

# ISACS ANNUAL CONFERENCE EXHIBITOR FACT SHEET: IMPORTANT INSTRUCTIONS FOR EXHIBITORS FOR ST. PAUL RIVER CENTRE

Show Dates: Thursday, November 5 – Friday November 6, 2015

## LOCATIONS:

### EXHIBITOR AREA:

- St. Paul RiverCentre – Upper Ballroom Level (Level 4)
- Ballroom Level Concourse

### EVENT LOCATIONS:

- St. Paul RiverCentre – Upper Ballroom Level (Level 4)
- Ballroom Level Concourse (Including Exhibits)
  - Grand Ballroom (Sessions + Thursday Lunch)
  - Meeting Rooms 1-15 (Breakouts)
  - Exhibit Hall A (Friday Lunch)

## LOAD-IN: (Those arriving with their loads)

- 1) Load-in from the RiverCentre Parking Ramp: Exhibitors with limited items may find it more convenient to park in the RiverCentre Parking Ramp and then load/unload directly from their parked vehicle. A convenient skyway, with elevators to every level, leads from the parking ramp to the RiverCentre's ballroom level (see map). There are no hand trucks available if you use the RiverCentre Parking Ramp.
- 2) Load-in from the RiverCentre Main Loading Dock: Exhibitors with boxes and medium to large sized items will find it convenient to utilize the loading dock. The loading dock is located below Kellogg Lobby, and is easily accessible to the exhibit area. Exhibitors may enter the loading dock via the Eagle Street entrance (see attached map) and will be given a temporary 20 minute loading pass. This pass will allow exhibitors enough time to unload, move items to the exhibit area, and then move their vehicle to the adjacent parking ramp. This area is available at load-out also. There will be hand trucks available

## FREIGHT SHIPMENTS:

Advance freight shipments to the facility will only be accepted under the following conditions; freight shipments that are missing the following information may be refused:

- Freight may not arrive any earlier than **Friday, October 30, 2015**.
- All shipments must be properly labeled (see address below), and shipped to the correct shipping address listed in red below; Shipments sent to the wrong address will be refused.
- Up to 50 lbs. of material will be accepted, per exhibitor, at no charge.
- Exhibitors must pick-up their freight at the Loading Dock starting at 6:00 am on Thursday morning. There will be hand trucks available.
- All out-bound shipments must be arranged in advance by exhibitor; **RiverCentre does not have shipping labels**. The St. Paul RiverCentre will provide phone numbers for UPS, FedEx, the address of the RiverCentre Loading Dock and instructions for coordinating freight pick-up onsite. Please make sure to bring your own return shipping labels and account information. The River Centre and the ISACS staff will **NOT** have shipping labels.
- Exhibitors may also ship materials to the Crowne Plaza St. Paul Riverfront (soon to be the InterContinental) and transport their materials to the RiverCentre. For further shipping information to the hotel, please contact [jacob@isacs.org](mailto:jacob@isacs.org)

## PHYSICAL ADDRESSES FOR THE ST. PAUL RIVERCENTRE:

### RiverCentre Office Address

175 West Kellogg Boulevard  
St. Paul, MN 55102  
651.265.4800  
(Do not ship freight to this address)

### **\*\*SHIP ITEMS to RiverCentre:\*\***

**RiverCentre Loading Dock**  
**Samantha Zastrow**  
**Att: ISACS Conf. – COMPANY NAME**  
**310 Eagle Street**  
**St. Paul, MN 55102**  
**651.265.4847**

### RiverCentre Parking Ramp

150 West Kellogg Boulevard  
St. Paul, MN 55102  
(across from the RiverCentre,  
connected via skyway, see map attached)

## INTERNET / PHONE / ELECTRICAL

- Please order all exhibitor service online at the RiverCentre's [Exhibitor Services](#) website. Please note that services ordered the day of the event are charged at a higher "floor rate" price. If you have specific questions regarding St. Paul RiverCentre exhibitor services, please find contact information (email and phone number) for RiverCentre exhibitor representatives when you click on the Exhibitor Services link.
- WI-FI: A wireless network is available free of charge throughout the entire facility (including the exhibitor area). This network is named "**RC\_FreeWiFi**"; Simply open a web browser and accept the terms & conditions. The free Wi-Fi is intended for casual web browsing for both exhibitors & attendees. If you plan to use the internet for streaming, promoting product, etc., you should consider ordering a hard wired connection. Please do not plan to bring and use your own hot spot as that will cause problems with the onsite Wi-Fi.