

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 **MN Home Expo**. 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,

Bret Bubany

Exhibitor Service Representative
651-280-4926 | Direct
651-917-2658 | Fax
bbubany@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

Bret Bubany
Phone | 651-280-4926
Fax | 651-917-2658
Email | bbubany@hubbelltyner.com

2110 Old Highway 8 NW
New Brighton, MN 55112

EXHIBIT BOOTH DESCRIPTION

Each 10' x 10' & 8' x 10' Booth Includes:

8' High Back Drape
3' High Side Drape
1 – ID Sign

Each Bulk Space Booth Includes:

Perimeter Marking
Booth Number Floor Marked



Drape Colors – Black

Carpet Colors – Exhibit hall is not carpeted.

EXHIBITOR SCHEDULE

Exhibitor Move In:	Thursday	March 8, 2018	10:00 am – 6:00pm
Event Hours:	Friday	March 9, 2018	12:00 pm – 7:00 pm
	Saturday	March 10, 2018	10:00 am – 7:00 pm
	Sunday	March 11, 2018	11:00 am – 5:00 pm
Exhibitor Move Out:	Sunday	March 11, 2018	5:00 pm – 9:00 pm
	Monday	March 12, 2018	8:00 am – 1:00 pm
Carrier Check-in:	Sunday	March 11, 2018	5:00 pm – 7:00 pm
	Monday	March 12, 2018	8:00 am – 11:00 am

****Freight may be forced if carrier is not checked in by deadline.***

MATERIAL HANDLING

Advance to Warehouse: (Feb. 5 – Mar. 2)

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

Direct to Show Site: (March 8)

TO: (Exhibiting Company Name and Booth #)
FOR: MN Home Expo
c/o Hubbell/Tyner
Target Field
1 Twins Way
Minneapolis, MN 55403

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 Feb. 23
- Advance Freight Receiving Feb. 5 – Mar. 2

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: bbubany@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

SERVICES ORDERED

Taxable Services

Furnishings & Accessories	\$	_____
Tables.....	\$	_____
Floor Covering.....	\$	_____
Booth Package.....	\$	_____
Executive Furnishings.....	\$	_____
Rental Displays.....	\$	_____
8.025% 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 (must have cc on file).....	\$	_____
Labor (must have cc on file)	\$	_____

Grand Total \$ _____

METHOD OF PAYMENT

☐ **Company Check (Please reference Job #11191)**

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 _____
Email Address _____

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.

BOOTH PACKAGE

SAVE UP TO 20% BY ORDERING A BOOTH PACKAGE



Item	Discount	Standard	Extended
Package 1*	x \$351.00	\$457.50 =	\$_____

- 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

6' x 30" Table Drape Color Selection

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



Item	Discount	Standard	Extended
Package 2*	x \$391.00	\$511.50 =	\$_____

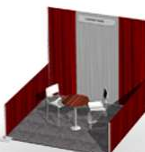
- Booth Carpet, 1- 6' x 42" Draped Table, 2 – High Stool, 1 Waste Basket

Carpet Color Selection

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

6' x 42" Table Drape Color Selection

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



Item	Discount	Standard	Extended
Package 3*	x \$358.50	\$470.25 =	\$_____

- 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



Item	Discount	Standard	Extended
Package 4*	x \$472.00	\$618.25 =	\$_____

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

Carpet Color Selection

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

***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 #** _____

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 Drape

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Extended
Plastic Side Chair.....	_____ x	\$34.25	\$44.50 =	\$_____
Padded Side Chair.....	_____ x	\$60.50	\$78.75 =	\$_____
Padded Arm Chair.....	_____ x	\$63.75	\$83.25 =	\$_____
High Stool	_____ x	\$80.50	\$106.00 =	\$_____
Poster Board (vert / horiz)	_____ x	\$102.25	\$134.25 =	\$_____
Showcase	_____ x	\$368.50	\$479.00 =	\$_____
Wastebasket	_____ x	\$23.75	\$30.75 =	\$_____
Easel.....	_____ x	\$37.75	\$49.50 =	\$_____
Chrome Bag Holder	_____ x	\$57.00	\$74.25 =	\$_____
22" x 28" Chrome Sign Holder.....	_____ x	\$88.25	\$114.50 =	\$_____
Chrome Stanchion	_____ x	\$65.50	\$85.25 =	\$_____
Velour Stanchion Rope	_____ x	\$28.75	\$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	\$51.75	\$67.25 =	\$_____
6' Tabletop Riser	_____ x	\$72.50	\$94.25 =	\$_____
8' Tabletop Riser	_____ x	\$94.25	\$122.50 =	\$_____
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	\$115.00	\$149.50 =	\$_____
6' L x 24" W	_____ x	\$128.75	\$168.50 =	\$_____
8' L x 24" W	_____ x	\$147.50	\$191.75 =	\$_____
4 th Side Draping	_____ x	\$47.00	\$61.25 =	\$_____

