

## 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 **Minneapolis Home + Remodeling Show**. Please take a moment to carefully review the enclosed information. To help in your planning we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment as soon as possible in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

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

Sincerely,

**Mike Marigold**

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

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

## EVENT DETAILS

### HUBBELL/TYNER EXHIBITOR SERVICES

Mike Marigold	2110 Old Highway 8 NW
Phone   651-280-4928	New Brighton, MN 55112
Fax   651-917-2658	
Email   mmarigold@hubbelltyner.com	

### 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 – Black**

**Each Bulk Space Booth Includes:**

Perimeter Marking  
 Booth Number Floor Marked



### EXHIBITOR SCHEDULE

<b>Exhibitor Move In:</b>	Tuesday, January 24, 2017	1:00 pm – 8:00 pm
	Wednesday, January 25, 2017	8:00 am – 8:00 pm
	Thursday, January 26, 2017	8:00 am – 8:00 pm
<b>Event Hours:</b>	Friday, January 27, 2017	10:00 am – 9:00 pm
	Saturday, January 28, 2017	10:00 am – 9:00 pm
	Sunday, January 29, 2017	10:00 am – 6:00 pm
<b>Exhibitor Move Out:</b>	Sunday, January 29, 2017	6:01 pm – 10:00 pm
	Monday, January 30, 2017	8:00 am – 2:00 pm

\*Please refer to full details in our Exhibitor Kit.

### MATERIAL HANDLING

**Advance to Warehouse:** (Dec. 27 – Jan. 20)

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

**Direct to Show Site:** (Jan. 24 – 27)

TO: *(Exhibiting Company Name and Booth #)*  
 FOR: Minneapolis Home + Remodeling Show  
 Hubbell/Tyner  
 U.S. Bank Stadium  
 1005 4<sup>th</sup> St. S.  
 Minneapolis, MN 55415

## 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 January 17
- Advance Freight Receiving December 27 – January 20
- Electrical Service (general use) January 17
- Electrical Service (dedicated service) December 27
- Water + Drain Services January 17
- Internet + Phone Lines January 17

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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: mmarigold@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/CREDIT CARD AUTHORIZATION

### SERVICES ORDERED

#### Taxable Services

Furnishings & Accessories ..... \$ \_\_\_\_\_  
 Tables ..... \$ \_\_\_\_\_  
 Floor Covering/Booth Cleaning ..... \$ \_\_\_\_\_  
 Show Specials ..... \$ \_\_\_\_\_  
 Electrical..... \$ \_\_\_\_\_  
 Internet..... \$ \_\_\_\_\_  
 Water/Drain Services..... \$ \_\_\_\_\_  
 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 #10339)**

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

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### EXHIBITING COMPANY INFORMATION

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

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### 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 \_\_\_\_\_

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### THIRD PARTY COMPANY INFORMATION

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

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### 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.

## SHOW SPECIAL

We are pleased to announce a show special for the Minneapolis Home + Remodeling Show. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after January 17, 2017. All orders received after January 17th will be processed at the standard rate.

This is a special offer. The items listed are available in only the colors listed. There are no substitutions or exchanges.

### 10' x 10' Furniture Package

- 1 – 10' x 10' Carpet
- 1 – 6' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



### 10' x 20' Furniture Package

- 1 – 10' x 20' Carpet
- 1 – 8' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



**Discount Rate:** January 17<sup>th</sup> or sooner

**Standard Rate:** January 18<sup>th</sup> or later

Show Special .....	Qty	Discount	Standard	Extended
10' x 10' Furniture Package .....	_____ x	\$269.00	\$336.00 =	\$ _____
10' x 20' Furniture Package .....	_____ x	\$397.00	\$496.00 =	\$ _____

**Carpet Color Selection**

Black  Green  Grey

**Draped Table Color Selection**

Black  Green  Grey

**Total Estimated Show Special \$ \_\_\_\_\_**

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

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

## FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



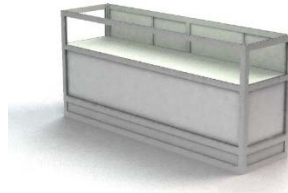
Padded Arm Chair



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 Draper Easel



**FURNISHINGS & ACCESSORIES**

<b>Item .....</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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



