

Exhibitor Service Kit

DEAR EXHIBITOR:

Hubbell/Tyner is pleased to inform you that we have been selected by show management to serve as the official service contractor for the **Northern Green**. Please take a moment to carefully review the enclosed information. To help in your planning we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment as soon as possible in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

I am happy to serve as your exhibitor service representative. If you have any questions at all please feel free to contact me.

Sincerely,

Mike Marigold

Exhibitor Service Representative
651-280-4928 | Direct
651-917-2658 | Fax
mmarigold@hubbelltyner.com

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***ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL, INTERNET AND AUDIO VISUAL FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS. PLEASE NOTE: ALL PAYMENTS AND QUESTIONS SHOULD BE HANDLED DIRECTLY WITH THE 3RD PARTY. SEE 3RD PARTY ORDER FORMS FOR CONTACT INFORMATION.**

EVENT DETAILS

HUBBELL/TYNER EXHIBITOR SERVICES

Mike Marigold
Phone | 651-280-4928
Fax | 651-917-2658
Email | mmarigold@hubbelltyner.com

2110 Old Highway 8 NW
New Brighton, MN 55112

EXHIBIT BOOTH DESCRIPTION

Each 10' x 10' Booth Includes:

8' High Lime Green/Charcoal Back Drape
3' High Lime Green/Charcoal Side Drape
1 – ID Sign

Carpet Colors – Black Tuxedo

Each Bulk Space Booth Includes:

Perimeter Marking
Booth Number Floor Marked



EXHIBITOR SCHEDULE

Exhibitor Move In:	Monday	January 9, 2017	6:00 am – 5:00 pm
	Tuesday	January 10, 2017	6:00 am – 3:00 pm
Preview Hours:	Tuesday	January 10, 2017	4:00 pm – 5:30 pm
Event Hours:	Wednesday	January 11, 2017	10:00 am – 5:00 pm
	Thursday	January 12, 2017	9:00 am – 4:00 pm
Exhibitor Move Out:	Thursday	January 12, 2017	4:00 pm – 10:00 pm
	Friday	January 13, 2017	8:00 am – 4:00 pm

FREIGHT/MATERIAL HANDLING

Advance to Warehouse: (Dec. 10 – Jan. 5)

TO: (Exhibiting Company Name and Booth #)
FOR: Northern Green
Hubbell/Tyner
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

Direct to Show Site: (Jan. 6, 9 & 10 ONLY)

TO: (Exhibiting Company Name and Booth #)
FOR: Northern Green
c/o: Hubbell/Tyner
Minneapolis Convention Center
1301 Second Ave. S.
Minneapolis, MN 55403

FORKLIFT SERVICE

Hubbell/Tyner is offering a special ½ hour minimum rate for this show. See page 27 for details on how to order a fork lift. Dedicated Fork lift service only applies to the unloading of POVs, Company Trucks and Booth Work.

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

Orders must be received with full payment prior to the following dates to take advantage of the discount pricing. Advance freight must arrive to the warehouse by the date listed below.

- Carpet & Furnishing Rentals January 2
- Advance Freight Receiving December 10 – January 5

PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express, Discover
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Hubbell/Tyner services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:
Emailed: mmarigold@hubbelltyner.com
Faxed: 651-917-2658
Mailed: Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

TAX EXEMPTION

- If tax exempt, a copy of your ST-3 tax exempt certificate must be provided along with your order.
- No adjustments will be made for tax exemptions after the close of the show.

THIRD PARTY BILLING

- The exhibiting firm is ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company.

MISCELLANEOUS

- Should rental items be found in your booth that have not been ordered, they will be invoiced at standard pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the exclusive property of Hubbell/Tyner.

RECAP OF ORDERS/CREDIT CARD AUTHORIZATION

SERVICES ORDERED

Taxable Services

Furnishings & Accessories.....\$ _____
Tables.....\$ _____
Floor Covering.....\$ _____
Booth Package.....\$ _____
Executive Furnishings.....\$ _____
Rental Displays.....\$ _____

7.755% Sales Tax*\$ _____

* All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.

Non-Taxable Services

Signs & Banners\$ _____
Material Handling/Forklift Service (must have cc on file)\$ _____
Labor (must have cc on file).....\$ _____

Grand Total.....\$ _____

METHOD OF PAYMENT

☐ **Company Check (Please reference Job #10341)**

Payable To: Hubbell/Tyner
Mail To: Hubbell/Tyner
2110 Old Highway 8 NW
New Brighton, MN 55112

☐ **Credit Card**

Card Number _____

Card Type ☐ Visa ☐ Master Card ☐ Discovery ☐ American Express Exp _____ CVV _____

Card Holder Name _____

Card Holder Signature _____

Billing Address _____

City/State/Zip _____ Phone _____

EXHIBITING COMPANY

Company _____ Booth # _____

Street Address _____

City _____ State _____ Zip _____

Contact Name _____ Email Address _____

Phone _____ Fax _____

THIRD PARTY PAYMENT AUTHORIZATION

EXHIBITING COMPANY INFORMATION

Exhibiting Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Card Number _____
Card Type ☐ Visa ☐ Master Card ☐ Discovery ☐ American Express Exp _____ CVV _____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

THIRD PARTY COMPANY INFORMATION

Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____

THIRD PARTY COMPANY INFORMATION

Card Number _____
Card Type ☐ Visa ☐ Master Card ☐ Discovery ☐ American Express Ex _____ CVV _____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

Services to be charged to Third Party

☐ All Services ☐ Booth Furnishings ☐ Booth Labor ☐ Material Handling ☐ Other _____

Acknowledgement of Third Party Credit Authorization

By completing and returning this document to Hubbell/Tyner we agree that we the exhibiting firm are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Draper Easel

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Extended
Plastic Side Chair	x	\$33.25	\$43.25 =	\$ _____
Padded Side Chair.....	x	\$58.75	\$76.50 =	\$ _____
Padded Arm Chair.....	x	\$62.00	\$80.75 =	\$ _____
High Stool	x	\$79.25	\$103.00 =	\$ _____
Poster Board (vert / horiz).....	x	\$100.25	\$130.47 =	\$ _____
Showcase	x	\$357.75	\$465.00 =	\$ _____
Wastebasket	x	\$23.00	\$29.75 =	\$ _____
Easel.....	x	\$36.75	\$48.00 =	\$ _____
Chrome Bag Holder	x	\$55.25	\$72.00 =	\$ _____
22" x 28" Chrome Sign Holder.....	x	\$85.75	\$111.25 =	\$ _____
Chrome Stanchion	x	\$65.50	\$85.25 =	\$ _____
Velour Stanchion Rope	x	\$28.86	\$37.50 =	\$ _____
Retractable Stanchion	x	\$32.25	\$42.00 =	\$ _____
Literature Rack	x	\$84.50	\$109.75 =	\$ _____
Sales Counter w/ Graphics	x	\$320.75	\$417.00 =	\$ _____
4' Tabletop Riser.....	x	\$50.25	\$65.25 =	\$ _____
6' Tabletop Riser.....	x	\$70.50	\$91.50 =	\$ _____
8' Tabletop Riser.....	x	\$91.50	\$119.00 =	\$ _____
8' Upright w/ Base.....	x	\$25.25	\$33.00 =	\$ _____
6' – 10' Adjustable Cross Bar	x	\$17.75	\$23.00 =	\$ _____
8' High Masking Drape (price / ft)	x	\$17.50	\$20.50 =	\$ _____
Color Selection				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
3' High Masking Drape (price / ft)	x	\$15.00	\$17.50 =	\$ _____
Color Selection				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				

Total Estimated Furnishings & Accessories \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

TABLES

DRAPED TABLES

4' L x 24"W x 30"H
6' L x 24"W x 30"H
8' L x 24"W x 30"H

4' L x 24"W x 42"H
6' L x 24"W x 42"H
8' L x 24"W x 42"H

Draped tables include a white vinyl top and draping on 3 sides. 4th sided draping can be ordered at an additional cost.



