

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 - 2018**. 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,

Jessica Mulheron

Exhibitor Service Representative
651-280-4935 | Direct
651-917-2658 | Fax
jmulheron@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

Jessica Mulheron
Phone | 651-280-4935
Fax | 651-917-2658
Email | jmulheron@hubbelltyner.com

2110 Old Highway 8 NW
New Brighton, MN 55112

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 – Exhibit hall is not carpeted.

Each Bulk Space Booth Includes:

Perimeter Marking
Booth Number Floor Marked



EXHIBITOR SCHEDULE

Exhibitor Move In:	Tuesday	February 13, 2018	1:00 pm – 8:00 pm
	Wednesday	February 14, 2018	8:00 am – 8:00 pm
	Thursday	February 15, 2018	8:00 am – 8:00 pm

***Please refer to the structured move-in/out schedule located at the back of the service kit.**

Event Hours:	Friday	February 16, 2018	10:00 am – 9:00 pm
	Saturday	February 17, 2018	10:00 am – 9:00 pm
	Sunday	February 18, 2018	10:00 am – 6:00 pm

Exhibitor Move Out:	Sunday	February 18, 2018	7:00 pm – 10:00 PM
	Monday	February 19, 2018	8:00 am – 2:00 pm

Carrier Check-in:	Sunday	February 18, 2018	6:00 pm – 8:00 pm
	Monday	February 19, 2018	8:00 am – 12:00 pm

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

***Please refer to full show details in link below.**

<https://minneapolishomeandremodelingshow.com/exhibitor-kit>

MATERIAL HANDLING

Advance to Warehouse: (Jan. 12 – Feb. 8)

TO: (Exhibiting Company Name and Booth #)
FOR: Minneapolis Home & Remodeling Show - 2018
Hubbell/Tyner
c/o YRC Freight
12400 Dupont Avenue South
Burnsville, MN 55337

Direct to Show Site: (Feb. 13)

TO: (Exhibiting Company Name and Booth #)
FOR: Minneapolis Home & Remodeling Show - 2018
Hubbell/Tyner
U.S. Bank Stadium
1005 4th St. S.
Minneapolis, MN 55415

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

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

- Carpet & Furnishing Rentals Feb. 6
- Advance Freight Receiving Jan. 12 – Feb. 8

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

TAX EXEMPTION

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

THIRD PARTY BILLING

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

MISCELLANEOUS

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

RECAP OF ORDERS

SERVICES ORDERED

Taxable Services

Furnishings & Accessories	\$ _____
Tables.....	\$ _____
Floor Covering.....	\$ _____
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

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 #10361)