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	\$161.00 =	\$_____
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	\$47.75	\$61.50 =	\$_____

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	\$49.25	\$62.50 =	\$_____
6' L x 24" W	_____ x	\$51.75	\$67.25 =	\$_____
8' L x 24" W	_____ x	\$57.25	\$74.25 =	\$_____

42" High Undraped Tables	Qty	Discount	Standard	Extended
4' L x 24" W	_____ x	\$53.00	\$69.00 =	\$_____
6' L x 24" W	_____ x	\$58.75	\$76.25 =	\$_____
8' L x 24" W	_____ x	\$65.25	\$84.50 =	\$_____

Pedestal Tables	Qty	Discount	Standard	Extended
18" H x 30" Round	_____ x	\$65.50	\$85.00 =	\$_____
30" H x 30" Round	_____ x	\$95.75	\$124.25 =	\$_____
42" H x 30" Round	_____ x	\$98.00	\$130.00 =	\$_____
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 \$_____

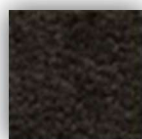
The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

FLOOR COVERING

STANDARD CARPET

10 oz NYLON CARPET



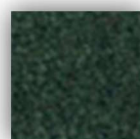
Black



Blue



Burgundy



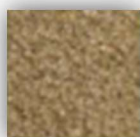
Green



Grey



Red



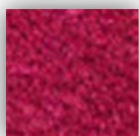
Tan



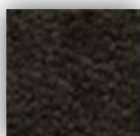
Teal

PREMIUM CARPET

28 oz NYLON CARPET



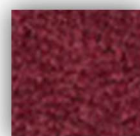
Berry



Black



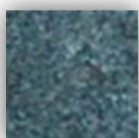
Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



Platinum



Purple



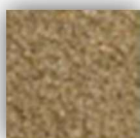
Red



Silver



Soft Ivory



Tan



Teal



White

STANDARD CARPET (10 oz NYLON)

Item	Qty	Discount	Standard	Extended
10' x 10'.....	_____ x	\$165.00	\$215.00 =	\$_____
10' x 20'.....	_____ x	\$330.00	\$430.00 =	\$_____
10' x 30'.....	_____ x	\$495.00	\$645.00 =	\$_____
10' x 40'.....	_____ x	\$660.00	\$860.00 =	\$_____

Custom Size – Standard Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____ x	\$1.65	\$2.15 =	\$_____

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	\$5.46	\$7.10 =	\$_____

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	\$1.17	\$1.53 =	\$_____

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____ x	\$0.96	\$1.25 =	\$_____

Total Estimated Floor Covering \$_____

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	\$267.25	\$347.25 =	\$ _____
Sofa	_____	x	\$376.50	\$488.25 =	\$ _____
Coffee Table	_____	x	\$137.25	\$179.00 =	\$ _____
End Table.....	_____	x	\$103.00	\$134.00 =	\$ _____
Table Lamp	_____	x	\$58.25	\$76.75 =	\$ _____
Floor Lamp.....	_____	x	\$97.50	\$127.00 =	\$ _____

OFFICE STYLE FURNISHINGS

Item	Qty		Discount	Standard	Extended
Executive Desk 72" x 42"	_____	x	\$447.25	\$581.25 =	\$ _____
Credenza 72" x 24"	_____	x	\$338.25	\$439.75 =	\$ _____
Hutch 72" x 44"	_____	x	\$309.75	\$387.25 =	\$ _____
Desk 72" x 36"	_____	x	\$308.50	\$401.25 =	\$ _____
Bookcase 72" High.....	_____	x	\$125.00	\$164.00 =	\$ _____
Bookcase 48" High.....	_____	x	\$107.00	\$139.00 =	\$ _____
Executive Leather Office Chair.....	_____	x	\$203.75	\$255.75 =	\$ _____
Leather Guest Chair.....	_____	x	\$211.25	\$274.50 =	\$ _____
Chair – Executive Task Chair	_____	x	\$204.75	\$266.25 =	\$ _____
Chair – Conference Chair.....	_____	x	\$126.00	\$164.25 =	\$ _____
Chair – Stackable Guest Chair	_____	x	\$91.50	\$118.50 =	\$ _____
Table – 36" x 72" Conference Table	_____	x	\$196.50	\$254.75 =	\$ _____
Table – 48" Round Conference Table	_____	x	\$119.50	\$156.00 =	\$ _____

