

Dear Exhibitor:

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

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

Sincerely,

Amanda Nelson

Exhibitor Service Representative

651-280-4925 | Direct

651-917-2658 | Fax

anelson@corexpo.com



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UTILITIES & SHOW SERVICES

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.

EVENT DETAILS

COREXPO EXHIBITOR SERVICES

Amanda Nelson

Phone | 651-280-4925

Fax | 651-917-2658

Email | anelson@coreexpo.com

2110 Old Highway 8 NW

New Brighton, MN 55112

EXHIBIT BOOTH DESCRIPTION**Each 8' x 10' and 10' x 10' Booth Includes:**

8' High Back Drape

3' High Side Drape

1 – ID Sign

Each Bulk Space Booth Includes:

Perimeter Marking

Booth Number Floor Marked

**Drape Colors – Black**

EXHIBITOR SCHEDULE

Exhibitor Move In:	Thursday	January 17, 2019	10:00 am – 6:00 pm
	Friday	January 18, 2019	8:00 am – 12:00 pm
Event Hours:	Friday	January 18, 2019	2:00 pm – 7:00 pm
	Saturday	January 19, 2019	10:00 am – 7:00 pm
	Sunday	January 20, 2019	10:00 am – 5:00 pm
Exhibitor Move Out:	Sunday	February 20, 2019	5:00 pm – 9:00 pm
	Monday	February 21, 2018	8:00 am – 1:00 pm
Carrier Check-in:	Monday	February 21, 2018	11:00 pm

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

MATERIAL HANDLING**Advance to Warehouse:** (Dec. 10 – Jan. 10)

TO: (Exhibiting Company Name and Booth #)

FOR: Minnesota Home Expo

Coreexpo

c/o YRC Freight

12400 Dupont Avenue South

Burnsville, MN 55337

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

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

- Carpet & Furnishing Rentals January 7
- Advance Freight Receiving December 10 - January 10

PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express and 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 Corexpo 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@corexpo.com
 - Faxed: 651-917-2658
 - Mailed: Corexpo | 2110 Old Highway 8 N.W.
New Brighton, MN 55112

TAX EXEMPTION

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

THIRD PARTY BILLING

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

UTILITIES & SHOW SERVICES

- For all booth utilities and additional services, please contact the supplier utilizing the enclosed forms at the end of this document.

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 Corexpo.

RECAP OF ORDERS

SERVICES ORDERED

Taxable Services	
Furnishings & Accessories	\$
Tables	\$
Floor Covering	\$
Booth Package	\$
Executive Furnishings	\$
Rental Displays	\$
Booth Cleaning	\$
8.025% Sales Tax*	\$
*All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.	
Non-Taxable Services	
	\$
Material Handling (must have cc on file)	\$
Labor (must have cc on file)	\$
Grand Total	\$

METHOD OF PAYMENT

☐ **Credit Card**
Card Number _____
Card Type ☐ Visa ☐ Master Card ☐ Discover ☐ 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 ☐ Discover ☐ 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 ☐ Discover ☐ 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 Corexpo we agree that we the exhibiting firm are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

BOOTH PACKAGE

SAVE UP TO 20% BY ORDERING A BOOTH PACKAGE

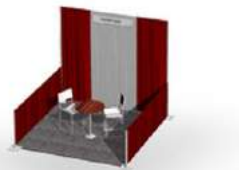
Package 1



Package 2



Package 3



Package 4



Item	Qty	Discount	Standard	Total
Booth Package				
Package 1 10' x 10' Booth Carpet 1 – 6' x 30" Draped Table 2 – Plastic Side Chairs 1 - Wastebasket		\$314.00	\$407.60	
Package 2 10' x 10' Booth Carpet 1 – 6' x 42" Draped Table 2 – High Stools 1 – Wastebasket		\$396.60	\$517.20	
Package 3 10' x 10' Booth Carpet 1 – Pedestal Table – 42" High x 30" Round w/ Black Tension Skirt 2 – High Stools 1 - Wastebasket		\$386.40	\$503.80	
Package 4 10' x 10' Booth Carpet 1 – Sales Counter 1 – High Stool 1 – Wastebasket		\$475.20	\$618.20	
Table Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Gold <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan				
Subtotal Booth Package				\$