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

Credit Card

Card Number _____

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

Card Holder Name _____

Card Holder Signature _____

Billing Address _____

City/State/Zip _____ Phone _____

EXHIBITING COMPANY

Company _____ Booth # _____

Street Address _____

City _____ State _____ Zip _____

Contact Name _____ Email Address _____

Phone _____ Fax _____

THIRD PARTY PAYMENT AUTHORIZATION

EXHIBITING COMPANY INFORMATION

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

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

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

THIRD PARTY COMPANY INFORMATION

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

THIRD PARTY COMPANY INFORMATION

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

Services to be charged to Third Party

All Services Booth Furnishings Booth Labor Material Handling Other _____

Acknowledgement of Third Party Credit Authorization

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

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Extended
Plastic Side Chair.....	_____	x \$34.25	\$44.50 =	\$_____
Padded Side Chair.....	_____	x \$60.50	\$78.75 =	\$_____
Padded Arm Chair.....	_____	x \$63.75	\$83.25 =	\$_____
High Stool	_____	x \$80.50	\$106.00 =	\$_____
Poster Board (vert / horiz)	_____	x \$102.25	\$134.25 =	\$_____
Showcase	_____	x \$368.50	\$479.00 =	\$_____
Wastebasket	_____	x \$23.75	\$30.75 =	\$_____
Easel.....	_____	x \$37.75	\$49.50 =	\$_____
Chrome Bag Holder	_____	x \$57.00	\$74.25 =	\$_____
22" x 28" Chrome Sign Holder.....	_____	x \$88.25	\$114.50 =	\$_____
Chrome Stanchion	_____	x \$65.50	\$85.25 =	\$_____
Velour Stanchion Rope	_____	x \$28.75	\$37.50 =	\$_____
Retractable Stanchion.....	_____	x \$32.25	\$42.00 =	\$_____
Literature Rack.....	_____	x \$84.50	\$109.75 =	\$_____
Sales Counter w/ Graphics.....	_____	x \$320.75	\$417.00 =	\$_____
4' Tabletop Riser.....	_____	x \$51.75	\$67.25 =	\$_____
6' Tabletop Riser.....	_____	x \$72.50	\$94.25 =	\$_____
8' Tabletop Riser.....	_____	x \$94.25	\$122.50 =	\$_____
8' Upright w/ Base.....	_____	x \$25.25	\$33.00 =	\$_____
6' - 10' Adjustable Cross Bar	_____	x \$17.75	\$23.00 =	\$_____
8' High Masking Drape (price / ft).....	_____	x \$17.50	\$20.50 =	\$_____
Color Selection				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
3' High Masking Drape (price / ft).....	_____	x \$15.00	\$17.50 =	\$_____
Color Selection				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				

Total Estimated Furnishings & Accessories \$_____

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

Exhibiting Company_____ Booth #_____

TABLES

DRAPED TABLES

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

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

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



UNDRAPED TABLES

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

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

Undraped tables include a white vinyl top.



PEDESTAL TABLES

- 18" H x 30" Round
- 30" H x 30" Round
- 42" H x 30" Round

- 30" H x 42" Round
- 42" H x 30" Cover



FLOOR COVERING

STANDARD CARPET

10 oz NYLON CARPET



Black



Blue



Burgundy



Green



Grey



Red



Tan



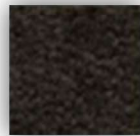
Teal

PREMIUM CARPET

28 oz NYLON CARPET



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

STANDARD CARPET (10 oz NYLON)

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

Custom Size – Standard Carpet

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

Color Selection

Black Blue Burgundy Green Grey Red Tan

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

PREMIUM CARPET (28 oz NYLON)

Premium Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x	\$5.46	\$7.10 = \$ _____

Color Selection

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

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

PADDING & PROTECTIVE COVERING

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x	\$1.17	\$1.53 = \$ _____

Protective Covering

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

Total Estimated Floor Covering \$ _____

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

Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 10'

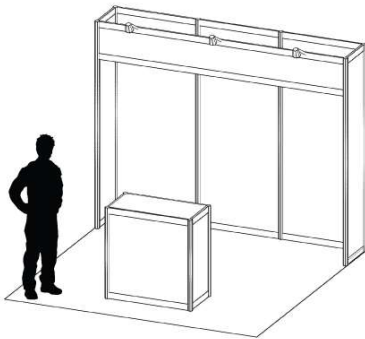
What's included?