UNDRAPED TABLES

4' L x 24"W x 30"H
6' L x 24"W x 30"H
8' L x 24"W x 30"H

4' L x 24"W x 42"H
6' L x 24"W x 42"H
8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



PEDESTAL TABLES

18" H x 30" Round
30" H x 30" Round
42" H x 30" Round
30" H x 42" Round
42" H x 30" Cover



TABLES

30" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
4' L x 24" W	_____	x \$111.75	\$145.25 =	\$_____
6' L x 24" W	_____	x \$125.00	\$163.50 =	\$_____
8' L x 24" W	_____	x \$143.25	\$186.25 =	\$_____
4 th Side Draping	_____	x \$45.75	\$59.50 =	\$_____

Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White

42" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
4' L x 24" W	_____	x \$123.75	\$160.89 =	\$_____
6' L x 24" W	_____	x \$139.25	\$181.25 =	\$_____
8' L x 24" W	_____	x \$151.75	\$197.25 =	\$_____
4 th Side Draping	_____	x \$45.75	\$59.50 =	\$_____

Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White

30" High Undraped Tables	Qty	Discount	Standard	Extended
4' L x 24" W	_____	x \$47.75	\$62.25 =	\$_____
6' L x 24" W	_____	x \$51.50	\$67.00 =	\$_____
8' L x 24" W	_____	x \$57.25	\$74.25 =	\$_____

42" High Undraped Tables	Qty	Discount	Standard	Extended
4' L x 24" W	_____	x \$51.50	\$67.00 =	\$_____
6' L x 24" W	_____	x \$57.00	\$74.00 =	\$_____
8' L x 24" W	_____	x \$63.25	\$82.00 =	\$_____

Pedestal Tables	Qty	Discount	Standard	Extended
18" H x 30" Round	_____	x \$63.50	\$82.50 =	\$_____
30" H x 30" Round	_____	x \$93.00	\$120.75 =	\$_____
42" H x 30" Round	_____	x \$97.00	\$126.00 =	\$_____
42" H x 30" Round – with black cover	_____	x \$129.25	\$168.00 =	\$_____
30" H x 42" Round – (conference Table)	_____	x \$91.75	\$119.25 =	\$_____

Total Estimated Tables \$_____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

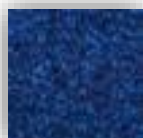
FLOOR COVERING

STANDARD CARPET

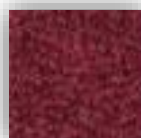
10 oz NYLON CARPET



Black



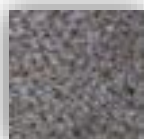
Blue



Burgundy



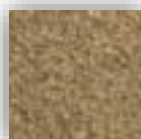
Green



Grey



Red



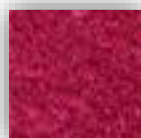
Tan



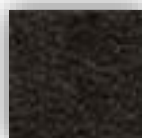
Teal

PREMIUM CARPET

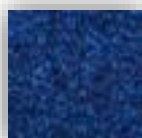
28 oz NYLON CARPET



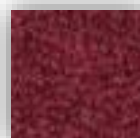
Berry



Black



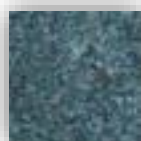
Blue



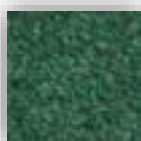
Burgundy



Charcoal



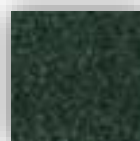
Cobalt



Emerald



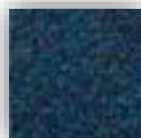
Gold



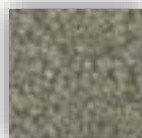
Green



Ice



Navy



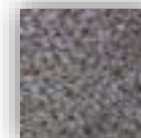
Platinum



Purple



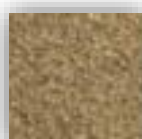
Red



Silver



Soft Ivory



Tan



Teal



White

STANDARD CARPET (10 oz NYLON)

Item.....	Qty	Discount	Standard	Extended
10' x 10'	_____ x	\$160.00	\$208.00 =	\$_____
10' x 20'	_____ x	\$308.00	\$416.00 =	\$_____
10' x 30'	_____ x	\$480.00	\$624.00 =	\$_____
10' x 40'	_____ x	\$640.00	\$832.00 =	\$_____

Custom Size – Standard Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$1.60	\$2.08 =	\$_____

Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan

**If no color is selected, grey will be provided*

PREMIUM CARPET (28 oz NYLON)

Premium Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$5.30	\$6.90 =	\$_____

Color Selection

☐ Berry ☐ Black ☐ Blue ☐ Burgundy ☐ Charcoal ☐ Cobalt ☐ Emerald ☐ Green ☐ Ice
☐ Navy ☐ Platinum ☐ Purple ☐ Red ☐ Silver ☐ Soft Ivory ☐ Tan ☐ Teal ☐ White

- Premium carpet must be ordered 14 days prior to the first day of exhibitor move in.
- Once an order for premium carpet has been placed it is subject to a 100% cancellation fee.
- Premium carpet orders require a 100 square foot minimum.
- Premium carpet orders come with protective covering at no charge.

PADDING & PROTECTIVE COVERING

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$1.14	\$1.49 =	\$_____

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$0.93	\$1.20 =	\$_____

Total Estimated Floor Covering \$_____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company_____ Booth #_____

BOOTH PACKAGE

SAVE UP TO 20% BY ORDERING A BOOTH PACKAGE



Item	Discount	Standard	Extended
Package 1*	x \$344.50	\$448.00	= \$_____

- Booth Carpet, 1- 6' x 30" Draped Table, 2 - Padded Side Chairs, 1 Waste Basket

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

6' x 30" Table Drape Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White



Item	Discount	Standard	Extended
Package 2*	x \$388.50	\$505.00	= \$_____

- Booth Carpet, 1- 6' x 42" Draped Table, 2 - High Stool, 1 Waste Basket

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

6' x 42" Table Drape Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White



Item	Discount	Standard	Extended
Package 3*	x \$354.50	\$460.75	= \$_____

- Booth Carpet, 42"H x 30" Rounds Pedestal Table, 2 - High Stools, 1 Waste Basket

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal



Item	Discount	Standard	Extended
Package 4*	x \$471.00	\$612.25	= \$_____

- Booth Carpet, Sales Counter, 1 - High Stool, 1 Waste Basket

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

***Please Note: There are no substitutions on Booth Package orders.**

Total Estimated Tables \$_____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

EXECUTIVE FURNISHINGS

Hubbell/Tyner offers a wide variety of lounge furnishings as well as several office furniture options. If you would like to see images or request a specific model or color please contact us for pictures and availability. A neutral colored item will be provided for you should you not contact us to request a specific style or color.

