

## 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 **Home & Landscape 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,

**Amanda Nelson**

Exhibitor Service Representative  
651-280-4925 | Direct  
651-917-2658 | Fax  
anelson@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

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### HUBBELL/TYNER EXHIBITOR SERVICES

Amanda Nelson  
Phone | 651-280-4925  
Fax | 651-917-2658  
Email | [anelson@hubbelltyner.com](mailto:anelson@hubbelltyner.com)

2110 Old Highway 8 NW  
New Brighton, MN 55112

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### EXHIBIT BOOTH DESCRIPTION

#### Each 10' x 10' Booth Includes:

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

**Drape Colors – Black**

**Carpet Colors –** The exhibit floor will not be carpeted.

#### Each Bulk Space Booth Includes:

Perimeter Marking  
Booth Number Floor Marked



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### EXHIBITOR SCHEDULE

<b>Exhibitor Move In:</b>	Wednesday	December 27, 2017	12:00 pm – 6:00 pm
	Thursday	December 28, 2017	9:00 am – 6:00 pm
<b>Event Hours:</b>	Friday	December 29, 2017	12:00 pm – 8:00 pm
	Saturday	December 30, 2017	10:00 am – 8:00 pm
	Sunday	December 31, 2017	10:00 am – 5:00 pm
<b>Exhibitor Move Out:</b>	Sunday	December 31, 2017	5:00 pm – 8:00 pm
	Tuesday	January 2, 2016	8:00 am – 2:00 pm
<b>Carrier Check-in:</b>	Sunday	December 30, 2017	7:00 pm
	Tuesday	January 2, 2016	11:00 am

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

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### MATERIAL HANDLING

#### **Advance to Warehouse:** (Nov. 29 – Dec. 20)

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

#### **Direct to Show Site:** (Dec. 27, 12pm-6pm) (Dec. 28, 9am-6pm)

TO: (Exhibiting Company Name and Booth #)  
FOR: Home & Landscape Expo  
Hubbell/Tyner  
MCC – Hall A  
1301 2<sup>nd</sup> Ave. South  
Minneapolis, MN 55403

## PAYMENT & PRICING INFORMATION

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### 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 Dec. 15
- Advance Freight Receiving Nov. 29 – Dec. 20

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### 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: anelson@hubbelltyner.com  
Faxed: 651-917-2658  
Mailed: Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

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### 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.

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### 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.

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### 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.....\$ \_\_\_\_\_  
Booth Cleaning.....\$ \_\_\_\_\_  
7.775% 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 #11006)**

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.

## 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 =	\$ _____
<b>Color Selection</b>				
<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 =	\$ _____
<b>Color Selection</b>				
<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. 4<sup>th</sup> 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

<b>30" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 <sup>th</sup> Side Draping .....	_____	x \$45.75	\$59.50 =	\$_____

### Color Selection

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

<b>42" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 <sup>th</sup> Side Draping .....	_____	x \$45.75	\$59.50 =	\$_____

### Color Selection

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

<b>30" High Undraped Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 =	\$_____

<b>42" High Undraped Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 =	\$_____

<b>Pedestal Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 #** \_\_\_\_\_

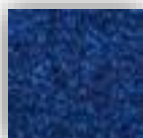
## FLOOR COVERING

### STANDARD CARPET

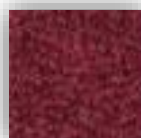
### 10 oz NYLON CARPET



Black



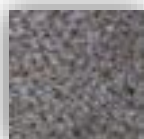
Blue



Burgundy



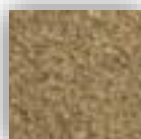
Green



Grey



Red



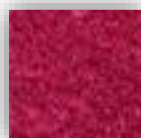
Tan



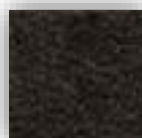
Teal

### PREMIUM CARPET

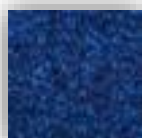
### 28 oz NYLON CARPET



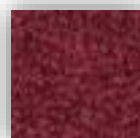
Berry



Black



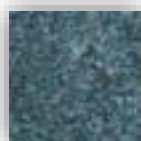
Blue



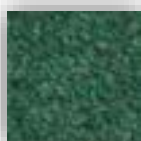
Burgundy



Charcoal



Cobalt



Emerald



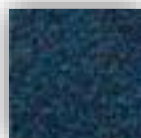
Gold



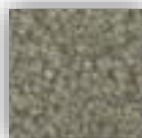
Green



Ice



Navy



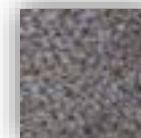
Platinum



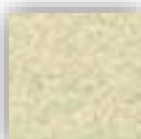
Purple



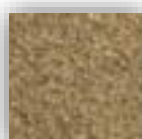
Red



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

#### 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

#### 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



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

**\*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: p. 651-917-2632 e. anelson@hubbelltyner.com

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## INLINE RENTAL EXHIBITS – 10' X 10'

