



Exhibitor Information

Shipping

Receiving - Packages for meetings may be delivered to Grand Casino Mille Lacs, 777 Grand Avenue, PO Box 343, Onamia MN 56359 no earlier than TWO (2) business days prior to the function. The following information must be included on all packages: GROUP NAME, CONTACT NAME, DATE OF FUNCTION and attention to the Banquet Department. Any alternate arrangements are to be approved by the Banquet Department.

Shipping Out - Guests are responsible for return of any packages. If the guest needs the package shipped out, the package should be sealed, have pre-paid shipping label and be turned into a banquet associate. Grand Casino Mille Lacs can not originate any pickups. This must be arranged by the exhibitors company. Available vendors include: Speedy, FedEx and UPS.

Storage – Grand Casino Mille Lacs has limited storage. Please adhere to the 48 hours advance deliveries

Trash

Grand Casino Mille Lacs will remove all bulk trash following move-out. Bulk trash is defined as all boxes, crates, pallets, packing materials and other items not easily removed by a standard push broom or vacuum. Grand Casino Mille Lacs will not be able to vacuum in vendor booths. It is the responsibility of exhibitors to mark any cartons, literature and similar materials that they wish to save during move-in and move-out. All items left after move out day will be discarded.

Lost And Found

Every effort shall be made to see that property found and/or turned in shall be handled in such a way as to provide the best possible opportunity for return to its rightful owner. If property is found before, during or after an event by Grand Casinos Mille Lacs, it will be turned in to Security Department for pick up.

Move In/Out

Depending on the type of event and level of occupancy, a certain number of move in days will be scheduled for your exhibit hall and/or meeting rooms; The days will be outlined in your contract. Requests for additional move in days should be directed to your Sales Representative. If space is available, additional charges will be incurred.

Decorative Materials

Nothing may be taped, nailed, tacked, or otherwise affixed to table skirting, ceilings, floors, painted surfaces, fire sprinklers, columns, fabric or decorative walls. The release of glitter and distribution of any adhesive-backed sticker is also strictly prohibited. All decorative materials must be flame-proof in accordance with the Grand Casino Mille Lacs regulations. This includes drapes, banners, all decorative fabrics, poster paper, foam core board, as well as all hangings, curtains, and drops, Christmas trees, projection screens, plastics, straw, hay, organic materials and all other decorative materials.



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Electrical Services

All electrical connections must be made by the Grand Casino Mille Lacs personnel. The current rates and advance scheduling for service are available by contacting your Banquet Coordinator.

Cooking and Food-Warming Devices

Cooking and food warming devices shall be placed on non-combustible materials, kept two feet from any combustible materials, isolated from the public by a four foot space, and limited to 288 square inches of cooking area. Table cloths or draping used on tables near cooking equipment must be treated with a flame retardant and be fireproof. Booths containing cooking devices must have a fire extinguisher readily available for use. Fire extinguishers must be fully charged and in operable condition.

Obstructions

Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in operable condition at all times. Exit signs, manual pull stations, fire department handsets and fire hose cabinets shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies, passageways and fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc., shall not be placed beyond booth area into aisles.