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

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

Exhibiting Company _____ Booth # _____

FURNISHINGS & ACCESSORIES



Plastic Side Chair



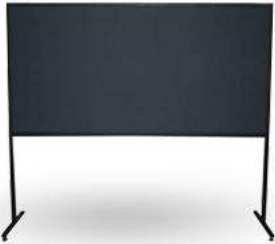
Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Total
STANDARD CHAIRS				
Plastic Side Chair		\$34.25	\$44.50	
Padded Side Chair		\$60.50	\$78.75	
Padded Arm Chair		\$63.75	\$83.25	
High Stool		\$80.50	\$106.00	
ACCESSORIES				
Poster Board Horizontal (4' high x 8' wide)		\$102.25	\$134.25	
Poster Board Vertical (8' high x 4' wide)		\$102.25	\$134.25	
Showcase		\$368.50	\$479.00	
Wastebasket		\$23.75	\$30.75	
Easel		\$37.75	\$49.50	
Bag Holder - Chrome		\$57.00	\$74.25	
Sign Holder - 22" x 28" Chrome		\$88.25	\$114.50	
Sign Holder - Free Frame Adjustable		\$88.25	\$114.50	
Stanchion - Retractable		\$65.50	\$85.25	
Stanchion - Chrome		\$65.50	\$85.25	
Stanchion - Velour Rope Black		\$28.75	\$37.50	
Literature Rack		\$84.50	\$109.75	
Sales Counter		\$320.75	\$417.00	
TABLE RISERS				
4' Tabletop Riser		\$51.75	\$67.25	
6' Tabletop Riser		\$72.50	\$94.25	
8' Tabletop Riser		\$94.25	\$122.50	
MASKING DRAPE				
8' High (price per linear ft.)		\$17.50	\$20.50	
3' High (price per linear ft.)		\$15.00	\$17.50	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
Subtotal Furnishings & Accessories				\$

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

Exhibiting Company

Booth #

TABLES

DRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

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



UNDRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



PEDESTAL TABLES

18" H x 30" Round

30" H x 30" Round

42" H x 30" Round

30" H x 42" Round

42" H x 30" w/Tension Cover



TABLES

Item	Qty	Discount	Standard	Total
30" High Draped Tables (on 3 sides)				
4' L x 24" W		\$117.25	\$152.50	
6' L x 24" W		\$131.25	\$170.75	
8' L x 24" W		\$150.50	\$195.75	
4 th Side Draping		\$48.00	\$62.25	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
42" High Draped Tables (on 3 sides)				
4' L x 24" W		\$126.25	\$164.00	
6' L x 24" W		\$142.00	\$184.75	
8' L x 24" W		\$154.75	\$201.25	
4 th Side Draping		\$48.75	\$63.25	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
30" High Undraped Tables (on 3 sides)				
4' L x 24" W		\$49.25	\$62.50	
6' L x 24" W		\$51.75	\$67.25	
8' L x 24" W		\$57.25	\$74.25	
42" High Undraped Tables (on 3 sides)				
4' L x 24" W		\$53.00	\$69.00	
6' L x 24" W		\$58.75	\$76.25	
8' L x 24" W		\$65.25	\$84.50	
Pedestal Tables				
18" H x 30" Round		\$65.50	\$85.00	
30" H x 30" Round		\$95.75	\$124.25	
42" H x 30" Round		\$98.00	\$130.00	
42" H x 30" Round – with black tension cover		\$129.25	\$168.00	
30" H x 42" Round – conference table		\$91.75	\$119.25	
Subtotal Tables				\$