EXECUTIVE LOUNGE FURNISHINGS

Item	Qty	Discount	Standard	Extended
Lounge Chair	_____ x	\$257.00	\$334.00 =	\$ _____
Sofa	_____ x	\$362.00	\$470.00 =	\$ _____
Coffee Table	_____ x	\$132.00	\$172.00 =	\$ _____
End Table	_____ x	\$99.00	\$129.00 =	\$ _____
Table Lamp	_____ x	\$56.75	\$73.75 =	\$ _____
Floor Lamp	_____ x	\$93.75	\$122.00 =	\$ _____

OFFICE STYLE FURNISHINGS

Item	Qty	Discount	Standard	Extended
Executive Desk 72" x 42"	_____ x	\$430.00	\$559.00 =	\$ _____
Credenza 72" x 24"	_____ x	\$325.25	\$422.75 =	\$ _____
Hutch 72" x 44"	_____ x	\$297.75	\$387.00 =	\$ _____
Desk 72" x 36"	_____ x	\$308.50	\$401.25 =	\$ _____
Bookcase 72" High	_____ x	\$121.25	\$157.75 =	\$ _____
Bookcase 48" High	_____ x	\$103.00	\$133.75 =	\$ _____
Executive Leather Office Chair	_____ x	\$196.00	\$246.00 =	\$ _____
Leather Guest Chair	_____ x	\$203.00	\$264.00 =	\$ _____
Chair – Executive Task Chair	_____ x	\$197.00	\$256.00 =	\$ _____
Chair – Conference Chair	_____ x	\$121.00	\$158.00 =	\$ _____
Chair – Stackable Guest Chair	_____ x	\$88.00	\$114.50 =	\$ _____
Table – 36" x 72" Conference Table	_____ x	\$189.00	\$245.00 =	\$ _____
Table – 48" Round Conference Table	_____ x	\$115.00	\$150.00 =	\$ _____

Total Estimated Executive Furnishings \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

Contact Us: Ph.: 651-917-2632 Fax: 651-917-2658 Email: mmari gold@hubbelltyner.com

14 Page

INLINE RENTAL EXHIBITS – 10' X 10'

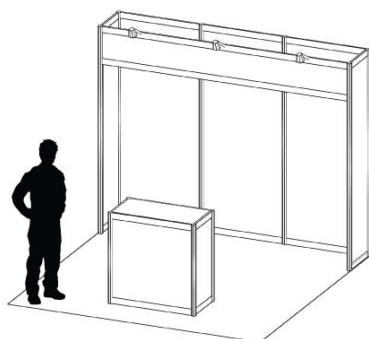
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

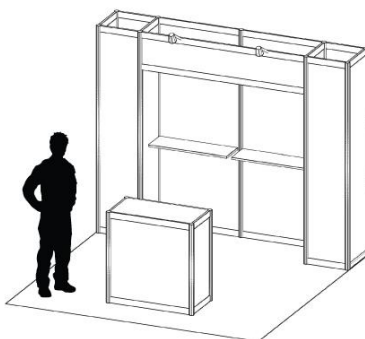
Order Deadline

Rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

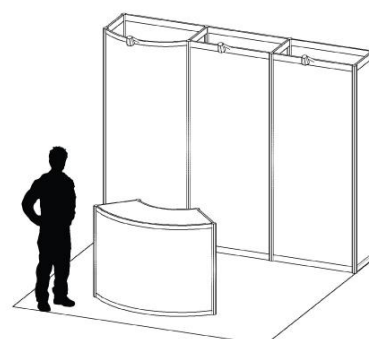
MODEL 100



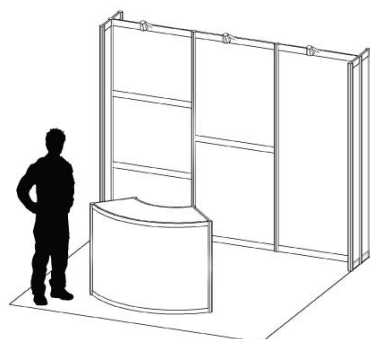
MODEL 105



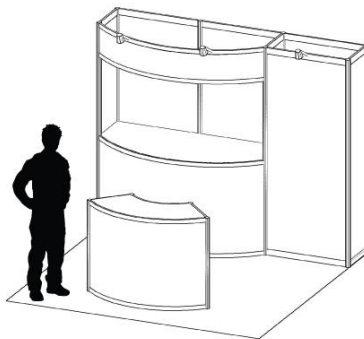
MODEL 110



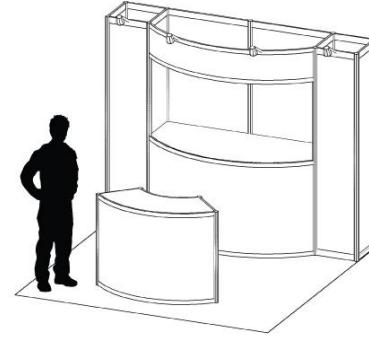
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 20'

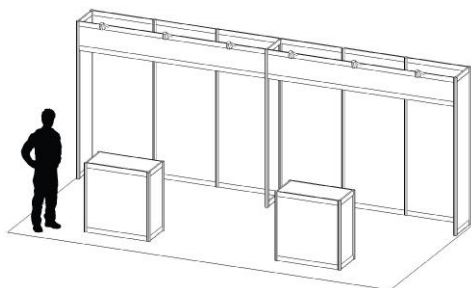
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