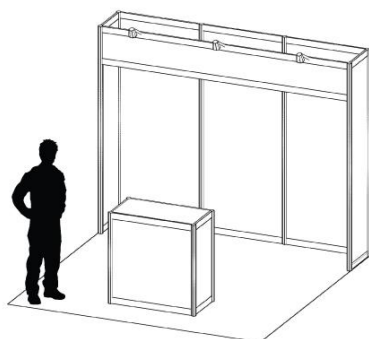
### What's included?

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.

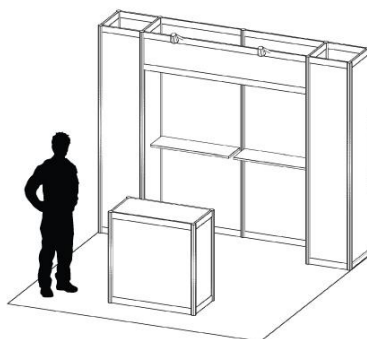
### Order Deadline

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

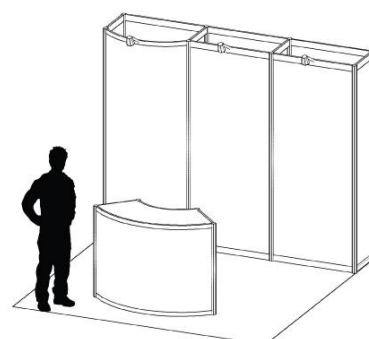
**MODEL 100**



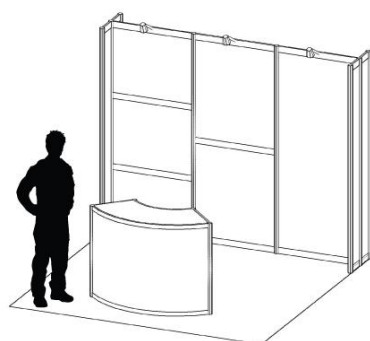
**MODEL 105**



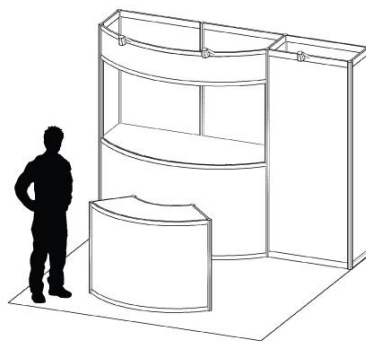
**MODEL 110**



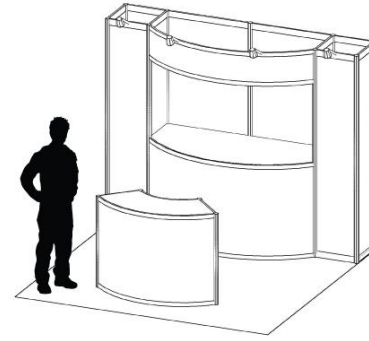
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## INLINE RENTAL EXHIBITS – 10' X 20'

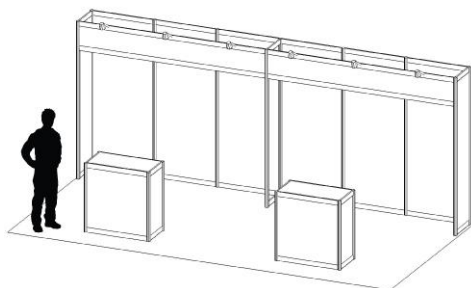
### What's included?

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.