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

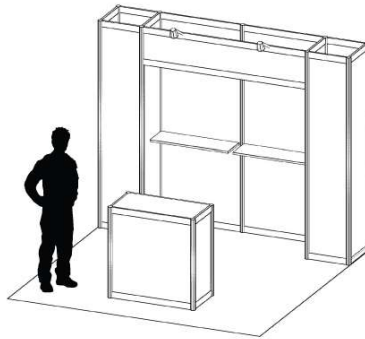
Order Deadline

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

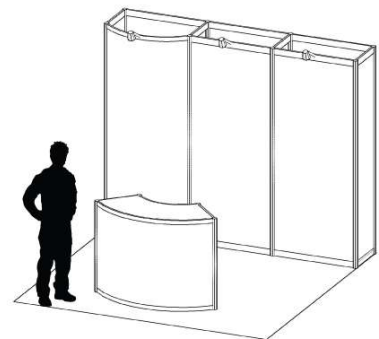
MODEL 100



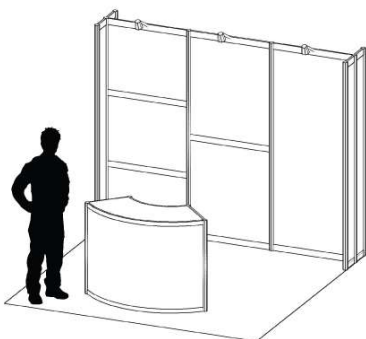
MODEL 105



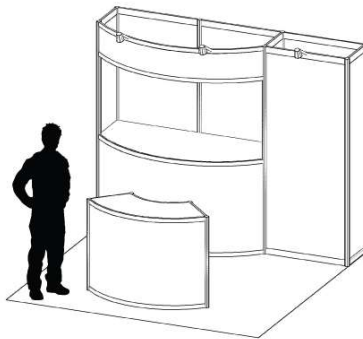
MODEL 110



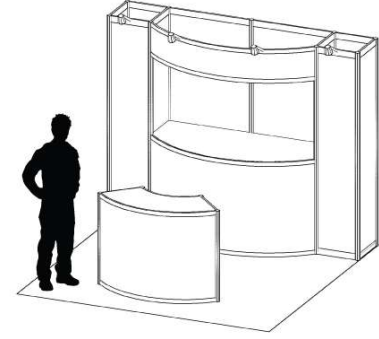
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 20'

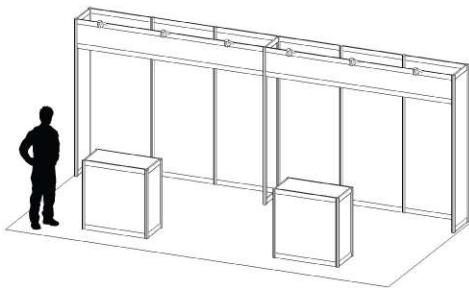
What's included?

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

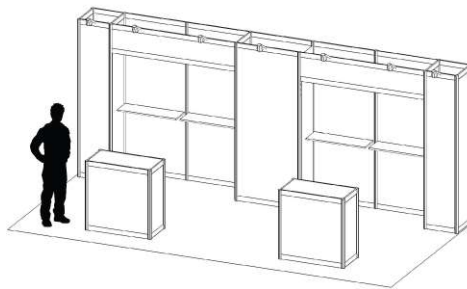
Order Deadline

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

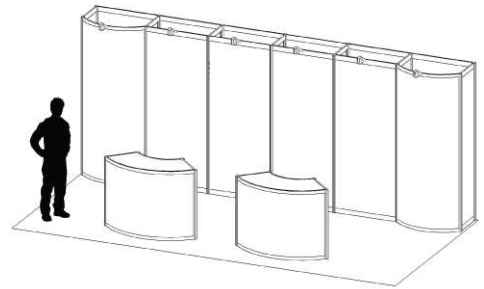
MODEL 100



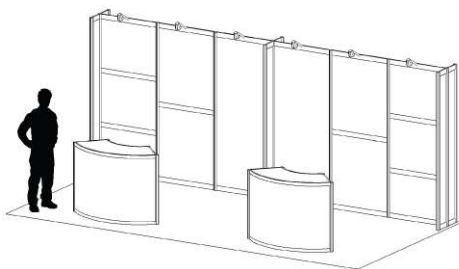
MODEL 105



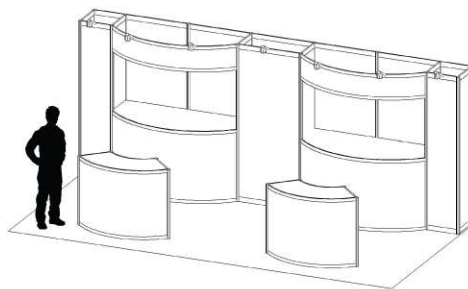
MODEL 110



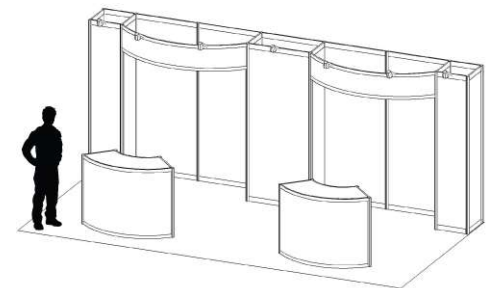
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20' X 20'