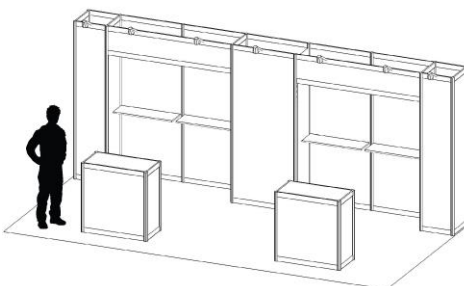
Order Deadline

Rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

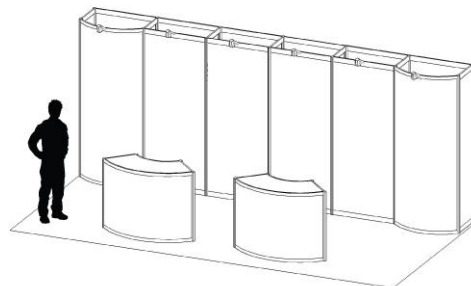
MODEL 100



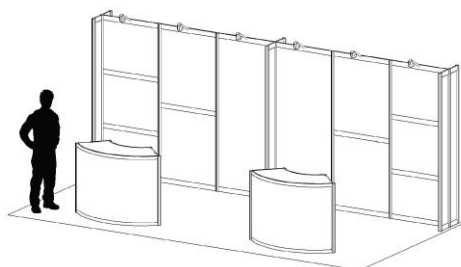
MODEL 105



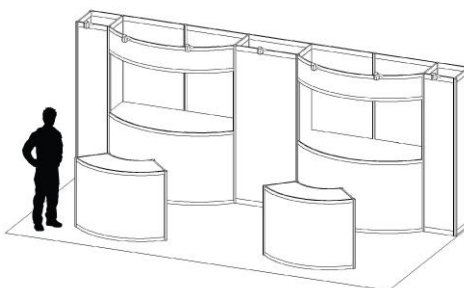
MODEL 110



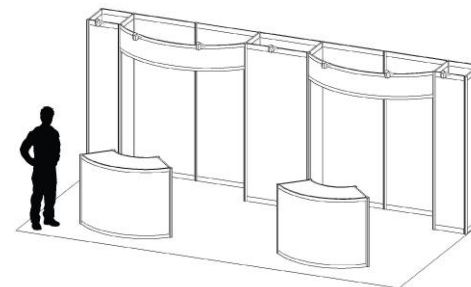
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20' X 20'

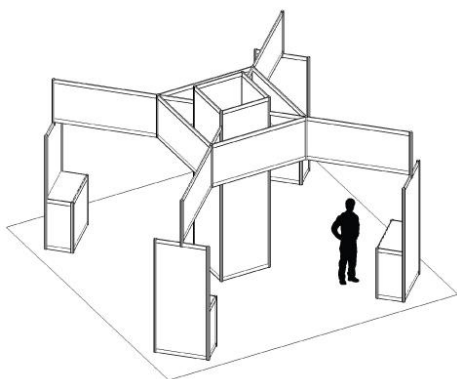
What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

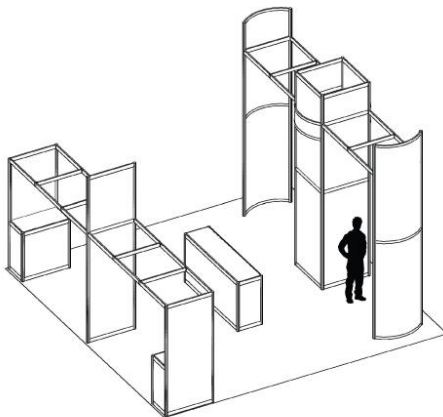
Order Deadline

Rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

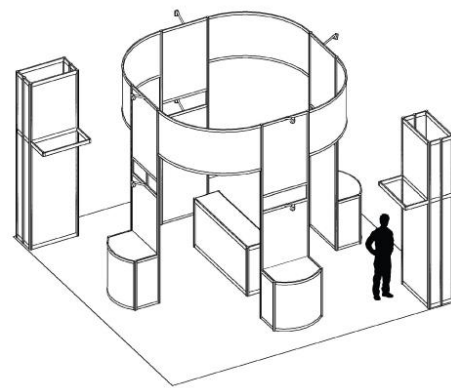
MODEL 100



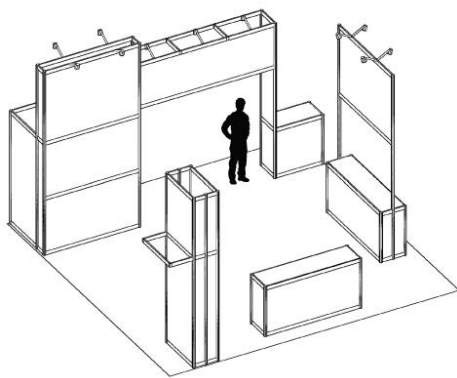
MODEL 105



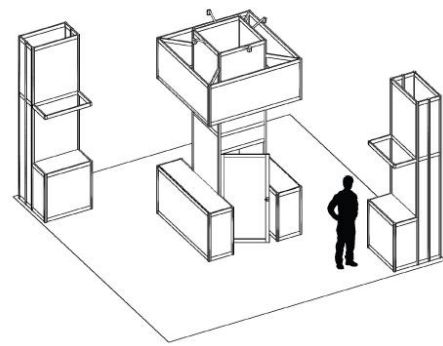
MODEL 110



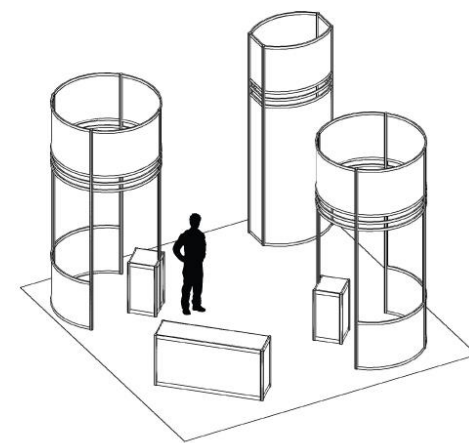
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

RENTAL EXHIBITS

10' x 10' Inline Exhibit	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$1500.00	\$1950.00 =	\$_____
Model 105.....	_____ x	\$1750.00	\$2275.00 =	\$_____
Model 110.....	_____ x	\$1750.00	\$2275.00 =	\$_____
Model 115.....	_____ x	\$1500.00	\$1950.00 =	\$_____
Model 120.....	_____ x	\$2100.00	\$2730.00 =	\$_____
Model 125.....	_____ x	\$1900.00	\$2470.00 =	\$_____

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

10' x 20' Inline Exhibit	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$2475.00	\$3215.00 =	\$_____
Model 105.....	_____ x	\$2890.00	\$3755.00 =	\$_____
Model 110.....	_____ x	\$2890.00	\$3755.00 =	\$_____
Model 115.....	_____ x	\$2475.00	\$3220.00 =	\$_____
Model 120.....	_____ x	\$3465.00	\$4505.00 =	\$_____
Model 125.....	_____ x	\$3135.00	\$4075.00 =	\$_____

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

20' x 20' Island Exhibit.....	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$8600.00	\$11180.00 =	\$_____
Model 105.....	_____ x	\$8750.00	\$11375.00 =	\$_____
Model 110.....	_____ x	\$9200.00	\$11960.00 =	\$_____
Model 115.....	_____ x	\$9000.00	\$11700.00 =	\$_____
Model 120.....	_____ x	\$7800.00	\$10140.00 =	\$_____
Model 125.....	_____ x	\$8300.00	\$10790.00 =	\$_____

Carpet Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red ☐ Tan ☐ Teal

A Hubbell/Tyner service representative will contact you to discuss your Rental Exhibit and answer any questions you may have upon receipt of your order.