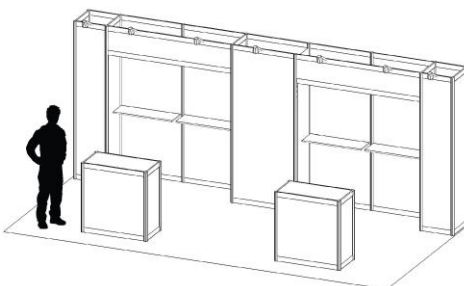
### Order Deadline

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

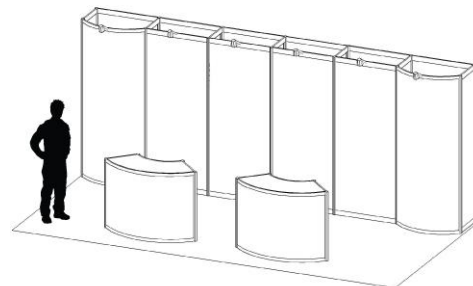
**MODEL 100**



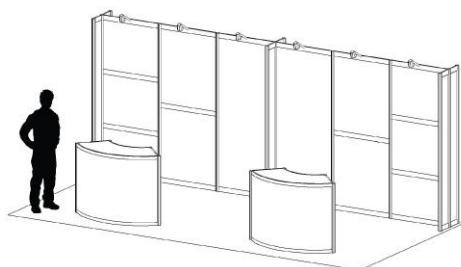
**MODEL 105**



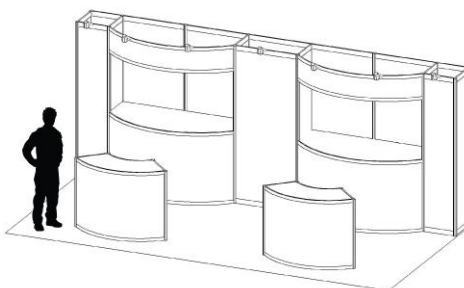
**MODEL 110**



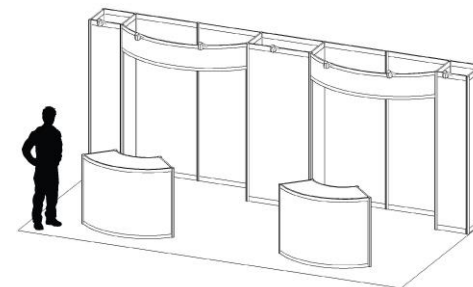
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## ISLAND RENTAL EXHIBITS – 20' X 20'

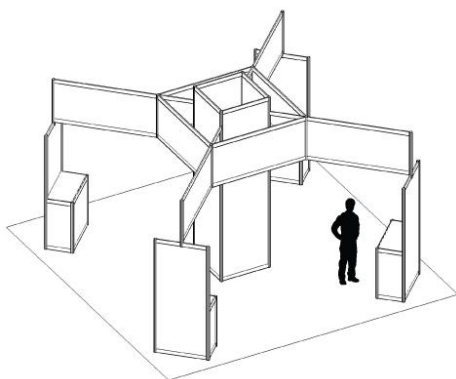
### What's included?

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.

