



Vendor/Exhibitor Information Guide

Welcome to the Mayo Civic Center!

Exhibitor check-in:

- Located in the North Lobby near the Auditorium entrance.

Food & Beverage:

- The Mayo Civic Center does not allow any food, beverages, or coolers to be carried into the Mayo Civic Center for personal or public consumption. (Olmsted County Health Department regulations).

Parking:

- Parking is available in City-owned parking ramps for a nominal fee during the day and is free after 5:00 PM on weekdays and all day on Saturdays and Sundays. Numerous parking lots are also available for a daily fee. Mayo Civic Center has no on-site parking.

Smoking:

- The Mayo Civic Center is smoke-free in its entirety. If you smoke please step outside and dispose of any debris properly. State regulations require all smokers must be 15' from any exit.

Event Move In & Day of Event:

- During move-in promptly unload your vehicle/trailer and then move it to a nearby parking lot. Do not leave your vehicle unattended in fire lanes or patron drop-off zones. Vehicles are not permitted on patios, near entrances or on grassy areas at any time and will be ticketed accordingly.
- Do not tape, nail, tack or affix anything including signs or posters to ceilings, painted surfaces, sprinkler heads, door frames, floors, windows or walls.
- Balloons and adhesive-backed stickers may not be distributed at any time.
- Electrical orders may be purchased in the administrative offices located at the Grand Lobby.
- The Mayo Civic Center is Wi-Fi accessible. Access is \$12.00 per 24 hour period.
- There is an ATM located near the Mayo Civic Center skyway entrance. Also Wells Fargo Bank has ATM service and is located at the corner of Civic Center Drive and Center Street.

Safety First

- All exits must remain readily accessible and free of obstruction at all times. (Rochester Fire Dept).
- For security reasons and the show's protection, outside doors must not be propped or held open.
- Please be cautious with personal items and never leave valuables unattended at your booth.

**We appreciate having you here at the Mayo Civic Center.
Please let us know if there is anything that we can do to make your visit better.**

Mayo Civic Center Staff
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