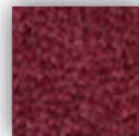
Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



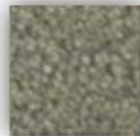
Green



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

## 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.

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### 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 =	\$_____

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



## INLINE RENTAL EXHIBITS – 10' X 10'

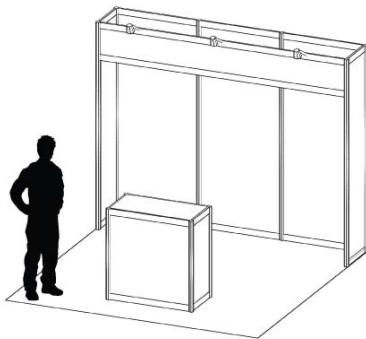
### What's included?

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.

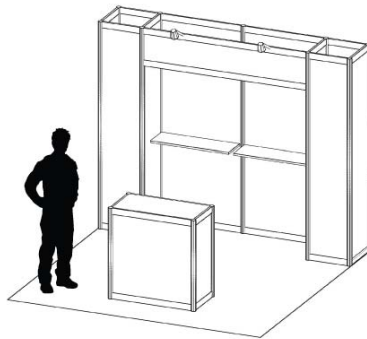
### Order Deadline

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**



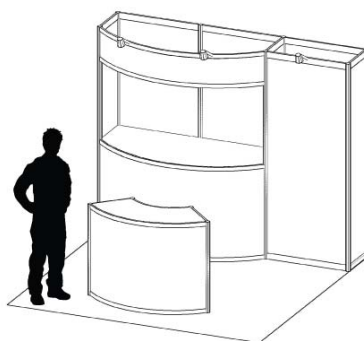
**MODEL 110**



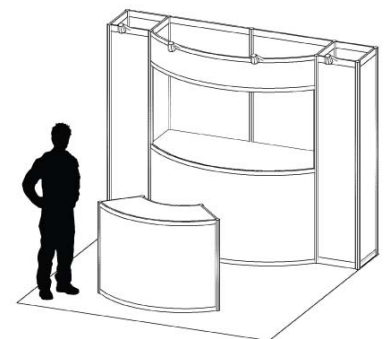
**MODEL 115**



**MODEL 120**



**MODEL 125**



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

## INLINE RENTAL EXHIBITS – 10’ X 20’

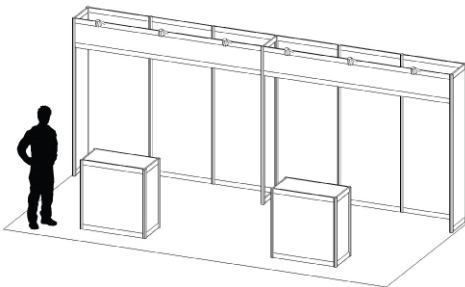
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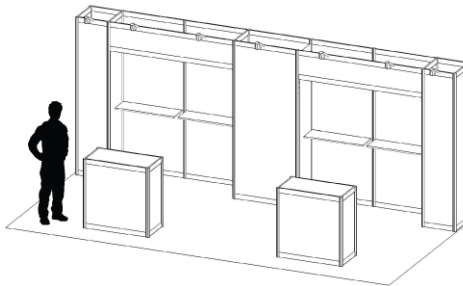
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Rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