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

Exhibiting Company _____ Booth # _____

FLOOR COVERING

STANDARD CARPET

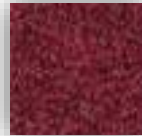
10 oz NYLON CARPET



Black



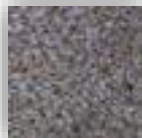
Blue



Burgundy



Green



Grey



Red



Tan



Teal

PREMIUM CARPET

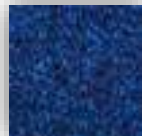
28 oz NYLON CARPET



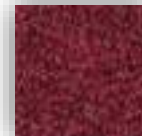
Berry



Black



Blue



Burgundy



Charcoal



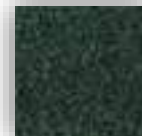
Cobalt



Emerald



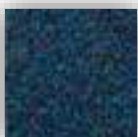
Gold



Green



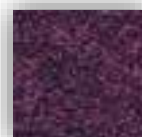
Ice



Navy



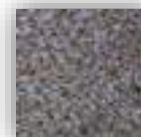
Platinum



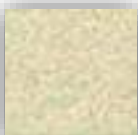
Purple



Red



Silver



Soft Ivory



Tan



Teal



White

FLOOR COVERING

Item	Qty	Discount	Standard	Total
Standard Carpet (10 oz. Nylon)				
10' x 10'		\$169.00	\$219.00	
10' x 20'		\$338.00	\$438.00	
10' x 30'		\$507.00	\$657.00	
10' x 40'		\$676.00	\$876.00	
Custom Size - Standard Carpet				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.69	\$2.19	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal <i>*If no color is selected grey will be provided</i>				
Premium Carpet (28 oz. Nylon)				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$5.60	\$7.25	
Carpet Color Selection <input type="checkbox"/> Berry <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Charcoal <input type="checkbox"/> Cobalt <input type="checkbox"/> Emerald <input type="checkbox"/> Green <input type="checkbox"/> Ice <input type="checkbox"/> Navy <input type="checkbox"/> Platinum <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Soft Ivory <input type="checkbox"/> Tan <input type="checkbox"/> Teal <input type="checkbox"/> White				
<ul style="list-style-type: none"> 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				
Padding - Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.20	\$1.56	
Protective Covering - Length _____ x Width _____ = sq. ft.	sq. ft.	\$0.96	\$1.25	
Subtotal Floor Covering				\$

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

Exhibiting Company _____ Booth # _____

EXECUTIVE FURNISHINGS

Corexpo 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 FURNISHINGS

Item	Qty	Discount	Standard	Total
Lounge Furnishings				
Lounge Chair		\$267.75	\$347.75	
Sofa		\$376.00	\$488.75	
Coffee Table		\$137.75	\$179.50	
End Table		\$103.50	\$134.50	
Table Lamp		\$58.75	\$77.25	
Floor Lamp		\$98.00	\$127.50	
Office Style Furnishings				
Executive Desk 72" x 42"		\$447.75	\$581.75	
Credenza 72" x 24"		\$338.75	\$440.25	
Hutch 72" x 44"		\$310.25	\$387.75	
Desk 72" x 36"		\$309.00	\$401.75	
Bookcase 72" High		\$125.50	\$164.50	
Bookcase 48" High		\$107.50	\$139.50	
Executive Leather Office Chair		\$204.25	\$256.25	
Leather Guest Chair		\$211.75	\$275.00	
Chair – Executive Task Chair		\$205.25	\$266.75	
Chair – Conference Chair		\$126.50	\$164.75	
Chair – Stackable Guest Chair		\$92.00	\$119.00	
Table – 36" x 72" Conference Table		\$197.00	\$255.25	
Table – 48" Round Conference Table		\$120.00	\$156.50	
Subtotal Executive Furnishings				\$

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

Exhibiting Company

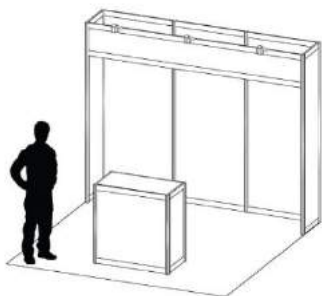
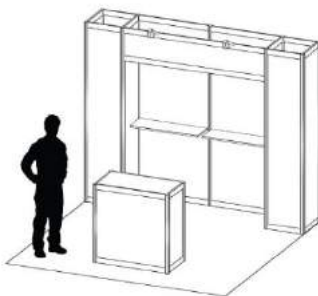
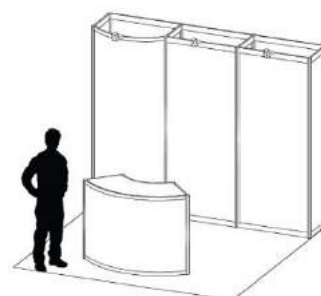
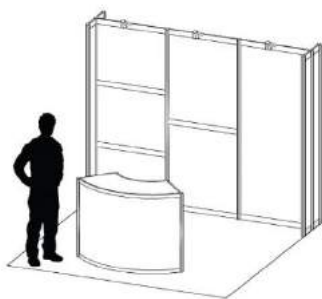
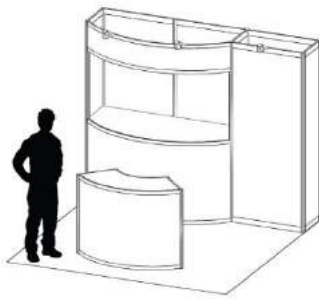
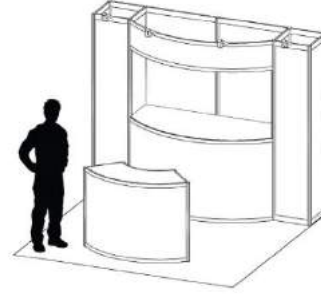
Booth #