Total Estimated Rental Displays \$_____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

SIGNS & BANNERS

STANDARD SIZE SIGNS

Item	Qty	Discount	Standard	Extended
11" x 14"	_____ x	\$15.85	\$20.60 =	\$ _____
14" x 22"	_____ x	\$31.75	\$39.65 =	\$ _____
22" x 28"	_____ x	\$63.50	\$79.35 =	\$ _____
28" x 44"	_____ x	\$127.00	\$158.65 =	\$ _____
38" x 84" (Meter Board)	_____ x	\$319.20	\$414.96 =	\$ _____

All signs are mounted on 3/16" foam core and priced as single sided. Other substrates are available upon request.
 Meter Boards are mounted on 1/2" board.

CUSTOM SIZE SIGNS

Item	Qty	Discount	Standard	Extended
Sign Single Sided _____ x _____ = _____ sq in L W	_____ x	\$0.10	\$0.13 =	\$ _____
Sign Double Sided _____ x _____ = _____ sq in L W	_____ x	\$0.15	\$0.20 =	\$ _____

BANNERS

Item	Qty	Discount	Standard	Extended
Banner Single Sided _____ x _____ = _____ sq ft L W	_____ x	\$14.80	\$19.30 =	\$ _____
Banner Double Sided _____ x _____ = _____ sq ft L W	_____ x	\$22.20	\$28.95 =	\$ _____

Please note:

- All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in.
- Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document.
- The submission of digital files is required with all graphic orders, please see the following graphic guidelines for submission methods.
- All sign orders are subject to a 100% cancellation fee.

Total Estimated Rental Displays \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

DIGITAL GRAPHIC GUIDELINES

To ensure your printed graphics meet the highest quality standards the following information will help guide you in the preparation of your files. Hubbell/Tyner's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below. Please note InDesign files are accepted but not preferred for large format printing.

Program	File Format
• Adobe Illustrator CS6 or below	.ai .eps
• Adobe Photoshop CS6 or below	.psd .tiff .jpg
• Adobe InDesign CS6 or below	.indd (all links must be included)
• Adobe Acrobat	.pdf (please refrain from using crop marks)

COLOR & RESOLUTION

Resolution

All files must be a minimum of 100 dpi at 100%.

Color

All files are printed as CMYK format. When possible please convert RGB to CMYK.

If Pantone colors are to be matched please specify all coated or uncoated swatches.

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

- Hubbell/Tyner is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Hubbell/Tyner representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive
Hubbell/Tyner
Attn: Event Name
2110 Old Highway 8 NW
New Brighton, MN 55112

MATERIAL HANDLING RATES

WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:30 PM MON – FRI)

• Storage at our advance warehouse up to 30 days prior to show opening	CWT Charge	200 lb. Minimum
• Delivery to show site and placement at your booth	\$80.00	\$160.00
• Removal & return of empty containers		
• Loading of outbound shipments from show site		

EXHIBIT HALL DIRECT SHIPMENTS

• Placement of materials at your booth	CWT Charge	200 lb. Minimum
• Removal & return of empty containers	\$77.00	\$154.00
• Loading of outbound shipments from show site		
• Must have a certified weight ticket		
• Must be sent during scheduled exhibitor install hours		

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

• Loose or pad wrapped materials can only be received at show site during exhibitor setup hours	CWT Charge	200 lb. Minimum
	\$120.00	\$240.00

LATE FREIGHT

• Freight received at warehouse less than 5 days prior to show move in times	CWT Charge	200 lb. Minimum
	\$27.00	\$54.00
• Late freight is an additional charge to the appropriate drayage rate		

OVERTIME

• Before 8:00 am or after 4:30 pm Mon – Fri, and all day Sat & Sun, & Holidays	CWT Charge	200 lb. Minimum
	\$21.00	\$42.00
• Overtime is an additional charge to the appropriate drayage rates		

SMALL PACKAGE/SHIPMENT RATE

• Cartons/Envelopes weighing less than 30 lbs. per shipment	\$47.00 / small package shipment
---	----------------------------------

EMPTY CONTAINERS

Hubbell/Tyner will store exhibit materials/containers that have not been handled by Hubbell/Tyner prior to placement in your booth at the following rates:

\$20.00 / each – Any fiber case, box or carton

\$43.00 / each – Empty wooden crates and skids/pallets

Please Note: All shipments must be sent prepaid. Hubbell/Tyner will not accept C.O.D shipments.

Please see the following page to estimate your material handling needs.

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: December 10 – January 5
Receiving hours: Mon – Friday 8:00am – 4:00pm
To: Exhibiting Company Name / Booth #
For: Northern Green
Hubbell/Tyner
c/o YRC/STP
12400 Dupont Avenue South
Burnsville, MN 55337-1682

Direct Shipments:

Receiving Dates & times:
Jan 6, 9 & 10 ONLY. 8:00am – 4:00pm
To: Exhibiting Company Name / Booth #
For: Northern Green
c/o Hubbell/Tyner
Minneapolis Convention Center
1301 Second Ave. S.
Minneapolis, MN 55403

- Please use the freight labels included on the following pages.

Warehouse Advance Shipments (*200 lb. Minimum Handling Charge)

Shipment Weight _____ ÷ *100 = _____ x \$80.00 per 100 lbs = _____

Exhibit Hall Direct Shipments (*200 lb. Minimum Handling Charge)

Shipment Weight _____ ÷ *100 = _____ x \$77.00 per 100 lbs = _____

Uncrated or Specialized Carrier Shipments Direct (*300 lb. Minimum Handling Charge)

Shipment Weight _____ ÷ *100 = _____ x \$120.00 per 100 lbs = _____

Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ *100 = _____ x \$27.00 per 100 lbs = _____

Overtime Freight (200 lb. Minimum Handling Charge)

Freight loaded or received after 4:30 pm Mon – Fri or weekends

Shipment Weight _____ ÷ *100 = _____ x \$21.00 per 100 lbs = _____

Total Estimated Material Handling \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

MATERIAL HANDLING INFORMATION

Freezable/Controlled Environment Shipments

Hubbell/Tyner does not have facilities for shipments that require refrigeration or a controlled environment. It is the exhibitor's responsibility to make arrangements for controlled environment storage. Hubbell/Tyner is not responsible for shipments that are not properly labeled.

Overtime

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:30 pm on weekdays or delivered anytime on weekends or holidays.

Outbound Freight

Shipments loaded after 4:30 pm on weekdays or anytime on weekends or holidays.

Late Freight

Late Freight charges apply to shipments that meet the following guideline:

Shipments that arrive at the advance warehouse past the 5-day cut-off.

These shipments are subject to courier charges in addition to late freight charges.