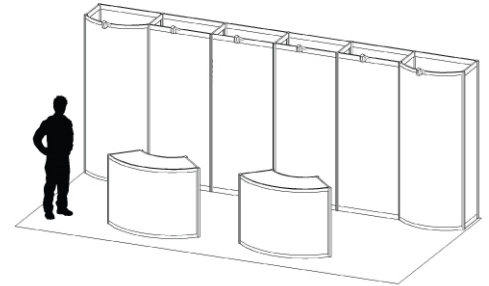
**MODEL 100**



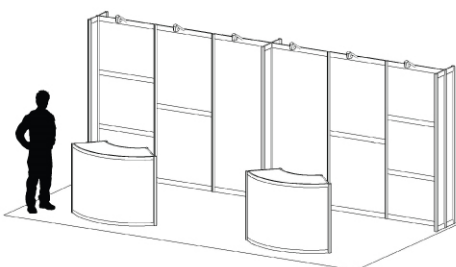
**MODEL 105**



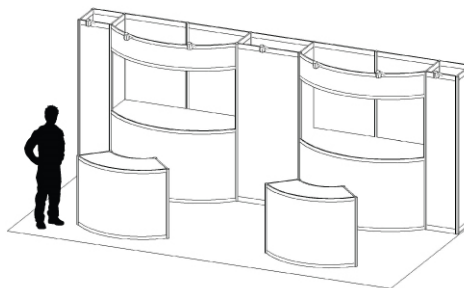
**MODEL 110**



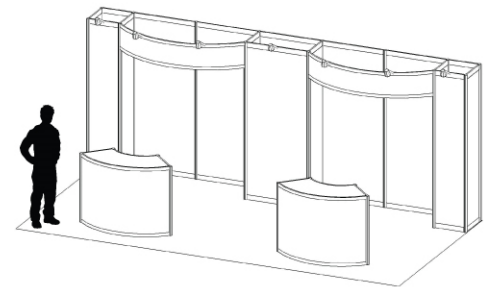
**MODEL 115**



**MODEL 120**



**MODEL 125**



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



## ISLAND RENTAL EXHIBITS – 20’ X 20’

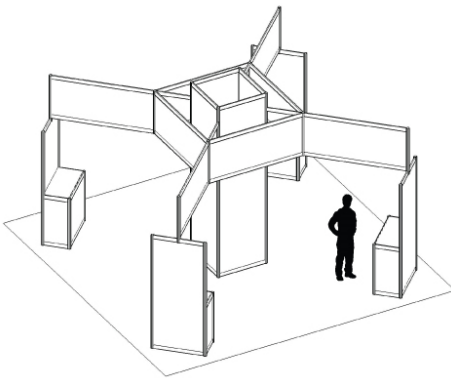
### What’s included?

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.

