



VENDOR PROSPECTUS



LOCATION

Minneapolis Marriott City Center
30 S 7th St, Minneapolis, MN 55402

Phone: (612) 349-4000

The convention rate for sleeping rooms at the Minneapolis Marriott City Center, is \$189 per night (plus taxes and fees).

The deadline for reserving rooms at the convention rate is **October 27, 2025**. After that date rooms will be at the prevailing rate depending on availability.

Hotel check in time is 4 PM and check out by 12 PM.

The Minneapolis Marriott City Center is a non-smoking hotel.

Parking Information:

- There is convenient self-parking through the City Center Parking ramp- prices vary.
- Alternatively, valet parking is available:
Daily: \$28+ tax
Overnight: \$52+ tax
Oversized Vehicles: \$65+ tax
- If any guests are needing a space for larger vehicles, such as a semi or bus size, please use the MPLS Parking CB Zone 9. MPLS Parking: (<https://www.mplsarking.com>)

**TO MAKE ROOM RESERVATIONS
AT THE CONVENTION RATE OF \$189
PLUS TAXES & FEES, [CLICK HERE](#)**

SPACE

An 8' x 10' booth will include two folding chairs per table, waste basket, and vendor identification sign. Additional 8' x 10' booths may be purchased. One electrical outlet will be provided per vendor. We recommend that vendors bring extension cords and/or power strips to ensure that cords will reach. Vendors may also want to bring small lamps or other booth lighting.

Complimentary standard service Wi-Fi will be available.

SPECIAL EVENTS

- **Opening Reception:**
Wednesday, November 19, 6:30-8:00 PM
- **Women's Lunch:**
Thursday, November 20, 12:00 PM
*This is a ticketed event.
Pre-registration is required. Seating is limited.*
- **Vendor Market & Mixer:**
Thursday, November 20, 5:30-7:00 PM
Market and Mixer with Food and Drink in the Vendor Room
- **Closing Reception:**
Saturday, November 22, 5:30 PM



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VENDOR ROOM DAILY SCHEDULE

The hours will vary slightly from day to day. A final detailed schedule will be provided prior to the show.

- 9:00 AM-1:00 PM** Vendor Room Open
- 10:00 AM-10:30 AM** Coffee Break with Vendors
- 1:00 PM-2:00 PM** Vendor Room Closed for Lunch
- 2:00 PM-6:00 PM** Vendor Room Open
- 5:30 PM-7:00 PM** Thursday: Vendor Market & Mixer

SET UP

- **Wednesday, November 19, 1 PM – 5 PM**

STRIKE

- **Saturday, November 22, 1 PM – 5 PM**

VENDOR RATES

Each 8' x 10' booth = \$750

(comes with two Convention badges per booth. For example, if you reserve 3 booths, you will receive 6 badges.)

Additional Badges: \$150

Attire: Business casual

Attendee List: The VSA will not be providing an attendee list

Shipping Information: Chrom Expo has been chosen to handle all shipping. Once you register for the conference, you will receive an email from Chrom Expo outlining shipping procedures and information on additional items that you may rent for your booths, ie: additional tables, chairs, lighting etc.

If you are not using Chrom Expo for your shipping, you will be responsible for getting your shipment from the loading dock to the vendor room and storing anything on site.

Vendor Registration Here! → →

Register Here!