Total Estimated Executive Furnishings \$ _____

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

Exhibiting Company _____ **Booth #** _____

INLINE RENTAL EXHIBITS – 10' X 10'

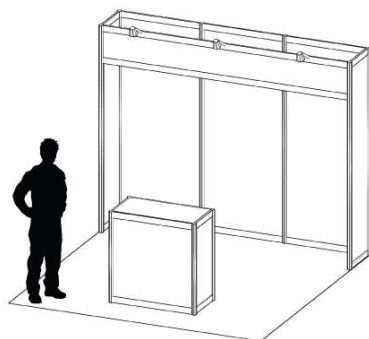
What's included?

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.

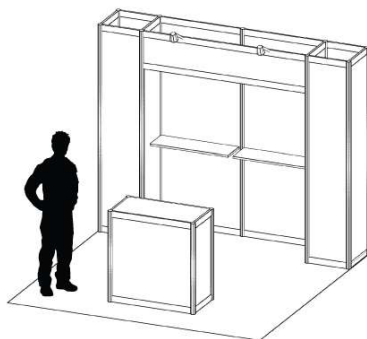
Order Deadline

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

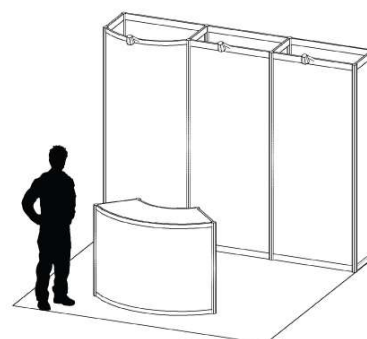
MODEL 100



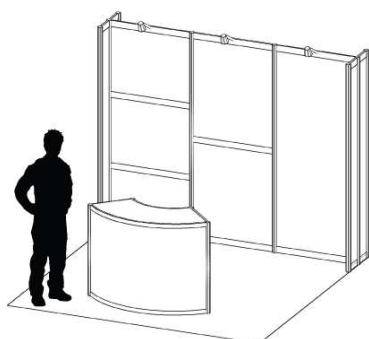
MODEL 105



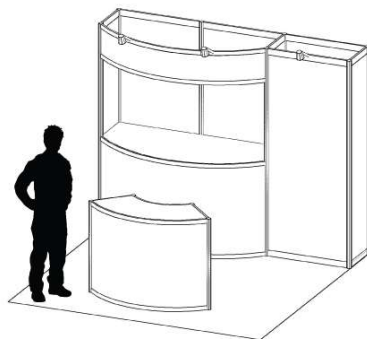
MODEL 110



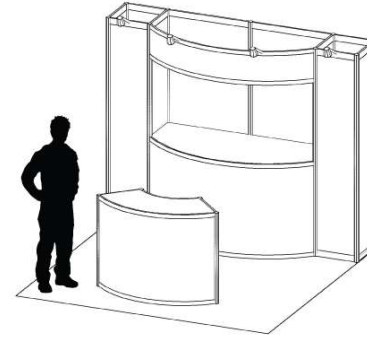
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 20'

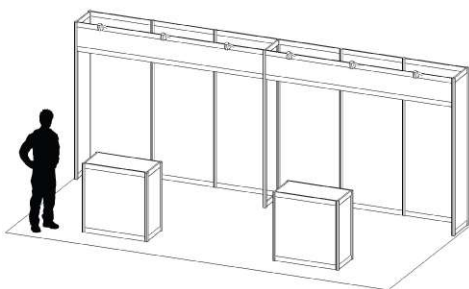
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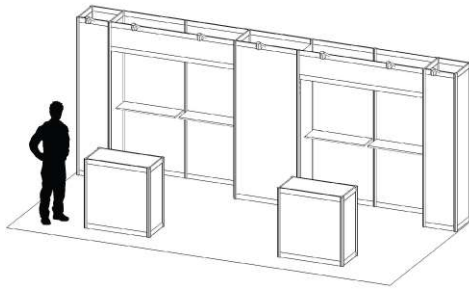
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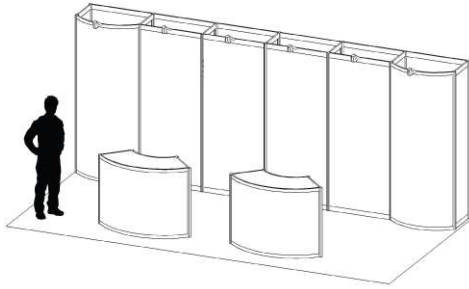
MODEL 100



