

Exhibitor Shipping Information:

Packages for meetings may be delivered to Grand Casino Hinckley, 777 Lady Luck Drive Hinckley MN 55037 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. Guests are responsible for return of any packages. If the guest needs the package shipped out, the package should be sealed and clearly labeled in the booth. Grand Casino Hinckley can not originate any UPS Pickups. UPS must be arranged by the exhibitors company. Storage – Grand Casino Hinckley has limited storage. Please adhere to the 48 hours advance deliveries

Trash

Grand Casino Hinckley will remove all bulk trash, prior to the initial show opening and 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. The Grand Casino Hinckley will empty trash containers and small trash cans placed in the aisles by exhibitors during the show. Grand Casino Hinckley 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 Hinckley, 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 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 Hinckley's 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.

Telecommunications

Our Banquet Department installs your telecommunication lines and instruments and offers you a variety of special features for voice and data lines. All services must be pre-ordered and charged to a credit card prior to move-in.

Electrical Services

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