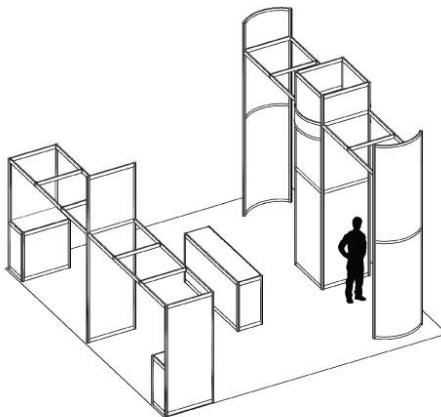
### Order Deadline

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

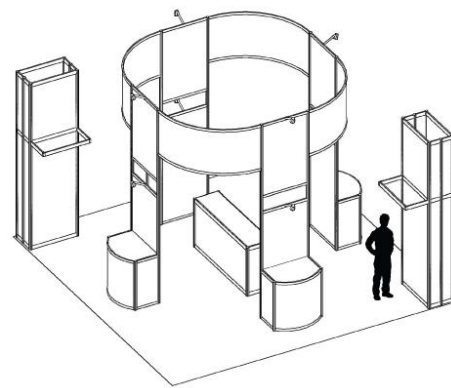
**MODEL 100**



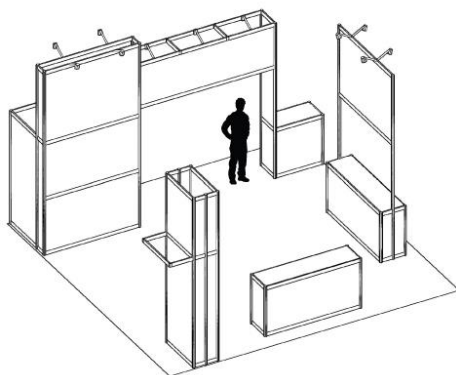
**MODEL 105**



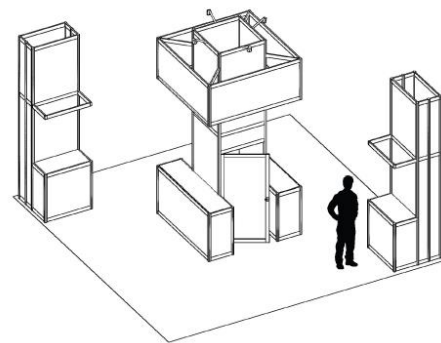
**MODEL 110**



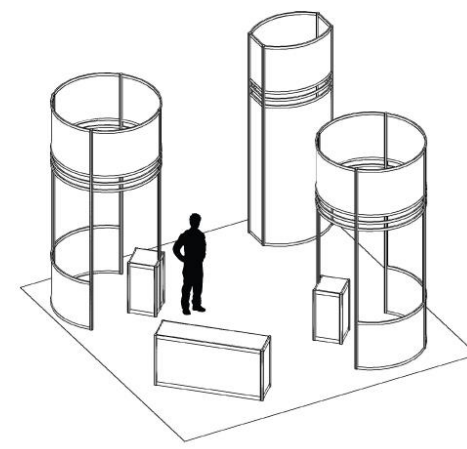
**MODEL 115**



**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 1<sup>st</sup> 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.

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### 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)

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### 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.

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### 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

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

• Storage at our advance warehouse up to 30 days prior to show opening	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• 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	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• 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	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
	\$120.00	\$240.00

---

### LATE FREIGHT

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

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### OVERTIME

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

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### SMALL PACKAGE/SHIPMENT RATE

• Cartons/Envelopes weighing less than 30 lbs. per shipment	\$47.00 / small package shipment
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### 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: Nov. 29 – Dec. 20

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

**To:** Exhibiting Company Name / Booth #

**For:** Home & Landscape Expo

Hubbell/Tyner

c/o YRC/STP

12400 Dupont Avenue South

Burnsville, MN 55337-1682

**Direct Shipments:**

Receiving Dates and Times: Wednesday, Dec. 27 (12pm-6pm)

Thursday Dec. 28 (9am-6pm)

**To:** Exhibiting Company Name / Booth #

**For:** Home & Landscape Expo

c/o Hubbell/Tyner

MCC – Hall A

1301 2<sup>nd</sup> Ave. South

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 #** \_\_\_\_\_

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## **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: Dec. 20, 2017

Home & Landscape Expo

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: Dec. 20, 2017

Home & Landscape Expo

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 Dec. 27, 2017

Home & Landscape Expo

To: MCC – Hall A

c/o: Hubbell/Tyner  
1301 2<sup>nd</sup> Ave. South  
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 Dec. 27, 2017

Home & Landscape Expo

To: MCC – Hall A

c/o: Hubbell/Tyner  
1301 2<sup>nd</sup> Ave. South  
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 its 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.

## 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 one-hour charge will be applied to all orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Hubbell/Tyner service desk when the forklift is needed
- 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.**

FORKLIFT RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time: 5000# Forklift (3 Stage)	\$192.00	\$231.00	\$277.00
Overtime: 5000# Forklift (3 Stage)	\$269.00	\$323.00	\$388.00
Straight Time: 5000# Forklift (4 Stage)	\$238.00	\$286.00	\$343.00
Overtime: 5000# Forklift (4 Stage)	\$332.00	\$380.00	\$432.00

**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 SCHEDULE

	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	\$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 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

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

<b>Straight Time:</b>	\$435.00	per man hour (8:00 am – 4:30 pm, Monday – Friday)
<b>Overtime:</b>	\$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 \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

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

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

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### 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.

## ACCESSIBLE STORAGE

Unsecured Accessible Storage will be available at show site. You must sign up at the Hubbell/Tyner service desk for this service. Hubbell/Tyner will provide you with the correct labels for you to apply to your items to be stored. After you have labeled all items to be stored, they will be placed into storage.

