limited # available \$ 600.00

Credit Card Payment Authorization

Card Holders Name _____ Type of Credit Card: _____
(Visa or MasterCard Only)

Credit Card # _____ Expiration Date: _____

Credit Card Billing Address _____
(street address) (City, State, Zip)

Credit card payment information may also be telephoned to Cindy at 763-767-5100

If payment by check, make checks payable to: **Anoka Area Chamber of Commerce**

Mail Payment & Registration Form to:
 Andover Community Center, Attn: Cindy
 15200 Hanson Boulevard, N.W., Andover, MN 55304

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type

Name of business selling or exhibiting at event	Minnesota tax ID number		
Seller's complete address	City	State	Zip code
Name of person or group organizing event			
Name and location of event			
Date(s) of event			

Merchandise sold

Describe the type of merchandise you plan to sell.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

- I am selling only nontaxable items.
- I am not making any sales at the event.
- I participate in a direct selling plan, selling for _____ (*name of company*), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
- This is a nonprofit organization that meets the exemption requirements described below:
 - _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (*MS 297A.70, subd. 13[a][4]*).
 - _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (*MS 297A.70, subd. 13[b][1]*).
 - _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller	Print name here
Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.taxes.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at www.taxes.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.