INLINE RENTAL EXHIBITS – 10' X 10'**What's included?**

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

Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

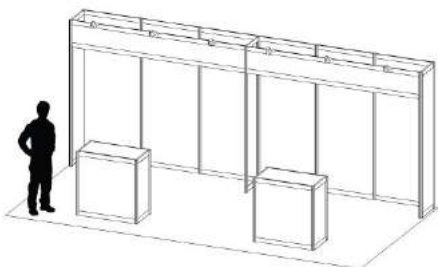
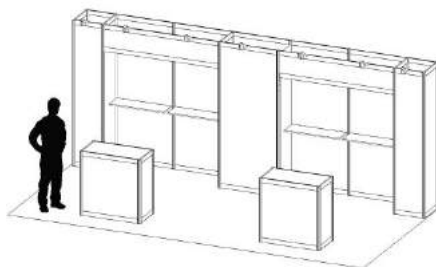
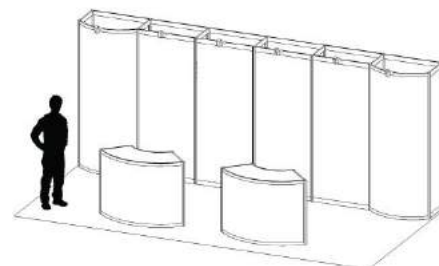
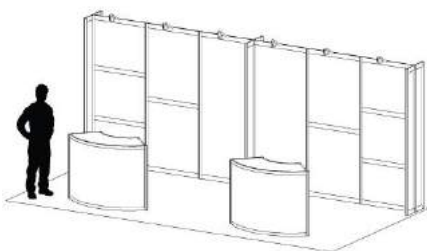
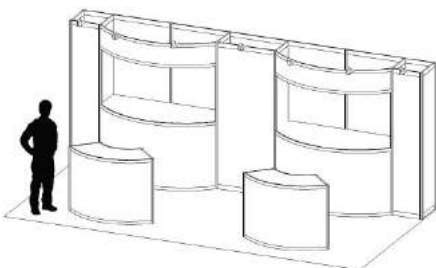
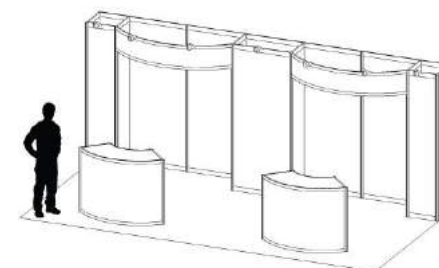
MODEL 100**MODEL 105****MODEL 110****MODEL 115****MODEL 120****MODEL 125**

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 along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