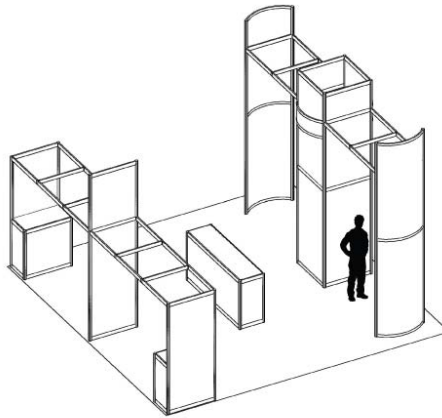
### Order Deadline

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

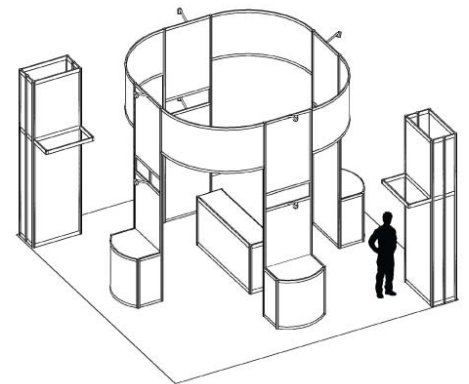
**MODEL 100**



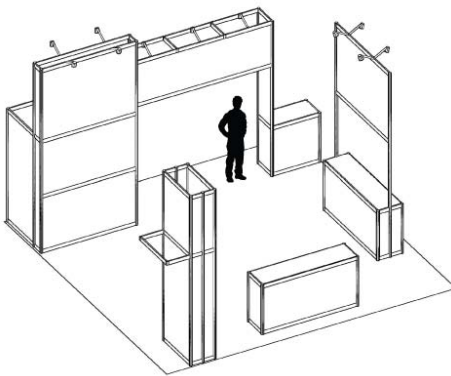
**MODEL 105**



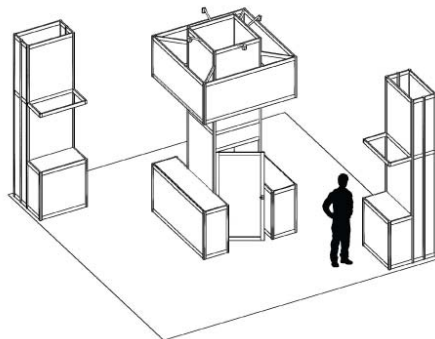
**MODEL 110**



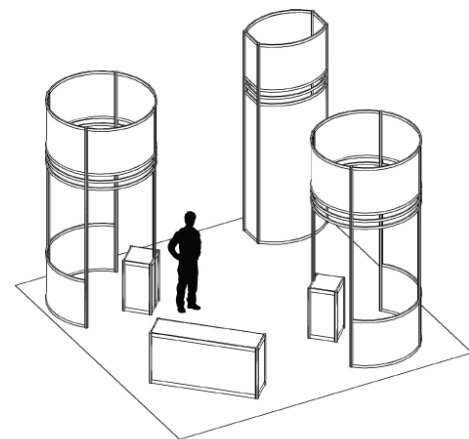
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_

Booth # \_\_\_\_\_

**RENTAL EXHIBITS**

<b>10' x 10' Inline Exhibit</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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

<b>10' x 20' Inline Exhibit</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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

<b>20' x 20' Island Exhibit</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
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 .....	_____ x	\$0.10	\$0.13 =	\$ _____
L                  W				
Sign Double Sided _____ x _____ = _____ sq in .....	_____ x	\$0.15	\$0.20 =	\$ _____
L                  W				

### BANNERS

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

**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 – 4:30 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		

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### 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		

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### 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

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### 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>
• Late freight is an additional charge to the appropriate drayage rate	\$27.00	\$54.00

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### OVERTIME

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

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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: December 27 – January 20  
 Receiving hours: Mon – Friday 8:00am – 4:00pm  
**To:** Exhibiting Company Name / Booth #  
**For:** Minneapolis Home + Remodeling Show  
 Hubbell/Tyner  
 c/o YRC/STP  
 12400 Dupont Avenue South  
 Burnsville, MN 55337-1682

**Direct Shipments:**

Receiving Dates:  
 January 24 - 27  
**To:** Exhibiting Company Name / Booth #  
**For:** Minneapolis Home + Remodeling Show  
 c/o Hubbell/Tyner  
 U.S. Bank Stadium  
 1005 4<sup>th</sup> St. S.  
 Minneapolis, MN 55414

- 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: Jan. 20, 2017  
Minneapolis Home + Remodeling Show

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

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

A

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

**Advance Shipment \*** late warehouse charges apply after: Jan. 20, 2017  
Minneapolis Home + Remodeling Show

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

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

A

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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



**Direct Shipment** \* Shipments will not be received before Jan. 24, 2017

Minneapolis Home + Remodeling Show

To: U.S. Bank Stadium

c/o: Hubbell/Tyner  
1005 4<sup>th</sup> St. S.  
Minneapolis, MN 55414



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

**Direct Shipment** \* Shipments will not be received before Jan. 24, 2017

Minneapolis Home + Remodeling Show

To: U.S. Bank Stadium

c/o: Hubbell/Tyner  
1005 4<sup>th</sup> St. S.  
Minneapolis, MN 55414



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

## LIMITS OF LIABILITY

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



## Expositions Simplified



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

### Visit our Exhibitor Service Center

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

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

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

Simplify your outbound shipping with



## FORKLIFT SERVICE

### FORKLIFT SERVICE INFORMATION

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Hubbell/Tyner customer service for availability and quote
- A 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)	\$268.80	\$323.40	\$388.00
Straight Time: 5000# Forklift (4 Stage)	\$238.00	\$277.00	\$343.00
Overtime: 5000# Forklift (4 Stage)	\$333.20	\$387.80	\$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 SCHEUDLE

