



## **Indian Gaming Mid-Year Exhibitor Set Up Information**

### **Location:**

Mystic Lake Casino Hotel  
2400 Mystic Lake Blvd.  
Prior Lake MN 55372

Catering & Convention Contact: Mr. Thomas Wangerin

Tel: 952-496-7172 – E-mail: [Thomas.Wangerin@MysticLake.com](mailto:Thomas.Wangerin@MysticLake.com)

### **Hotel Reservations:**

To book reservations, please see our travel web page at

<https://www.indiangamingtradeshow.com/mid-year/travel> rates start at \$159 and available until the room block is filled. (rates subject to change)

### **Exhibit/Conference Halls:**

Isanti Ballrooms and Pre-Function

Table Top Includes: 1- 6x30 table, 2 chairs

### **On-Site Registration Hours**

Monday, September 8	8:00 a.m. – 6:00 p.m.
Tuesday, September 9	8:00 a.m. – 5:00 p.m.
Wednesday, September 10	8:00 a.m. – 12:00 p.m.

### **Badges**

Two badges will be provided to Table Top exhibiting companies. Company participants must wear badges during all show/meetings.

### **Electrical Service Requirements**

If you require electrical service for your display, please refer to the **Mystic Lake Electrical Service Order Form**.

### **Internet and AV Service Requirements**

If you require electrical service for your display, please refer to the **Mystic Lake Audio Visual Service Order Forms**.

### **Set-Up Times**

Monday September 8

1:00 p.m. – 5:00 p.m.

**All Exhibits MUST be completed and set by 5:00 p.m. for our exhibit hall reception.**

### **Tabletops/Arts & Crafts Hours**

Monday, September 8

1:00 – 7:00 p.m.

Tuesday, September 9

9:00 a.m. – 12:30 p.m., 1:30p.m. – 5:00 p.m.

Wednesday, September 10

9:00 a.m. – Noon

**All exhibits MUST stay in place until the conference has ended.**

### **Move-Out Hours**

Wednesday September 10

Starting at Noon

**All exhibits MUST stay in place until the conference has ended.**

### **Shipping Directly:**

Shipping your display and materials to Mystic Lake Casino Hotel will be an easy task by following these instructions. **Please send your materials to arrive ONLY between September 3 and September 5, 2025.**

IGA Mid-Year Conference

Your Company Name/Your Table Top Number

Mystic Lake Casino Hotel

2400 Mystic Lake Blvd.

Prior Lake MN 55372

### **Security**

Although the Mystic Lake Casino Hotel has security personnel, IGA, Mystic Lake Casino Hotel and event management are not responsible for any lost or stolen articles. Please be sure to take care of all your articles as best possible. Perhaps overnight storage in your sleeping room is the best option for sensitive items.

### **No Cash Transactions**

Cash transactions in Mystic Lake Center are limited to those staffed by the Hotel. Under no circumstances are there to be cash transactions executed in Mystic Lake Center by vendors. This includes all vendor sales (for example, cash and carry, pop up shops, donations).

### **Additional Questions:**

Any additional questions or concerns please contact Em Wengel at

[Em.Wengel@ClarionEvents.com](mailto:Em.Wengel@ClarionEvents.com) or 918-831-9443

## SHIPPING INFORMATION

*Note to Group Contact:*

*Coordinate all shipment of parcels to your catering contact*

### SHIPPING

- The Hotel is not responsible for materials shipped but not received in time for your function. C.O.D. shipments will not be accepted.
- All packages must be labeled with the Company Name, Vendor Representative, Show/Event Date, Event Name.

Example:      Company XYZ  
                    Mr. John Smith  
                    ABC Show—Jan 1-3, 2008  
  
                    Mystic Lake Casino Hotel  
                    **Attn: Convention Services**  
                    2400 Mystic Lake Blvd.  
                    Prior Lake, MN 55372

- Please direct deliveries to the Mystic Lake Casino Hotel receiving Department NO MORE THAN THREE (3) days prior to the date of your event and during the business hours of 8:00 a.m. until 5:00 p.m. Monday through Friday (excluding Holidays). Any shipments arriving sooner will be returned to sender or charged a storage fee of \$5.00 per package per day.
- Any freight shipping charges incurred as a result of materials i.e. literature, audiovisual equipment, etc. being shipped remain the sole responsibility of the Group.
- No pallet storage is available unless pre-arranged with your group contact. Storage fees will apply.
- Please contact Convention Services upon arrival to retrieve shipments.

### RETURN SHIPPING

- Please provide your own shipping labels which include the following:
  1. Account number for billing
  2. Name and address of shipper
  3. Name and address of destination
- Notify Convention Services of intent to ship. Convention Services will be able to assist you with further details.
- Please arrange for pick-up with the courier of your choice at the Shipping and Receiving Dock.
- Any packages that are on a pallet must be shrink-wrapped and will be the full responsibility of the vendor.
- Any packages left here without the proper information will be assessed a rental fee of \$5.00 per package per day.

For further information please contact your Event Coordinator.