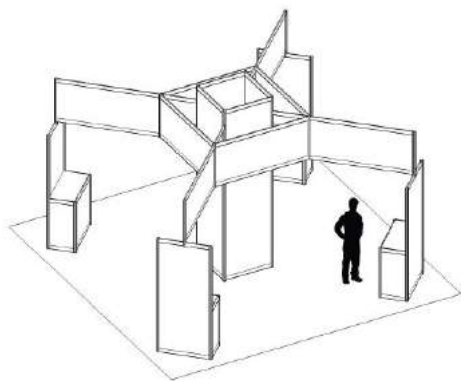
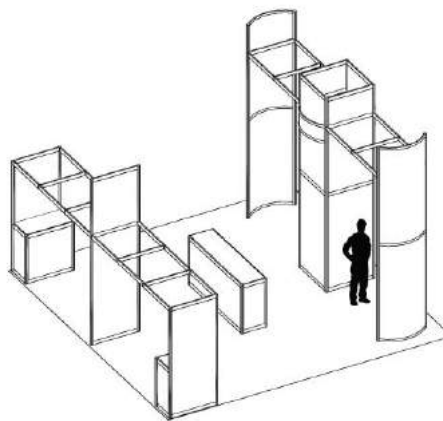
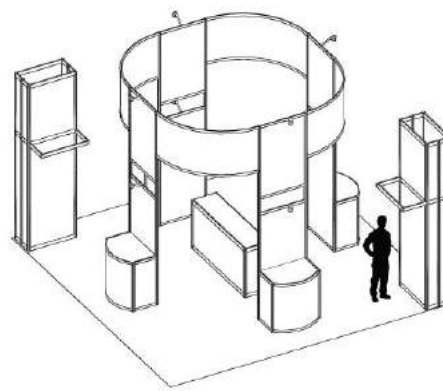
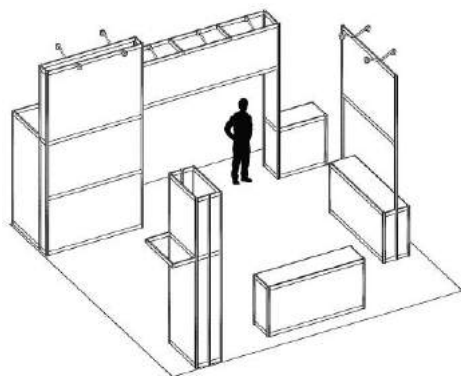
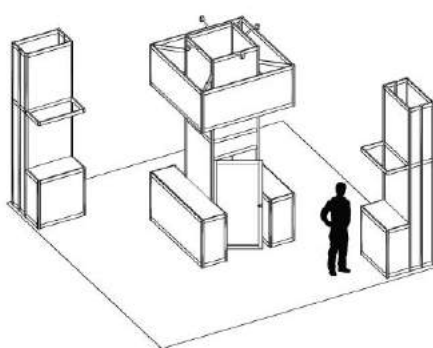
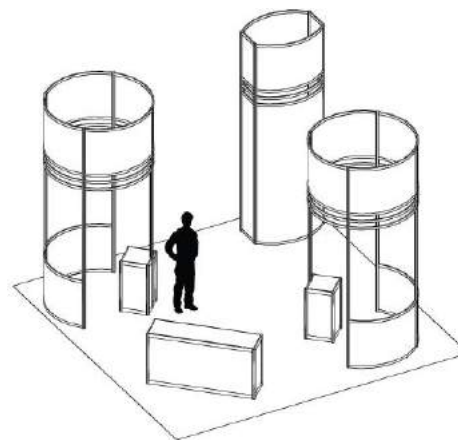
MODEL 100**MODEL 105****MODEL 110****MODEL 115****MODEL 120****MODEL 125**

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 along with print ready graphic files must be placed at least 14 days prior to the 1st day of exhibitor move in.

MODEL 100**MODEL 105****MODEL 110****MODEL 115****MODEL 120****MODEL 125**

RENTAL EXHIBITS

Item	Qty	Discount	Standard	Total
10' x 10' Inline Exhibit				
Model 100		\$1500.00	\$1950.00	
Model 105		\$1750.00	\$2275.00	
Model 110		\$1750.00	\$2275.00	
Model 115		\$1500.00	\$1950.00	
Model 120		\$2100.00	\$2730.00	
Model 125		\$1900.00	\$2470.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
10' x 20' Inline Exhibit				
Model 100		\$2475.00	\$3215.00	
Model 105		\$2890.00	\$3755.00	
Model 110		\$2890.00	\$3755.00	
Model 115		\$2475.00	\$3220.00	
Model 120		\$3465.00	\$4505.00	
Model 125		\$3135.00	\$4075.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
20' x 20' Island Exhibit				
Model 100		\$8600.00	\$11180.00	
Model 105		\$8750.00	\$11375.00	
Model 110		\$9200.00	\$11960.00	
Model 115		\$9000.00	\$11700.00	
Model 120		\$7800.00	\$10140.00	
Model 125		\$8300.00	\$10790.00	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
Subtotal Rental Exhibits				\$

