



# HOME IMPROVEMENT EXHIBITORS WANTED...

## For the 19th Annual North Suburban Home Improvement Show

*The 2016 event drew over 1,000 visitors.  
We are striving for even more this year.*

**EVENT DATE:**  
*Saturday,  
March 11, 2017  
8:00 am - 2:00 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](mailto:accinfo@andovermn.gov)  
or  
763-767-5168

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 11, 2017 Hours: 8:00 am - 2:00 pm
- ◆ Subway concession stand with seating area for exhibitors and customers
- ◆ Easy building access for unloading and loading your materials
- ◆ Registration fee includes morning pastries, coffee and 2 box lunches
- ◆ Advertising - press releases, increased signage, print ads and more!
- ◆ 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, and Coon Rapids  
and 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](http://www.NorthSuburbanHomeShow.org) one week prior to show.



- Fees:** \$325.00 for a single booth (10' wide by 8' deep), one 6 ft. skirted table, two chairs, booth sign, draping and 2 box lunches.  
\$625.00 for a double booth (20' wide by 8' deep), two 6 ft skirted tables, four chairs, booth sign, draping and 2 box lunches. 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. We strongly encourage all exhibitors to set up Friday, March 10, 2017, from 1:00 pm - 7:00 pm. Set up will also be available on Saturday morning from 6:30 am - 7:30 am. All exhibitors must be ready by 8:00 am. Doors will open to the public promptly at 8:00 am. Show clean up begins at 2:00 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 is available. Please indicate electrical needs on registration form. 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 print and complete a ST19 Operator Certificate of Compliance form and return along with your show registration form. Forms available at [www.NorthSuburbanHomeShow.org](http://www.NorthSuburbanHomeShow.org)
- Door Prizes:** If you would like to donate a door prize, please drop it off at the home show staff table the morning of the show. The home show committee staff will draw consumer names throughout the day and award prizes. Clearly mark the prize with your business name so we can properly acknowledge those who have donated.
- Name Tags:** Each exhibitor will receive two (2) nametags with their business name printed on each.
- Sponsorship Opportunities:** If your business is interested in helping sponsor the 2017 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.
- Cancellation Policy:** Registration fees will not be refunded for cancellations received less than 21 days prior to show date.

Free Publicity! If you have a facebook page, take a moment and "like" the North Suburban Home Improvement Show face book page.





# Registration Form

To Be Included In The 2017 Show Directory,  
Exhibitors Must Register Prior To February 24, 2017

**PRINT AND WRITE EXACTLY AS IT SHOULD APPEAR IN SHOW DIRECTORY AND ON SIGNAGE**

Business Name:	
Business Street Address:	
Business City, State & Zip:	

Business Phone:	Business Website:
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Contact Person Name:	Contact Person Phone:
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Business Specialty: <small>(This assists with booth location placement)</small>	<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:
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Contractor's License <small>(if applicable):</small>	
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What email address would you like the show confirmation/info sent?	<small>(Please Print Email Address - Show Details and Confirmations Will Be Sent To This Email Address)</small>
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Sponsorship Opportunities:	<p>Yes, I am interested in sponsorship opportunities. <b>Sponsorship deadline is January 3, 2017.</b> I understand the event committee reserves the right to determine final sponsorship and that a committee member will contact me to discuss areas of interest.</p> <input type="checkbox"/> Green Up Show With Landscape/Design/Plants <input type="checkbox"/> Popcorn <input type="checkbox"/> Bags <input type="checkbox"/> Kids Activity - Describe: <input type="checkbox"/> DIY Demonstration - Describe: <input type="checkbox"/> Other - Describe:
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Would you like to donate a door prize?	<p><b>YES      NO</b>      The home show committee will draw names throughout the day and award prizes, acknowledging donors. Bring door prize to the show.</p>
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Booth Registration: <input type="checkbox"/> Single Booth (10' wide x 8' deep) <b>\$325.00</b> <input type="checkbox"/> Double Booth (20' wide x 8' deep) limited # available <b>\$625.00</b> <small>Registration fees will not be refunded for cancellations received less than 21 days prior to show date.</small>	Electrical Hook-Up Needed? <p><b>YES      NO</b></p>
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### Credit Card Payment Authorization

Card Holders Name: \_\_\_\_\_ Type of Credit Card: \_\_\_\_\_  
(Visa, Discover or MasterCard Only)

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_  
(street address) (City, State, Zip)

*Credit card payment information may also be telephoned to Cindy at 763-767-5168*

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

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