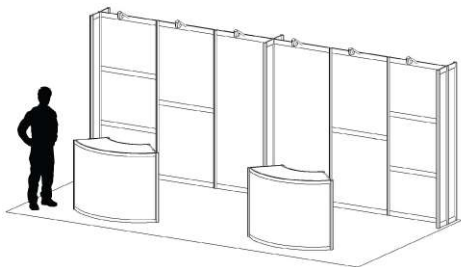
MODEL 105



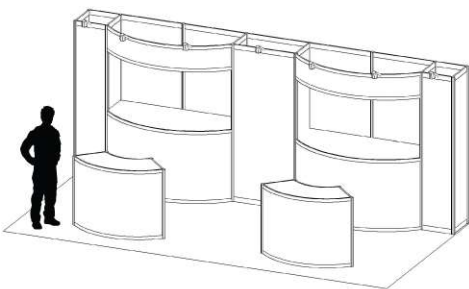
MODEL 110



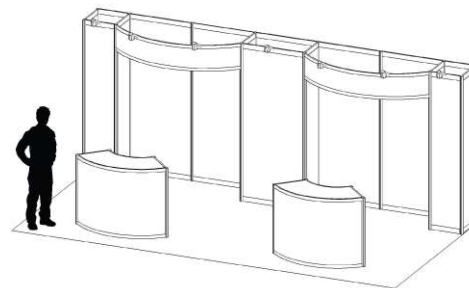
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20' X 20'

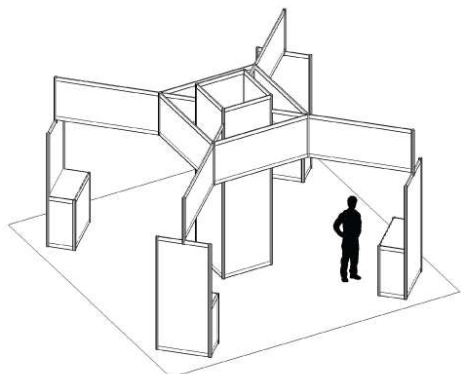
What's included?

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.