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### SETUP

When you sign up for this service, you will be charged a one-time fee of \$106.00

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### STORAGE RATES

Storage Rates are based on square foot increments per day:

Up to 25 square feet.....	\$61.00 per day
26 – 50 square feet.....	\$86.00 per day
51 – 100 square feet.....	\$113.00 per day
101 – 150 square feet.....	\$141.00 per day

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### ACCESSIBLE STORAGE LABOR RATES

A minimum of one-half hour labor will be charged each time you need to access the storage area. Labor rates may be found on the labor order form in this service kit.



# 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 \_\_\_\_\_



**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><b>COMPANY NAME:</b> _____ <b>BOOTH #</b> _____</p>							
<b>Total Costs</b>			<b>Delivery / Payment Information</b>				
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.		
<b>TOTAL:</b>			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

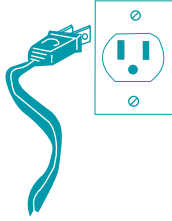


# Minneapolis

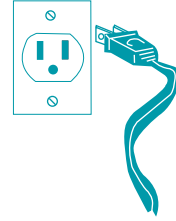
Convention Center

1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000

2017  
Prices effective  
1/1/17 thru 12/31/17



**Exhibitor Service Information - (612) 335-6550**  
Fax - (612) 335-6600 TDD (612) 335-6500



## ELECTRICAL SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**For your security DO NOT email credit card #**

### **SAVE MONEY - DISCOUNTED ADVANCE RATE**

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

### **SAVE TIME**

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

**Pay** all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

### **AVOID CONFUSION**

**TO AVOID DOUBLE BILLING:** When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

**Read instructions and policies on back of form**

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

### **DID YOU KNOW ??**

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Cleaning and Porter Service



Plumbing/Compressed Air Service



Guest Services



Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045  
and online @ [www.kelber.com](http://www.kelber.com)



**Questions**  
**Contact Exhibitor Services**  
**(612) 335-6550**



**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  
Request for Electrical Service  
(612) 335-6550

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**IMPORTANT CONDITIONS AND REGULATIONS**

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1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations:  
Refunds will be computed as follows:
    1. After installation - **NO REFUND.**
    2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

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Standard Electrical Services .....	120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request .....	480 Volt, A.C., Three Phase, 60 Cycle 240 Volt, A.C., Three Phase, 60 Cycle



# Minneapolis

Convention Center

1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000

## 2017

Prices effective  
1/1/17 thru 12/31/17



**Exhibitor Service Information - (612) 335-6550**  
Fax - (612) 335-6600 TDD (612) 335-6500



## CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**For your security DO NOT email credit card #**

### **SAVE MONEY - DISCOUNTED ADVANCE RATE**

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

### **SAVE TIME**

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**TO AVOID DOUBLE BILLING:** When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

**Read instructions and policies on back of form**

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### **DID YOU KNOW ??**

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and online @ [www.kelber.com](http://www.kelber.com)



**Questions**  
**Contact Exhibitor Services**  
**(612) 335-6550**



**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)	
<b>COST PER DAY</b>	<b>Advance Rate</b> 27¢/sq. ft.
	<b>Standard Rate</b> 32¢/sq. ft.
Number of Days _____ x _____ sq. ft. x rate \$ _____	
(100 sq. ft. min.)	<b>Total</b> \$

## Damp Mop

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

## 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.

	<b>COST PER DAY</b>	
	<b>Advance Rate</b>	<b>Standard Rate</b>
<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 \$ _____	<b>Total</b>	\$

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  
Request for Cleaning and Porter Service  
(612) 335-6550

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**IMPORTANT CONDITIONS AND REGULATIONS**

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1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:

Refunds will be computed as follows:

    1. After service - **NO REFUND.**
    2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.





# Minneapolis

Convention Center

1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000

## 2017

Prices effective  
1/1/17 thru 12/31/17



**Exhibitor Service Information - (612) 335-6550**  
Fax - (612) 335-6600 TDD (612) 335-6500



## COMPRESSED AIR - WATER - DRAIN - GAS SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**For your security DO NOT email credit card #**

### **SAVE MONEY - DISCOUNTED ADVANCE RATE**

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

### **SAVE TIME**

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

**Pay** all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

### **AVOID CONFUSION**

**TO AVOID DOUBLE BILLING:** When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

**Read instructions and policies on back of form**

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

### **DID YOU KNOW ??**

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Cleaning and Porter Service



Guest Services



Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045  
and online @ [www.kelber.com](http://www.kelber.com)