Return Shipping

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk. Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

Outbound Shipping Information

- Outbound Bills of Lading must be completed and turned into the Hubbell/Tyner Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Jan. 5, 2017

Northern Green

To **HUBBELL/TYNER**
CONVENTION & TRADE SHOW SPECIALISTS
A North American Trade Shows Company

c/o: YRCW/STP

12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Advance Shipment * late warehouse charges apply after: Jan. 5, 2017

Northern Green

To **HUBBELL/TYNER**
CONVENTION & TRADE SHOW SPECIALISTS
A North American Trade Shows Company

c/o: YRCW/STP

12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Direct Shipment * Shipments will not be received before Jan. 6, 2017

Northern Green

To: Minneapolis Convention Center

c/o: Hubbell/Tyner
1301 Second Ave. S.
Minneapolis, MN 55403

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

Direct Shipment * Shipments will not be received before Jan. 6, 2017

Northern Green

To: Minneapolis Convention Center

c/o: Hubbell/Tyner
1301 Second Ave. S.
Minneapolis, MN 55403

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

LIMITS OF LIABILITY

1. All shipments should be insured by you, the Exhibitor, from the time it leaves your facilities until the time it is returned from the show. Shipments received without receipts or freight bills (UPS/FedEx) will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner is not responsible for shipments left in booth by an exhibitor. We will count & ship pieces found in the booth as we remove them from the exhibit hall. Hubbell/Tyner is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Hubbell/Tyner is limited to \$0.30/lb per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Hubbell/Tyner personnel or contractors. Any damage claims must be made before the close of the show.
2. Claims of loss or damage must be submitted to Hubbell/Tyner by the close of the show. Otherwise, Hubbell/Tyner will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Hubbell/Tyner more than one year after the show. Hubbell/Tyner shall not be liable for loss, damage, theft or disappearance of exhibitor materials after same have been delivered to the exhibitor booth.
3. In order to expedite removal of materials from the show site, Hubbell/Tyner shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Hubbell/Tyner reserves the right to remove, ship and re-route such shipments, or ship to the Hubbell/Tyner warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Hubbell/Tyner and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Hubbell/Tyner assumes no liability as a result of such re-routing.
4. Hubbell/Tyner shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Hubbell/Tyner at least 30 days prior to the event. Hubbell/Tyner shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Hubbell/Tyner.
5. Hubbell/Tyner shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Hubbell/Tyner shall not be liable for exhibitor materials before they are picked up from the exhibitor's booth for loading after the show.
6. Empty container labels will be available at the Hubbell/Tyner service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Hubbell/Tyner assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Hubbell/Tyner assumes no responsibility for exhibitors failure to follow the above procedures, removal of containers with old labels or without Hubbell/Tyner labels; shipping of containers with improper information or empty labels, or the removal or disposition of materials stored in containers with improper information or empty labels, or the removal or disposition of materials stored in containers with empty labels.
7. Small package shipments received without individual or carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner shall not accept liability for such shipments.
8. The exhibitor agrees in connection with the receipt, handling, temporary storage, and reloading of it materials; that Hubbell/Tyner will provide these services as the exhibitors agent and not as Bailee or shipper. If any employee of Hubbell/Tyner signs a delivery receipt, bill of lading or other document, we agree that Hubbell/Tyner will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Hubbell/Tyner shall not be liable for damage to exhibitor materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative. Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.



Expositions Simplified



Take advantage of our newest service "HT Logistics" designed to help simplify your move out experience and reduce your overall costs of exhibiting.

Visit our Exhibitor Service Center

Our onsite staff is available to help you arrange your outbound shipments through HT Logistics and can provide you with a shipping quote on the spot.

- **Standard Gound**
- **Any Size Shipment**
- **Time Critical**

We are making every effort to continually make your exhibiting experience as easy as possible. HT Logistics is just one more service that will help simplify your overall experience.

Simplify your outbound shipping with



FORKLIFT SERVICE

FORKLIFT SERVICE INFORMATION

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Hubbell/Tyner customer service for availability and quote
- A 1/2-hour charge will be applied to all advance orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- Check in at the Hubbell/Tyner service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

SPECIAL FORKLIFT RATES (1/2 hr. minimum)	Discount	Standard	On-Site
Straight Time: 5000# Forklift (3 Stage)	\$96.00	\$115.50	\$138.50
Overtime: 5000# Forklift (3 Stage)	\$134.40	\$161.70	\$194.00
Straight Time: 5000# Forklift (4 Stage)	\$119.00	\$138.50	\$171.50
Overtime: 5000# Forklift (4 Stage)	\$166.60	\$193.90	\$216.00

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

FORKLIFT SCHEUDLE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____
Dismantle	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____

Are fork extensions, straps, chains or any other equipment needed, if yes what is needed? _____

Total Estimated Forklift Service \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$86.00	\$108.00	\$130.00
Overtime Labor	\$146.20	\$178.20	\$210.00

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

LABOR SCHEUDLE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____
Dismantle	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____

LABOR SUPERVISION OPTIONS (please check one)

☐ **Exhibitor Supervision**

Work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed.

Representative Name/Company: _____

Cell Phone #: _____

☐ **Hubbell/Tyner Supervision**

Work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of the total bill for this service. In order for Hubbell/Tyner to perform the work without the exhibitor's present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

OUTBOUND FREIGHT

Outbound Freight (will be shipped via our preferred carrier unless prior arrangements are made by the exhibiting company)

Ship To: _____

Bill To: _____

IMPORTANT INFORMATION

- There will be a 100% cancellation fee, for labor canceled on show site
- There will be a 1 hr. charge per man to exhibitors that cancel their labor request within 48 of the start time.

Total Estimated Labor \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

SIGN & BANNER HANGING

LABOR RATES FOR SIGNS UNDER 50 LBS. (rates include hanging and removal)

Straight Time: \$435.00 per man hour
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$533.00 per man hour
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$145.00 per person/hr straight time & \$177.00 per person/hr overtime.

LABOR RATES FOR SIGNS OVER 50 LBS. (rates include hanging and removal)

Straight Time: \$571.00 per man hour
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$716.00 per man hour
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$190.00 per person/hr straight time & \$238.00 per person/hr overtime.

PLEASE INCLUDE THE FOLLOWING

Dimensions of Sign: L _____ x W _____ x H _____ Weight of Sign _____

of Signs (for configuration please attach a photo or line drawing)

SIGN HANGING POLICIES

- Advance arrangements must be made at least 10 days prior to show move-in. Failure to advise Hubbell/Tyner 10 days prior will result in a \$154.00 late order fee.
- Hubbell/Tyner reserves the right to not hang any signs that could be a safety hazard.
- Exhibitors are responsible for notifying Hubbell/Tyner when their sign is ready to be hung on-site.
- All signs must hang within the boundaries of your booth space.
- Prices above do not include cable, clamps and miscellaneous supplies for hanging of signs. Actual charges will be determined once the sign is hung.

Total Estimated Sign & Banner \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)

Exhibitors may contract the services of non-official independent contractors to install and dismantle their exhibits. Should an exhibitor wish to use the services of an Exhibitor Appointed Contractor (EAC) instead of the Official Show Contractor (Hubbell/Tyner), the following information must be received by Hubbell/Tyner no less than 30 days prior to the first day of move-in.