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

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

**Total Estimated Forklift Service \$ \_\_\_\_\_**

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

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

## LABOR

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

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

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

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### LABOR SCHEDULE

	<b>Date &amp; Time</b>	<b># of Laborers</b>	<b># Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
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 present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

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### OUTBOUND FREIGHT

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

Ship To: \_\_\_\_\_

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## BOOTH CLEANING

Vacuuming service is not included in your space rental for this event. If you wish to have your booth space vacuumed, please circle the days needed and return this form along with payment to Hubbell/Tyner.

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**DAILY BOOTH VACUUMING SERVICE** (please circle days requested below)

Vacuum service ordered is performed each day prior to the show opening.

**Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday**

Cleaning Service	Area	Price	# Days	Extended
Vacuuming	_____ x	\$0.43 / sq ft x	_____ =	\$ _____

**Total Estimated Booth Cleaning \$ \_\_\_\_\_**

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



AN SMG MANAGED FACILITY

# ELECTRICAL SERVICES

Orders must be received on or before the published advance cut-off date to qualify for advance pricing. Please complete the Credit Card Authorization/Recap of Orders form when placing your order for electrical service. Prices are subject to change without notice.

**Please Note:** All technical assistance and questions will be handled by U.S. Bank Stadium, Hubbell/Tyner will only be processing the orders.

<b>Taxable Services</b> .....	<b>Qty.</b>	<b>Advance</b>	<b>Show</b>	<b>Extended</b>
20 amp, 120 volt, 1 phase disconnect (general use) * .....	<u>Event</u>	\$159.00	\$215.00	= \$ _____
20 amp, 120 volt, 1 phase disconnect (dedicated circuit) ** .....	<u>Event</u>	\$349.00	\$452.00	= \$ _____
30 amp, 208 volt, Single phase/3 phase disconnect** .....	<u>Event</u>	\$450.00	\$540.00	= \$ _____
60 amp, 208 volt, Single phase/3 phase disconnect** .....	<u>Event</u>	\$688.00	\$826.00	= \$ _____
100 amp, 208 volt, Single phase/3 phase disconnect** .....	<u>Event</u>	\$1147.00	\$1376.00	= \$ _____
400 amp, 208 volt, Single phase/3 phase disconnect** .....	<u>Event</u>	\$3744.00	\$4493.00	= \$ _____
25' Extension Cord .....	_____ x	\$25.00	\$30.00	= \$ _____
Power Strip .....	_____ x	\$25.00	\$30.00	= \$ _____
<b>Non-Taxable Labor Services</b> .....	<b>Qty.</b>	<b>Advance</b>	<b>Show</b>	<b>Extended</b>
Electrician – Straight Time (7:00am – 3:15pm) .....	_____ x	\$110.00	\$132.00	= \$ _____
Electrician – Overtime (3:15pm – 5:15pm).....	_____ x	\$165.00	\$198.00	= \$ _____
Electrician – Overtime (5:15pm – 7:00am/Weekends) .....	_____ x	\$220.00	\$264.00	= \$ _____