**Questions**  
**Contact Exhibitor Services**  
**(612) 335-6550**



**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: _____				<b>Total</b> \$

**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	
<b>Water</b> (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: _____				
<b>NOTE:</b> 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.				
<b>Drainage</b> (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: _____				<b>Total</b> \$

## 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				
				<b>Total</b> \$

## 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.	
		<b>Total</b> \$

## 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	<b>Total</b> \$

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  
Request for Compressed Air - Water - Drain - Gas Service  
(612) 335-6550

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**IMPORTANT CONDITIONS AND REGULATIONS**

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1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations:  
Refunds will be computed as follows:
    1. After installation - **NO REFUND.**
    2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5.
  - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
  - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
  - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.



# Minneapolis

Convention Center

1301 Second Avenue South  
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(612) 335-6000

## 2017

Prices effective  
1/1/17 thru 12/31/17

SECURITY  
MEDICAL



POLICE  
FIRE

**Exhibitor Service Information - (612) 335-6550**

Fax - (612) 335-6600 TDD (612) 335-6500

SECURITY  
MEDICAL



POLICE  
FIRE

## GUEST AND SECURITY SERVICES ORDER FORM

ONLINE ORDERING AVAILABLE AT:  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**For your security DO NOT email credit card #**

### **SAVE MONEY - DISCOUNTED ADVANCE RATE**

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

### **SAVE TIME**

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

**Pay** all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

### **AVOID CONFUSION**

**TO AVOID DOUBLE BILLING:** When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

**Read instructions and policies on back of form**

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

### **DID YOU KNOW ??**

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Cleaning and Porter Service



Plumbing/Compressed Air Service



Electrical Service



Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045  
and online @ [www.kelber.com](http://www.kelber.com)



Questions  
Contact Guest and Security Services  
(612) 335-6163



**Minneapolis Convention Center**  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6163 FAX (612) 335-6183  
*Exhibitor Service Information (612) 335-6550*

# Guest and Security Services Order Form

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

Name of Event	Date of Event		
Firm Name	Booth Number(s)		
Street Address	Contact Person		
City	State	Zip	Phone #

**Payment Notice:** ADVANCED RATES apply only to orders Paid in full and received 14 DAYS PRIOR TO THE FIRST SHOW DAY.  
STANDARD RATES are for onsite requests and must be paid at move-in for all other orders. NO EXCEPTIONS.

**Notice:** All scheduled shifts have a four hour minimum. A supervisor may be required for shifts over 4 hours. Holiday rates apply.  
Booths that are staffed by more than one guard require a supervisor to break them. Holiday rates apply.  
Please provide date(s), time(s), and contact information in the space provided below.

## Security

Security officer uniform options are a hard line or soft line uniform. Officers may work as civilian fire watch, loss prevention, executive detail, etc.  
Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.		Total Hours	Advanced Rate	Standard Rate
Guard .....	_____	X	_____	\$25.00	\$37.00
Supervisor .....	_____	X	_____	\$26.00	\$39.00
					<b>Total</b>
					Tax 7.775%

## Medical Services

Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.		Total Hours	Advanced Rate	Standard Rate
EMT .....	_____	X	_____	\$40.00	\$58.00
					<b>Total</b>

## Police Services

Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.		Total Hours	Advanced Rate	Standard Rate
Police Officer .....	_____	X	_____	\$65.00	\$99.00
					<b>Total</b>

### Order Total

Please provide a schedule of coverage, date(s), and time(s) here (if lengthy, please call Guest and Security Services at 612-335-6163):

Please provide a phone number and contact name for on-site approval of changes and additions

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  
Request for Guest Services  
(612) 335-6163

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**IMPORTANT CONDITIONS AND REGULATIONS**

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1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations:  
Refunds will be computed as follows:
    1. After service - **NO REFUND.**
    2. Before service, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. Before service and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
6. Prices are based upon current wage rates and are subject to change without notice.
7. A detailed description of duties must accompany all orders for service. Please provide this information to Guest Services at the number listed above.
8. If there are specific items that are to be protected, a detailed manifest of items is requested, so that an inventory control form may be established. Please provide this information to Guest Services at the number listed above.
9. A supervisor may be required for shifts exceeding 4 hours. In the case where more than ten employees are working, more supervisors may be necessary, Contact Guest Services for further information at the number provided above.
10. For fire code regulations concerning permits, equipment usage, open flame, etc., please contact Guest Services at the number listed above.
11. For specific law enforcement regulations, policies, procedures and laws, please refer to Guest Services at the number listed above.
12. Uniform change inquiries may be made through Guest Services.



