



The following guidelines will assist you during the event in order to clarify the policies and procedures of Mystic Lake Casino Hotel.

SHOW INFORMATION

1. Mystic Lake Casino Hotel is an alcohol and firearm free facility in its entirety. You are not allowed to display or distribute any item that contains alcohol or has the appearance of a firearm.
2. Trucks, vans, etc. cannot be used for sleeping purposes or be plugged in to an electrical outlet on the poles in the parking lot.
3. If freestanding displays are used, they must be self-supporting in nature. No adhesive is to be used on the ballroom walls.
4. For Load-in, Load-out, and Shipping Information, please refer to the succeeding pages.
5. For loading in your equipment, supplies, product, or materials via the Salle Port elevator, the weight limit is 10,000 pounds. Entrance door dimensions are 95” by 95” and floor dimensions are 83”x114”.
6. All booth assignments are determined by show contact.
7.

<u>Room Name</u>	<u>Ceiling heights</u>	<u>Largest door openings</u>
Grand Ballroom	15’5”	82” wide, 93” high
Dakota	14’	94” wide, 93” high
All other space	9’11”	69” wide, 94” high
8. Distribution of food and beverage is not allowed.