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

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

Exhibiting Company _____ Booth # _____

SIGNS & BANNERS

Item	Qty	Discount	Standard	Total
Standard Size Signs				
11" x 14"		\$15.40	\$20.02	
14" x 22"		\$30.80	\$40.04	
22" x 28"		\$61.60	\$80.08	
28" x 44"		\$123.20	\$160.16	
38" x 84" (Meter Board)		\$319.20	\$414.96	
All signs are mounted on 3/16" foam board and priced as single sided. Other substrates are available upon request. Meter boards are mounted on 1/2" foam board.				
Custom Size Signs				
Single Sided - Length_____ x Width_____ = sq. in.	sq. in.	\$0.10	\$0.13	
Double Sided - Length_____ x Width_____ = sq. in.	sq. in.	\$0.15	\$0.20	
Banners				
Single Sided - Length_____ x Width_____ = sq. ft.	sq. ft.	\$14.40	\$19.30	
Double Sided - Length_____ x Width_____ = sq. ft.	sq. ft.	\$22.20	\$28.95	
Please note: <ul style="list-style-type: none"> All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in. Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document. The submission of digital files is required with all graphic orders, please the following graphic guidelines for submission methods. All sign orders are subject to a 100% cancellation fee 				
Subtotal Signs & Banners				\$

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. Corexpo's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below.

*Please note InDesign files are accepted but not preferred for large format printing.

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

COLOR & RESOLUTION

Resolution

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

Color

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

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

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

- Corexpo is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Corexpo 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

Corexpo

Attn: Event Name

2110 Old Highway 8 NW

New Brighton, MN 55112

MATERIAL HANDLING RATES

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

• Storage at our advance warehouse up to 30 days prior to show opening	CWT Charge	200 lb. Minimum
• Delivery to show site and placement at your booth	\$83.00	\$166.00
• Removal & return of empty containers		
• Loading of outbound shipments from show site		

EXHIBIT HALL DIRECT SHIPMENTS

• Placement of materials at your booth	CWT Charge	200 lb. Minimum
• Removal & return of empty containers	\$80.00	\$160.00
• Loading of outbound shipments from show site		
• Must have a certified weight ticket		
• Must be sent during scheduled exhibitor install hours		

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

• Loose or pad wrapped materials can only be received at show site during exhibitor setup hours	CWT Charge	200 lb. Minimum
	\$126.00	\$252.00

LATE FREIGHT

• Freight received at warehouse less than 5 days prior to show move in times	CWT Charge	200 lb. Minimum
	\$28.00	\$56.00
• Late freight is an additional charge to the appropriate drayage rate		

OVERTIME

• Before 8:00 am or after 4:30 pm Mon – Fri, and all day Sat & Sun, & Holidays	CWT Charge	200 lb. Minimum
	\$22.00	\$44.00
• Overtime is an additional charge to the appropriate drayage rates		

SMALL PACKAGE/SHIPMENT RATE

• Cartons/Envelopes weighing less than 30 lbs. per shipment	\$50.00 / small package shipment
---	----------------------------------

EMPTY CONTAINERS

Corexpo will store exhibit materials/containers that have not been handled by Corexpo 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. Corexpo 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: Dec. 10 – Jan. 10

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

To: Exhibiting Company Name / Booth #

For: MN Home Expo

Corexpo

c/o YRC/STP

12400 Dupont Avenue South

Burnsville, MN 55337-1682

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

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

Shipment Weight _____ ÷ *100 = _____ x \$83.00 per 100 lbs = _____

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

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

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

Shipment Weight _____ ÷ *100 = _____ x \$126.00 per 100 lbs = _____

Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ *100 = _____ x \$28.00 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 \$22.00 per 100 lbs = _____

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____ **Booth #** _____

MATERIAL HANDLING INFORMATION**Freezable/Controlled Environment Shipments**

Corexpo 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. Corexpo 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 Corexpo's contracted carriers. Blank bills of lading & shipping labels will be available at the Corexpo Service Desk. Corexpo 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 Corexpo 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: January 10, 2019