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](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

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

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

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

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

	QTY	Incentive	Base	On-Site	Total
<b>1. Shared Internet Services – Routers Prohibited</b>					
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	
<b>2. Dedicated Internet Services – Routers Supported</b>					
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	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
<b>3. Internet Equipment &amp; Labor</b>					
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	
<b>4. Voice Services: PBX Service – Domestic LD Included</b>					
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	
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)</b>					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
<b>Send Completed Orders with Payment and Floor Plan To:</b> SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>					
<b>SUBTOTAL</b>					
<b>ESTIMATED 10% TAX / FEES</b>					
<b>GRAND TOTAL</b>					
<b>Effective January 1, 2017 – December 31, 2017</b>		<b>Customer No: 2017 - 024 -</b>			

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 \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Minneapolis CC (024) - MN  
Show: \_\_\_\_\_

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

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

# Floor Plan – Communications Cable

Center: Minneapolis CC (024) - MN

Show: ABC EXAMPLE SHOW

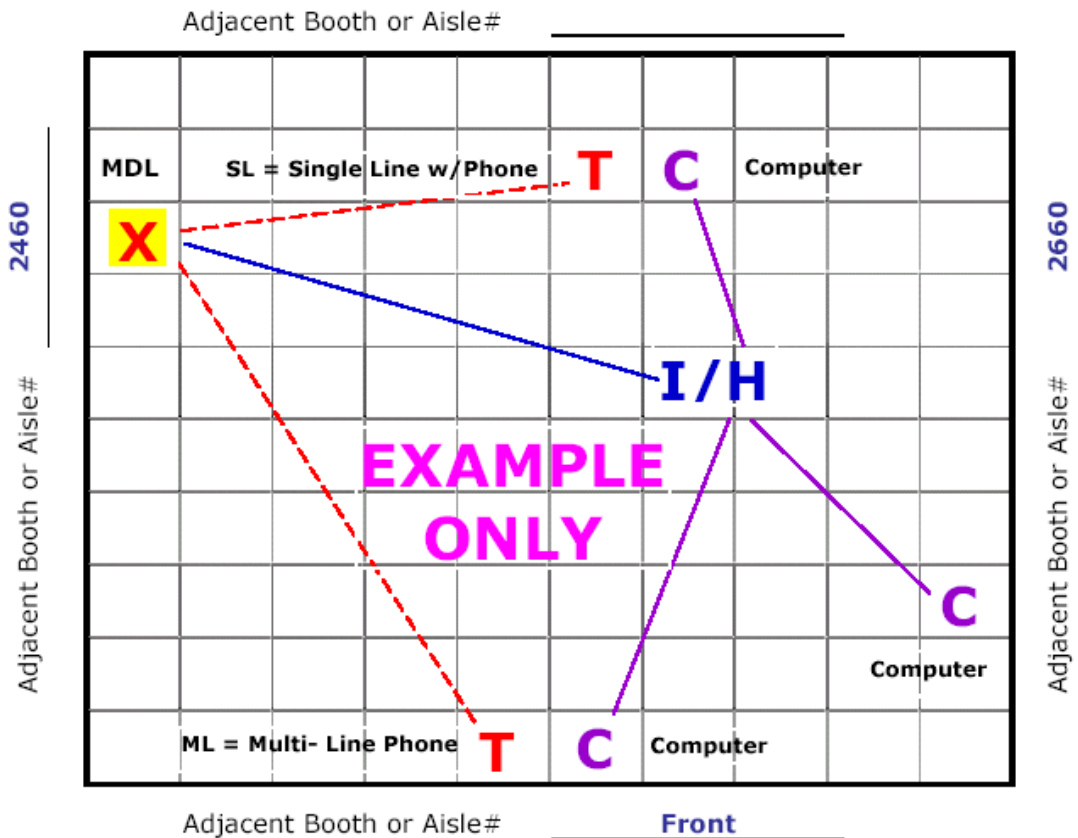
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2017 - 024 - XXX - XXXX

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**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.