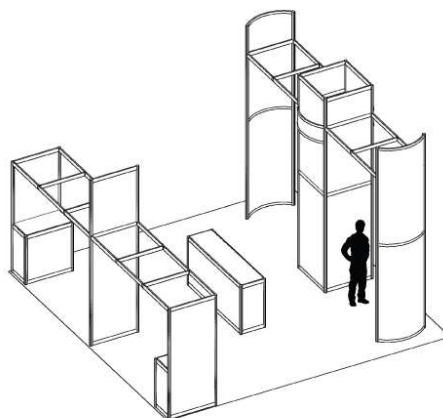
Order Deadline

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

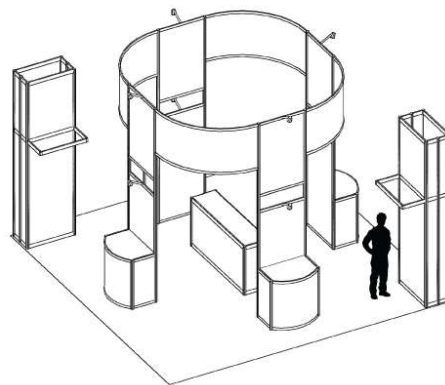
MODEL 100



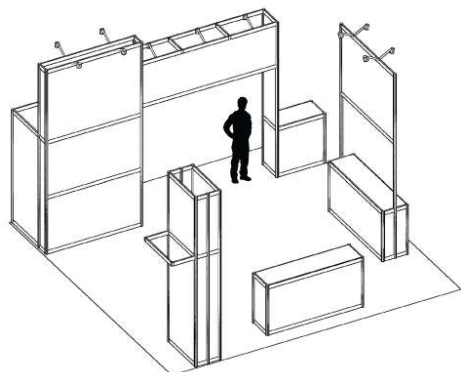
MODEL 105



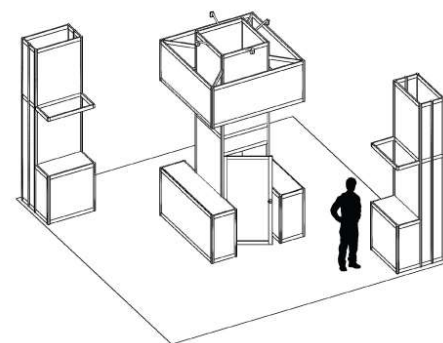
MODEL 110



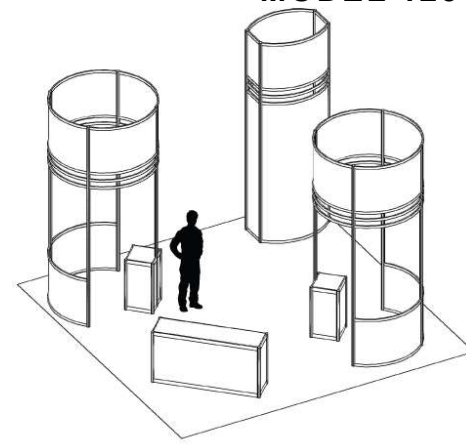
MODEL 115



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 #** _____

STANDARD SIZE SIGNS

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.

BANNERS

Please note:

- All sign/banner orders must be placed 14days 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.

[illegible]

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 | \$81.00 | \$162.00 |
| • 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 | \$78.00 | \$156.00 |
| • 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 |
| | \$122.00 | \$243.00 |

LATE FREIGHT

- | | | |
|--|-------------------|------------------------|
| • Freight received at warehouse less than 5 days prior to show move in times | CWT Charge | 200 lb. Minimum |
| • Late freight is an additional charge to the appropriate drayage rate | \$27.25 | \$54.50 |

OVERTIME

- | | | |
|--|-------------------|------------------------|
| • Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays | CWT Charge | 200 lb. Minimum |
| • Overtime is an additional charge to the appropriate drayage rates | \$21.25 | \$42.25 |

SMALL PACKAGE/SHIPMENT RATE

- | | |
|---|----------------------------------|
| • Cartons/Envelopes weighing less than 30 lbs. per shipment | \$48.00 / 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: Feb. 5 – Mar. 2

Receiving hours: Mon – Friday 8:00am – 4:30pm

To: Exhibiting Company Name / Booth #

For: MN Home Expo

Hubbell/Tyner

c/o YRC/STP

12400 Dupont Avenue South

Burnsville, MN 55337-1682

Direct Shipments:

Receiving Dates and Times: Thursday, Mar. 8, 2018

To: Exhibiting Company Name / Booth #

For: MN Home Expo

c/o Hubbell/Tyner

Target Field

1 Twins Way

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 \$81.00 per 100 lbs = _____

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

Shipment Weight _____ ÷ *100 = _____ x \$78.00 per 100 lbs = _____

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

Shipment Weight _____ ÷ *100 = _____ x \$122.00 per 100 lbs = _____

Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ *100 = _____ x \$27.25 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 \$21.25 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: March 2, 2018

MN Home Expo

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

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: March 2, 2018

MN Home Expo

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

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 March 8, 2018

MN Home Expo

To: Target Field - Atriums

c/o: Hubbell/Tyner
1 Twins Way
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 March 8, 2018

MN Home Expo - Atriums

To: Target Field

c/o: Hubbell/Tyner
1 Twins Way
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 unskidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.

LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$86.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$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 SCHEDULE

	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: \$452.50 per man hour
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$554.25 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 \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

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

Straight Time: \$593.75 per man hour
(8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$744.75 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 \$110.00 per person/hr straight time & \$216.00 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 #** _____

LOCAL UNION GUIDELINES

Union Regulations - Union laborers are responsible for: floor layout, carpet, drape, rental furniture, decorating rental items, masking drape, aisle signs, hanging special signage, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths, and rigging.

Individual exhibitors who wish to install and dismantle their own booth can do so if they use company personnel, do not bring in pick-up labor, adhere to local and state fire, safety and insurance regulations and rules set by Exposition Management.

Exhibitors also may handle their own freight subject to the following conditions: if material can be hand-carried to and from the booth via accepted freight entrances, or if transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover-type dollies, both provided by the Exhibitor. Unions claim jurisdiction under all other circumstances.

Safety – Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not designed to support your standing weight. Hubbell/Tyner cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the labor order form and the necessary ladders and tools will be provided.



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



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

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 _____



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

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* Subject to applicable tariffs and Rules and Conditions publications.

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