Exhibiting Company: _____

Exhibitor Appointed Contractor

Company _____

Contact: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Work Being Performed: _____

The EAC must provide Hubbell/Tyner with the following information

Thirty days prior to the first exhibitor move-in day, a certificate of insurance with the following minimum coverage limits. Comprehensive General Liability not less than \$100,000 with respect to injuries to anyone person in occurrence; \$200,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming North American Tradeshows Inc., DBA, Hubbell/Tyner as additional insured

The EAC must abide by the following

Union Rules and Regulations

Rules and Regulations provided by Show Management

Exhibiting Company _____ **Booth #** _____

Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Type or print

Name of purchaser _____			
Business address _____		City _____	State _____ Zip code _____
Purchaser's tax ID number _____		State of issue _____	
If no tax ID number, enter one of the following:	FEIN _____	Driver's license number/State issued ID number state of issue _____ number _____	
Name of seller from whom you are purchasing, leasing or renting _____			
Seller's address _____		City _____	State _____ Zip code _____

Type of business

Type of business. Circle the number that describes your business.

- | | |
|---|---------------------------------------|
| 01 Accommodation and food services | 11 Transportation and warehousing |
| 02 Agricultural, forestry, fishing, hunting | 12 Utilities |
| 03 Construction | 13 Wholesale trade |
| 04 Finance and insurance | 14 Business services |
| 05 Information, publishing and communications | 15 Professional services |
| 06 Manufacturing | 16 Education and health-care services |
| 07 Mining | 17 Nonprofit organization |
| 08 Real estate | 18 Government |
| 09 Rental and leasing | 19 Not a business (explain) _____ |
| 10 Retail trade | 20 Other (explain) _____ |

Reason for exemption

Reason for exemption. Circle the letter that identifies the reason for the exemption.

- | | |
|--|---|
| A Federal government (department) _____ | I Agricultural production |
| B Specific government exemption (from list on back)
_____ | J Industrial production/manufacturing |
| C Tribal government (name) _____ | K Direct pay authorization |
| D Foreign diplomat # _____ | L Multiple points of use (services, digital goods, or computer software delivered electronically) |
| E Charitable organization # _____ | M Direct mail |
| F Educational organization # _____ | N Other (enter number from back page) _____ |
| G Religious organization # _____ | O Percentage exemption |
| H Resale | <input type="checkbox"/> Advertising (enter percentage) _____ % |
| | <input type="checkbox"/> Utilities (enter percentage) _____ % |
| | <input type="checkbox"/> Electricity (enter percentage) _____ % |

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser _____ Print name here _____ Title _____ Date _____



Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Electrical Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event _____ Date of Event _____ Booth Number(s) _____

Firm Name _____ E-Mail Address _____

☐ Check if new address

Street Address _____ Contact Person _____

City _____ State _____ Zip _____ Phone # _____

Payment Notice: **Advance Rates** apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY.
Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Standard Electrical Service

(Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

24 hour Service Required? Add 50% to Service Connection Charge

\$ _____

Special Electrical Service

(Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase- per single connection

Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00
20 amp (4160 watts) _____	198.00	240.00
30 amp (6240 watts) _____	226.00	280.00
40 amp (8320 watts) _____	294.00	365.00

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate
10 amp (3600 watts) _____	173.00	\$217.00
20 amp (7200 watts) _____	309.00	388.00
30 amp (10,800 watts) _____	346.00	436.00
40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

Total

\$ _____

Labor for Special Electrical Work

(Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

Rate * Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	118.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	177.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	236.00/hr.

Non-Taxable

Total

\$ _____

Service Accessories

(Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

Qty.	
Extension Cord (25 Feet) _____	35.00
Triple Tap (3 Outlets) _____	16.00
Power Strip with surge protection _____	35.00

Total

\$ _____

Tax 7.775%

\$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

☐ **Amer. Express** Company Check or Money Order # _____

☐ **Discover** Credit Card # _____ Exp Date _____

☐ **MasterCard** Cardholders Name _____

☐ **Visa** Authorized Signature _____

Order Total \$ _____

For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	



Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice: Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Compressed Air

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for 1st connection	_____	\$ 248.00	\$ 273.00	
Each additional connection	_____	100.00	152.00	
Lines above 1/2" in size, add 50% to service connection charge	_____	\$ _____		
Size of air line required: _____ CFM required: _____				Total \$

24 hour Service Required? Add 50% to Service Connection Charge \$

Water Supply & Drain Connections

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

Description	Qty.	Advance Rate	Standard Rate	
Water (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 1/2" in size, add 50% to service charge	_____	\$ _____		
Size of water line required: _____				
NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.				
Drainage (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 3/4" in size, add 50% to service charge	_____	\$ _____		
Size of drainage line required: _____				Total \$

One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time Fill and drain (< 500 gallon unit)	_____	\$ 138.00	\$ 179.00 each	
Fill and Drain (500 < 1,000 gallon unit)	_____	\$ 195.00	\$ 225.00 each	
Additional Units in same booth (< 500 gallon)	_____	\$ 70.00	\$ 85.00 each	
Additional Units in same booth (500 < 1,000 gallon unit)	_____	\$ 100.00	\$ 110.00 each	
Daily Top-off (< 500 gallon unit)	_____	\$ 25.00	\$ 35.00 each	
Daily Top-off (500 < 1,000 gallon unit)	_____	\$ 40.00	\$ 50.00 each	
**Services over 1,000 gallons				
**Call for pricing				
				Total \$

Labor

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

Description	Rate	
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)	\$ 120.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 180.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays	\$ 240.00/hr.	
		Total \$

Natural Gas

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter. Your cost will consist of our connection fee plus your payment to the pipefitter.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access	_____	\$ 234.00	\$ 354.00	Total \$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Amer. Express	Company Check or Money Order # _____
<input type="checkbox"/> Discover	Credit Card # _____ Exp Date _____
<input type="checkbox"/> MasterCard	Cardholders Name _____
<input type="checkbox"/> Visa	Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No.	
P.O. needs to accompany order	



Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Cleaning and Porter Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice:

Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SHOW DAY.
Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Notice:

Cost of vacuuming will be invoiced on the total area of your booth. **100 sq. ft. minimum**
Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.
Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.
Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	
COST PER DAY	Advance Rate 27¢/sq. ft.
	Standard Rate 32¢/sq. ft.
Number of Days _____ x _____ sq. ft. x rate \$ _____	
(100 sq. ft. min.)	Total \$

Damp Mop

COST PER SQUARE FOOT	Advance Rate 45¢
	Standard Rate 55¢
_____ sq. ft. x rate \$ _____	
(100 sq. ft. min.)	
Number of Days _____ x _____ sq. ft. x rate \$ _____	
(100 sq. ft. min.)	Total \$

Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.