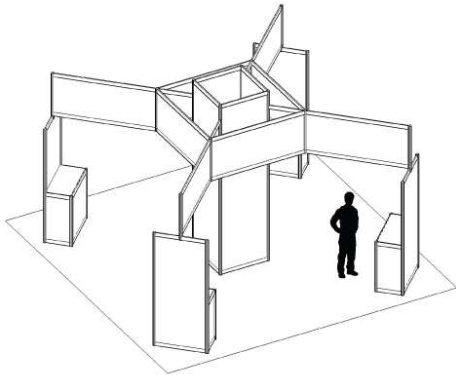
What's included?

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

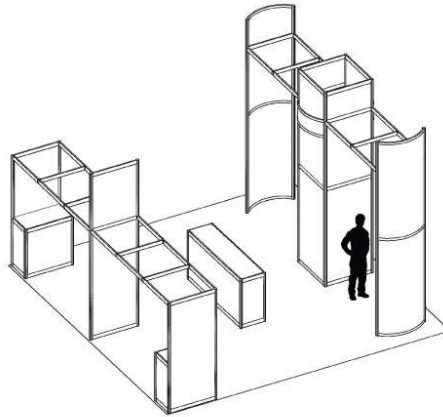
Order Deadline

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

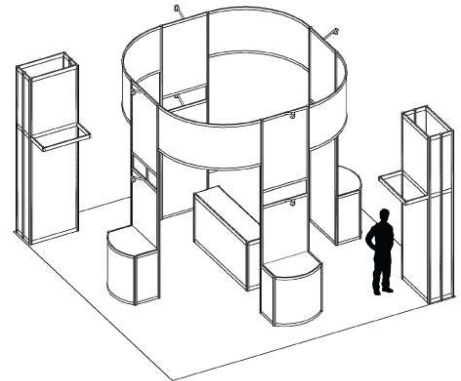
MODEL 100



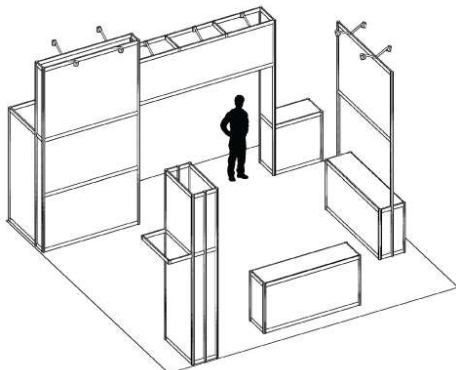
MODEL 105



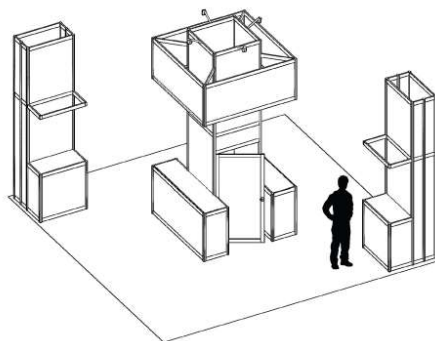
MODEL 110



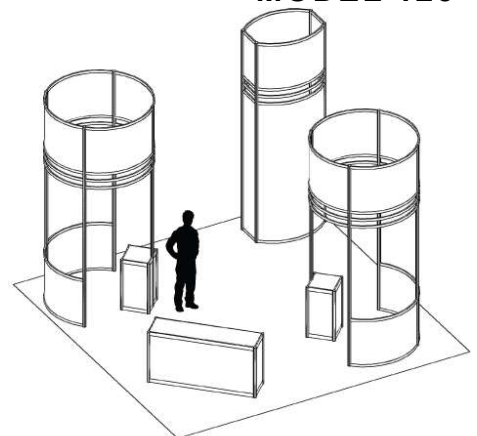
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