Minnesota Home Expo

To: **COREXPO**
Exposition Services

c/o: YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Advance Shipment * late warehouse charges apply after: January 10, 2019

Minnesota Home Expo

To: **COREXPO**
Exposition Services

c/o: YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.
COREXPO 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. Corexpo 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. Corexpo is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Corexpo is limited to \$0.30/lbs. per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Corexpo 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 Corexpo by the close of the show. Otherwise, Corexpo will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Corexpo more than one year after the show. Corexpo 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, Corexpo 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, Corexpo reserves the right to remove, ship and re-route such shipments, or ship to the Corexpo warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Corexpo and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Corexpo assumes no liability as a result of such re-routing.
4. Corexpo 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 Corexpo at least 30 days prior to the event. Corexpo 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 Corexpo.
5. Corexpo shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Corexpo 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 Corexpo 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 Corexpo 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. Corexpo assumes no responsibility for exhibitor's failure to follow the above procedures, removal of containers with old labels or without Corexpo 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. Corexpo shall not accept liability for such shipments.
8. The exhibitor agrees in connection with the receipt, handling, temporary storage, and reloading of it materials; that Corexpo will provide these services as the exhibitors agent and not as Bailee or shipper. If any employee of Corexpo signs a delivery receipt, bill of lading or other document, we agree that Corexpo will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Corexpo 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.

LABOR

Item	Discount	Standard	On-Site
Labor Rates			
Straight Time Labor	\$89.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

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

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

LABOR SCHEDULE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation		X	X	=	
		X	X	=	
Dismantle		X	X	=	
		X	X	=	
Subtotal Labor Service					\$

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 #: _____

☐ **Corexpo Supervision**

Work performed under the supervision of Corexpo will be charged an additional 30% of the total bill for this service. In order for Corexpo to perform the work without the exhibitor present, Corexpo 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.

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 (Corexpo), the following information must be received by Corexpo 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 Corexpo 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 Corexpo 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. Corexpo 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.



Exhibit Services

Simply reliable success



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



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

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

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

Be Confident. It's a YRC Delivery.™

The show must go on

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

Gain the on-site advantage

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

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.610.6500



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

02 Agricultural, forestry, fishing, hunting

03 Construction

04 Finance and insurance

05 Information, publishing and communications

06 Manufacturing

07 Mining

08 Real estate

09 Rental and leasing

10 Retail trade

11 Transportation and warehousing

12 Utilities

13 Wholesale trade

14 Business services

15 Professional services

16 Education and health-care services

17 Nonprofit organization

18 Government

19 Not a business (explain) _____

20 Other (explain) _____

Reason for exemption

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

A Federal government (department) _____

B Specific government exemption (from list on back) _____

C Tribal government (name) _____

D Foreign diplomat # _____

E Charitable organization # _____

F Educational organization # _____

G Religious organization # _____

H Resale

I Agricultural production

J Industrial production/manufacturing

K Direct pay authorization

L Multiple points of use (services, digital goods, or computer software delivered electronically)

M Direct mail

N Other (enter number from back page) _____

O Percentage exemption

☐ Advertising (enter percentage) _____ %

☐ Utilities (enter percentage) _____ %

☐ 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 _____



Event Services

Fresh Floral Service

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

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

Payment Policy:

All Orders Must Be Paid
in Full Prior to Event

Special Services

Call For Quotation:

Corsages, Boutonnieres
Hospitality Suites/ Flowers

Green Plants

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

Blooming Plants

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

Delivery Charge

For Orders Less than \$150

\$12.99

For Orders Greater than \$150

Call for Pricing

Subtotal:	_____
7.775% Tax	_____
Total:	_____



Event Services

Please fill out completely:

Show Name _____

Show/Convention Location _____

Exhibitor _____

Booth # _____

E-mail _____

Main Contact _____

Address _____ City _____

State _____ Zip _____

Telephone # _____ Fax # _____

Cell # During Show _____

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

Vendor Set-Up Hours _____

Date & Time Show Opens _____

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

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



AUDIO VISUAL & VIDEO RESOURCES

Event Name:

Show Date:

Location:

AUDIO / VISUAL SERVICES

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

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

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

E-MAIL OR FAX TO:

Audio Visual & Video Resources

ATTN: Carlyle Kramer

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