	COST PER DAY	
	Advance Rate	Standard Rate
<input type="checkbox"/> 0-600 sq. ft.	\$ 52.00 per day	\$ 57.00 per day
<input type="checkbox"/> 600+ sq. ft.	\$ 100.00 per day	\$ 110.00 per day
Specify dates for service & number of days _____ x rate \$ _____	Total	\$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Amer. Express	Company Check or Money Order # _____
<input type="checkbox"/> Discover	Credit Card # _____ Exp Date _____
<input type="checkbox"/> MasterCard	Cardholders Name _____
<input type="checkbox"/> Visa	Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No. P.O. needs to accompany order	



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
---	--	--

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					SUBTOTAL
					ESTIMATED 10% TAX / FEES
					GRAND TOTAL
Effective January 1, 2017 – December 31, 2017		Customer No: 2017 - 024 -			

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Minneapolis CC (024) - MN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2017 - 024 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



Event Services

Fresh Floral Service

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Cut Flower Arrangement 18" High	[]	\$55	_____
Cut Flower Arrangement 24" High	[]	\$75	_____
Tropical Arrangement	[]	\$100	_____

Custom Handcrafted Flower Arrangements available. Call for details and prices.

Payment Policy:

All Orders Must Be Paid
in Full Prior to Event

Special Services

Call For Quotation:

Corsages, Boutonnieres
Hospitality Suites/ Flowers

Green Plants

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Small 6" Fern in Decorative Pot	[]	\$20	_____
Large 8" Fern in Decorative Pot	[]	\$30	_____
Small 6" Peace Lily in Decorative Pot	[]	\$20	_____
Large 8" Peace Lily in Decorative Pot	[]	\$30	_____

Blooming Plants

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
6" Cyclamen in Decorative Pot	[]	\$20	_____
6" Kalanchoe in Decorative Pot	[]	\$20	_____
6" Mum in Decorative Pot	[]	\$20	_____
6" Rieger Begonia in Decorative Pot	[]	\$20	_____
5" Orchid in Decorative Pot	[]	\$25	_____

Delivery Charge

For Orders Less than \$150

\$12.99

For Orders Greater than \$150

Call for Pricing

Subtotal:	_____
7.775% Tax	_____
Total:	_____



Event Services

Please fill out completely:

Show Name _____

Show/Convention Location _____

Exhibitor _____

Booth # _____

E-mail _____

Main Contact _____

Address _____ City _____

State _____ Zip _____

Telephone # _____ Fax # _____

Cell # During Show _____

Delivery Date _____ A.M. _____ P.M. _____

Vendor Set-Up Hours _____

Date & Time Show Opens _____

This is a request for our services. We will contact you to secure payment.

For Special Services or Requests: Contact Bachman's
Call 612-861-7620, Fax 612-861-7707 or specialevents@bachmans.com



AUDIO VISUAL & VIDEO RESOURCES

Event Name:

Show Date:

Location:

AUDIO / VISUAL SERVICES

CONSULTING FOR LARGE EXHIBITS OR CUSTOM DISPLAYS PLEASE CALL (952)-814-9898

Video / Computer Equipment				BOOTH LIGHTING			
Qty	Description	Show rate	Total	Qty	Description	Show rate	Total
	DVD Blu-ray Player	\$ 50.00			Color Changing LED Light Fixture Small	\$ 45.00	
	20" LCD w/ table stand	\$ 75.00			Color Changing LED Light Fixture Medium	\$ 60.00	
	30" LCD w/ table stand	\$125.00			LED 3' Strip Light	\$ 75.00	
	40" LCD w/table stand	\$250.00			Adjustable focus light fixture	\$ 35.00	
	50" LCD w/table stand	\$350.00			General Light Fixture	\$ 35.00	
	60" LCD w/table stand	\$550.00			GOBO (**CALL**)	\$ 100.00	
	70" LCD w/table stand	\$650.00			LED Mini Mover Lights	\$ 100.00	
	80" LCD w/table stand	\$750.00			25' AC cable	\$ 5.00	
	LCD Projector (5000 Lumen)	\$250.00			Power Strip	\$ 5.00	
	Digital Camcorder	\$200.00					
	PowerPoint Remote	\$ 25.00					
	PC Laptop	\$200.00					
	MAC Laptop	\$200.00					
	VGA / HDMI Distro	\$ 50.00					
Sound Equipment				Miscellaneous			
	90w Speaker/Stand	\$ 35.00			Chain Motor	\$ 250.00	
	300w PA System	\$ 175.00			Portable Screen 6'	\$ 50.00	
	Microphone	\$ 15.00			Portable Screen 7'	\$ 55.00	
	Mic Stand	\$ 10.00			Portable Screen 8'	\$ 60.00	
	Wireless Mic	\$ 100.00			Plasma / LCD Stand (30-50")	\$ 50.00	
	Wireless Headset	\$ 145.00			Plasma / LCD Stand (50-80")	\$ 100.00	
	CD Player	\$ 35.00			Truss (10',5',Corner,Base)	\$ 50.00	
					Charging Station w/ 50" LCD Monitor	\$ 500.00	
					Custom Graphics Available		
COMMON PACKAGES							
Qty	Description	Price					Total
	30" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 175.00			40" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 300.00	
	50" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 400.00			60" LCD with floor stand, connection cables, AC cables, and power strip	\$ 650.00	
	Add external sound to any of above packages (Video or computer audio Playback)	\$ 75.00			Add DVD player and shelf to any of above packages	\$ 50.00	
	2 Speaker pa system with wireless Countryman headset mic and all cables	\$ 300.00			PC Laptop with 20" LCD Monitor and all cables	\$ 250.00	
	Add 2nd 20" monitor and VGA splitter to above package and all cables	\$ 75.00			8 Fixture Lighting Package – 4 LED lights, 1 Focus Light Fixture, 3 General Lights, Cables, and Controller	\$ 450.00	
<p align="center">**MANY OTHER ITEMS AVAILABLE. PLEASE CALL FOR AVAILABILITY AND PRICING**</p> <p>COMPANY NAME: _____ BOOTH # _____</p>							
Total Costs			Delivery / Payment Information				
Equipment Price:			Delivery Date:				
Delivery / Set / Strike:		\$ 70.00	Delivery Time:				
Sub Total:			Show End Time / Date:				
7.875% Sales Tax:			<input type="checkbox"/> Check Enclosed (payable to AVVR)		<input type="checkbox"/> Visa/MC/AmEx		
			Card # :		Exp.		
TOTAL:			Signature:				

*Exhibitor must be present upon delivery and is liable for all equipment once delivered. Orders must be received and paid for two weeks prior to delivery. Orders placed and canceled less than 48 hours before delivery will be charged in full. Orders placed after cut off are subject to a late fee. Equipment may be substituted for similar equipment. Equipment will be picked up within one hour of show close. Call with any special instructions or needs.

E-MAIL OR FAX TO:

Audio Visual & Video Resources

ATTN: Carlyle Kramer

801 American Blvd. E

Bloomington, MN 55420

Phone: 952.814.9898

Fax: 952.814.9907

sales@avvr.com

AUDIO VISUAL SERVICES CONTACT:

AVVR Inc.

801 American Blvd E, Bloomington, MN 55420

(952) 814-9898 · www.avvr.com