1. Specific voltage and/or other special installation needs must be received by the U.S. Bank Stadium 30 days prior to scheduled exhibitor arrival and move-in. Please contact U.S. Bank Stadium’s Technical Assistance for specific questions on setting this up.
2. All electrical service connections and overload protection to special equipment must be made by U.S. Bank Stadium Electricians only.
3. Facility electrical outlets are not part of the exhibitor’s booth space and may not be used by exhibitors. Use of un-approved clip sockets, latex/lamp cord wire, duplex or triplex attachment plugs by exhibitors is prohibited.
4. General use 20A, 120V services may be on a shared circuit with other exhibitors. If a dedicated circuit is required, please select that option.
5. Equipment must be properly marked listing complete information on the amount of voltage, phase, frequency, horsepower, etc. required.
6. All equipment and supplies provided by US Bank Stadium for electrical service orders shall remain the property of U.S. Bank Stadium and can only be removed by U.S. Bank Stadium electricians at the conclusion of the event.
7. U.S. Bank Stadium electricians are authorized to cut floor coverings/carpet for installation of electrical service unless instructed otherwise.
8. Exhibitors providing their own 120 Volt cords and power strips must use 3 wire grounded cords. All exposed non-current carrying metal on equipment, which are to be energized are required to be grounded.
9. Power will be turned on 1 hour prior to event start and turned off 30 minutes after close. 24 hour service can be provided for an additional service fee.
10. Listed rates for all electrical connections only cover the connection of service to the booth in the most direct manner needed by U.S. Bank Stadium and does not include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge.
11. Power requirement/Installations that may cause an obstruction or hazard will not be installed unless approved by show management. U.S. Bank Stadium reserves the right to refuse electrical services to any exhibitor whose equipment is considered unsafe by U.S. Bank Stadium’s electrical technicians.

**Total Taxable Services** \$ \_\_\_\_\_

**Total Non-Taxable Services** \$ \_\_\_\_\_

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

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

**Electrical Service Technical questions:** Roberta Kath, e. [rkath@usbankstadium.com](mailto:rkath@usbankstadium.com), ph. 612-777-8741  
**Order Processing and Billing :** Mike Marigold, e. [mmarigold@hubbelltyner.com](mailto:mmarigold@hubbelltyner.com), ph. 651-917-2632



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## INTERNET AND PHONE LINE SERVICES

Orders must be received on or before the published advance cut-off date to qualify for advance pricing. Please complete the Credit Card Authorization/Recap of Orders form when placing your order for electrical service. Prices are subject to change without notice. **Please Note:** All technical assistance and questions will be handled by U.S. Bank Stadium, Hubbell/Tyner will only be processing the orders.

### *Internet Services at U.S. Bank Stadium*

U.S. Bank Stadium offers free wireless internet via the #USBANKSTADIUM network. Custom wireless network names are available upon request (fees vary based on scope and design).

Wired Ethernet connections are available in select areas of the stadium:

- Gigabit port - \$250
- Patch cable - \$50

1. U.S. Bank Stadium requires that all devices accessing U.S. Bank Stadium's network(s) have the most current virus scanning software, Windows® security and system patches to protect the Exhibitor(s) and other users from viruses and malicious programs.
2. Device(s) which jeopardize U.S. Bank Stadium network(s) and may result in service interruptions to Exhibitor(s) can result in disconnection from the network(s), without prior notice at U.S. Bank Stadium's discretion. All charges will be applied and no refunds will be processed. Additional charges may apply to diagnose the problem and find a resolution.

### *Telephone Services at U.S. Bank Stadium*

U.S. Bank Stadium offers the following digital telephone services:

- Digital line with handset - \$250

All stadium-provided Internet and telephone services are subject to a 25% surcharge for orders placed after the published cut-off date. Every effort will be made to accommodate event-day requests, but we cannot guarantee availability of all same-day services. Technician support is available at a rate of \$150/hour (1 hour minimum). Please send any pre-event technical questions to [helpdesk@usbankstadium.com](mailto:helpdesk@usbankstadium.com).

### *CenturyLink Media Desk*

The following services are also available in the stadium and may be ordered directly through the CenturyLink Media Desk (minimum lead times listed):

- PTP DS1 circuits – 9 business days
- ISDN BRI – 5 business days
- ISDN PRI – 9 business days
- Audio, Stereo and HDTV circuits – 5 business days

Requests for these services should be emailed to [media.broadcast@centurylink.com](mailto:media.broadcast@centurylink.com). The telco address is 401 Chicago Ave, Minneapolis 55415 and the local contact is David Kingsbury, 612-224-5422, [dkingsbury@usbankstadium.com](mailto:dkingsbury@usbankstadium.com).