PROPOSED SCHEDULE

Set Up and Sign In

Wednesday, November 19

1 PM – 5 PM

Vendor Room Hours

Thursday, November 20

9 AM – 1 PM and 2 PM – 7 PM

5:30 PM – 7 PM Vendor Market & Mixer*

* Market and Mixer with Food and Drink in the Vendor Room

Friday, November 21

9 AM – 1 PM and 2 PM – 6 PM

Saturday, November 22

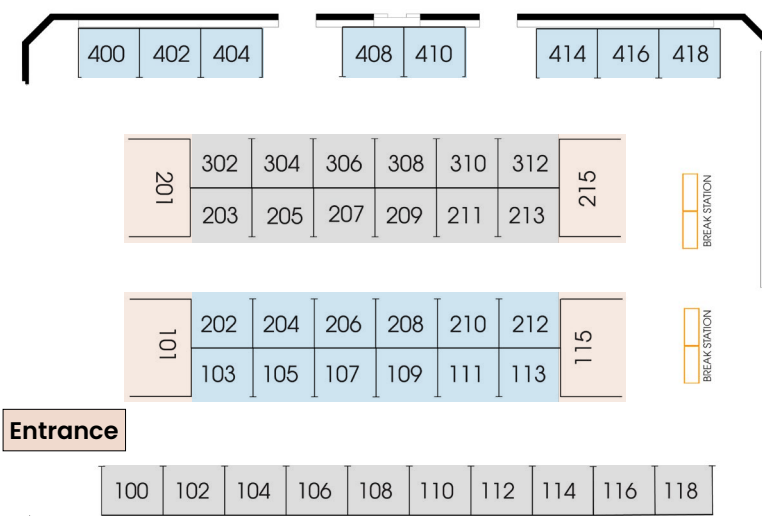
9 AM – 1 PM

Strike and Pack Up

Saturday, November 22

1 PM – 5 PM

Vendor Floor Map



Booths 101, 201, 115 and 215 will be sold as part of a Sponsorship.

8 x 10 Booths
Aisles are 10' or wider

2025 VENDOR GUIDELINES/REGULATIONS

APPLICATION AND ASSIGNMENT OF SPACE – Applications will be made in writing on the contract form provided and must be accompanied by payment in full. Table space assignments shall be made on a first come, first-served basis depending on availability and the vendor's space request is not guaranteed.

CONTRACT FOR SPACE – The application for space and the formal notice of assignment by The VSA constitutes a contract for the right to use the space allotted. In the event of fire, strike or other uncontrollable circumstances rendering the building unfit or unavailable to use, the contract shall not be binding.

CONSTRUCTION – All vendor displays must be arranged so as not to obstruct the view or interfere with other vendor displays.

FIRE REGULATIONS – To comply with local fire ordinance requirements, all decorative material must be flame resistant. Materials meeting these requirements are available to Vendors by the hotel. No volatile or flammable fluids, substances, or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any vendor hall space.

RESTRICTIONS IN USE OF SPACE – No vendor shall reassign, sublet or share his or her allotted space without the knowledge and consent of the VSA manager.

CIRCULATION AND SOLICITATION – Circulars or advertising matter of any description may be distributed only within the table(s) assigned to the vendor presenting such material. No vendor shall obtain vendor space anywhere outside the designated vendor area, and no firm or organization not assigned a vendor hall space will be permitted to solicit business within the vendor hall area.

NO SUITCASING OR OUTBOARDING – Suitcasing is the act by suppliers soliciting business in the trade show aisles or other public areas of the show or in another company's vendor area without having purchased a vendor hall space. This includes distributing literature or marketing materials of any kind on the trade show floor. Outboarding is the act of conducting meetings with conference participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased table space at the show or securing advance permission of convention management. Please respect the vendors who support The VSA convention by investing significant time and money in the planning and execution of their exhibits.

NOISE-MAKING VENDOR DISPLAYS – Vendor displays that include the operation of musical instruments or audio equipment should be conducted or arranged so that the noise resulting from demonstrations will not unnecessarily disturb adjacent vendors and their patrons.

INSURANCE & LIABILITY – Vendors shall indemnify and hold harmless The Violin Society of America and Minneapolis Marriott City Center from all liability that might ensue from any cause whatsoever. The VSA does not guarantee Vendors against loss of any kind. Reasonable care should be exercised to protect all vendors. 24-hour security service will be maintained during the hours from move-in until move-out. Vendors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy, protecting them against loss through theft, fire damage, etc. The Vendor is responsible for damage to property. No signs or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors, etc., in such manner as to damage hotel property. All sales are to conform to the sales tax regulations of the state of Minnesota and the Internal Revenue Service. The Violin Society of America assumes no responsibility for and shall not be liable in any respect relating thereto.

RESTRICTIONS IN OPERATION OF VENDOR DISPLAYS – Each vendor business must provide an attendant at their table during the operating hours. The VSA reserves the right to deny any vendor application, or restrict vendor displays that, because of noise, method of operation or any reason become objectionable, and may also prohibit or evict any vendor which, in the opinion of the management, detracts from the general character of the vendor hall as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the vendor hall. In the event of such restrictions, The VSA is not liable for any vendor expense.

CANCELLATIONS – Cancellation requests must be made in writing to the VSA office. The following fees will apply:

- A. If notification of cancellation of Vendor Space is received before October 20, 2025; Vendor will be refunded all payments minus a cancellation fee equal to 25% of the total Vendor Space Cost.
- B. If notification of cancellation of Vendor Space is received on or after October 25, 2025, no refund will be made and Vendor will be liable for 100% of the Vendor Space Cost, even if such Vendor Space is resold.

If you have any questions, please contact:

THE VIOLIN SOCIETY OF AMERICA
230 Washington Avenue Extension, Suite 101
Albany, NY 12203
518-313-0023

info@vsaweb.org