**Total Taxable Services** \$ \_\_\_\_\_

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

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

**Internet and Phone Line Technical questions:** e. [helpdesk@usbankstadium.com](mailto:helpdesk@usbankstadium.com), ph. 612-777-8742

**Order Processing and Billing :** Mike Marigold, e. [mmarigold@hubbelltyner.com](mailto:mmarigold@hubbelltyner.com), ph. 651-917-2632



AN SMG MANAGED FACILITY

## WATER AND DRAIN SERVICES

Orders must be received on or before the published advance cut-off date. Please complete the Credit Card Authorization/Recap of Orders form when placing your order for electrical service. Prices are subject to change without notice.

**Please Note:** All technical assistance and questions will be handled by U.S. Bank Stadium, Hubbell/Tyner will only be processing the orders.

Services .....	Qty	Advance	Show	Extended
One-Time Fill and Drain (Less than 500 gal.).....	<u>Event</u> x	\$125.00	\$150.00	= \$ _____
One-Time Fill and Drain (500 – 1000 gal.).....	<u>Event</u> x	\$175.00	\$210.00	= \$ _____
Additional Units in same booth (Less than 500 gal.).....	_____ x	\$75.00	\$90.00	= \$ _____
Additional Units in same booth (500 - 1000 gal.).....	_____ x	\$100.00	\$120.00	= \$ _____
Daily Top-off (Less than 500 gal.).....	_____ x	\$20.00	\$24.00	= \$ _____
Daily Top-off (500 – 1000 gal.).....	_____ x	\$30.00	\$36.00	= \$ _____

1. Equipment requiring water must have inlet and outlet clearly marked.
2. U.S. Bank Stadium will not be responsible for moisture or water in air lines. Exhibitors are instructed to supply their own filters or other equipment to handle the generation of moisture.
3. U.S. Bank Stadium requires a 30 day notice in order to supply special equipment, regulators, etc.
4. Outlet size will be determined by the volume required.
5. Water and Drain requirements that may cause an obstruction or hazard will not be installed unless approved by show management. U.S. Bank Stadium reserves the right to refuse water and drain services to any exhibitor whose equipment is considered unsafe by U.S. Bank Stadium's management.

**Total Taxable Services** \$ \_\_\_\_\_

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

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

**Water & Drain Technical questions:** Roberta Kath, e. [rkath@usbankstadium.com](mailto:rkath@usbankstadium.com), ph. 612-777-8741  
**Order Processing and Billing :** Mike Marigold, e. [mmarigold@hubbelltyner.com](mailto:mmarigold@hubbelltyner.com), ph. 651-917-2632

# 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.** Circle the number that describes your business.

Type of 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.** Circle the letter that identifies the reason for the exemption.

Reason for 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 _____
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**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	
**MANY OTHER ITEMS AVAILABLE. PLEASE CALL FOR AVAILABILITY AND PRICING**							
COMPANY NAME: _____				BOOTH # _____			
<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		
TOTAL:			Card # :		Exp.		
			Signature:				

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

**E-MAIL OR FAX TO:**

**Audio Visual & Video Resources**

ATTN: Carlyle Kramer

801 American Blvd. E

Bloomington, MN 55420

Phone: 952.814.9898

Fax: 952.814.9907

sales@avvr.com

AUDIO VISUAL SERVICES CONTACT:

AVVR Inc.

801 American Blvd E, Bloomington, MN 55420

(952) 814-9898 · www.avvr.com



## Event Services

### Fresh Floral Service

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

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

### Payment Policy:

All Orders Must Be Paid  
in Full Prior to Event

### Special Services

### Call For Quotation:

Corsages, Boutonnieres  
Hospitality Suites/ Flowers

### Green Plants

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

### Blooming Plants

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

### Delivery Charge

For Orders Less than \$150

\$12.99

For Orders Greater than \$150

Call for Pricing

Subtotal:	_____
7.775% Tax	_____
Total:	_____



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## 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 \_\_\_\_\_

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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](mailto:specialevents@bachmans.com)