RENTAL EXHIBITS

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Total Estimated Rental Displays \$ _____

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

Exhibiting Company _____ **Booth #** _____

DIGITAL GRAPHIC GUIDELINES

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

PREFERRED FILE FORMAT

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

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

COLOR & RESOLUTION

Resolution

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

Color

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

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

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

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

MATERIAL HANDLING RATES

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

- | | CWT Charge | 200 lb. Minimum |
|--|-------------------|------------------------|
| • Storage at our advance warehouse up to 30 days prior to show opening | | |
| • Delivery to show site and placement at your booth | \$81.00 | \$162.00 |
| • Removal & return of empty containers | | |
| • Loading of outbound shipments from show site | | |

EXHIBIT HALL DIRECT SHIPMENTS

- | | CWT Charge | 200 lb. Minimum |
|---|-------------------|------------------------|
| • Placement of materials at your booth | | |
| • Removal & return of empty containers | \$78.00 | \$156.00 |
| • Loading of outbound shipments from show site | | |
| • Must have a certified weight ticket | | |
| • Must be sent during scheduled exhibitor install hours | | |

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

- | | CWT Charge | 200 lb. Minimum |
|---|-------------------|------------------------|
| • Loose or pad wrapped materials can only be received at show site during exhibitor setup hours | \$122.00 | \$243.00 |

LATE FREIGHT

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

OVERTIME

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

SMALL PACKAGE/SHIPMENT RATE

- | | |
|---|----------------------------------|
| • Cartons/Envelopes weighing less than 30 lbs. per shipment | \$48.00 / small package shipment |
|---|----------------------------------|

EMPTY CONTAINERS

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

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

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

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

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

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: Jan. 12 – Feb. 8

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

To: Exhibiting Company Name / Booth #

For: Minneapolis Home & Remodeling Show - 2018

Hubbell/Tyner

c/o YRC/STP

12400 Dupont Avenue South

Burnsville, MN 55337-1682

Direct Shipments:

Receiving Dates and Times: Tuesday, Feb. 13, 2018

To: Exhibiting Company Name / Booth #

For: Minneapolis Home & Remodeling Show - 2018

c/o Hubbell/Tyner

U.S. Bank Stadium

1005 4th St. S.

Minneapolis, MN 55415

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

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

Shipment Weight _____ ÷ *100 = _____ x \$81.00 per 100 lbs = ___

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

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

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

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

Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ *100 = _____ x \$27.25 per 100 lbs = ___

Overtime Freight (200 lb. Minimum Handling Charge)

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

Shipment Weight _____ ÷ *100 = _____ x \$21.25 per 100 lbs = ___

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____ Booth # _____

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

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

Overtime

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight

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

Outbound Freight

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

Late Freight

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

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

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

Return Shipping

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

Outbound Shipping Information

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

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Feb. 8, 2018
Minneapolis Home & Remodeling Show - 2018

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

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



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: Feb. 8, 2018
Minneapolis Home & Remodeling Show - 2018

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

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



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 Feb. 13, 2018
Minneapolis Home & Remodeling Show – 2018

To: U.S. Bank Stadium – Field Level

c/o: Hubbell/Tyner
1005 4th St. S.
Minneapolis, MN 55415



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 Feb. 13, 2018
Minneapolis Home & Remodeling Show – 2018

To: U.S. Bank Stadium – Field Level

c/o: Hubbell/Tyner
1005 4th St. S.
Minneapolis, MN 55415



Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

LIMITS OF LIABILITY

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

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)	\$197.75	\$237.93	\$285.31
Overtime: 5000# Forklift (3 Stage)	\$276.25	\$332.75	\$399.75
Straight Time: 5000# Forklift (4 Stage)	\$245.25	\$294.50	\$353.25
Overtime: 5000# Forklift (4 Stage)	\$342.00	\$391.50	\$445.00

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

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

FORKLIFT SCHEUDLE

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

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

Total Estimated Forklift Service \$ _____

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

Exhibiting Company _____ Booth # _____

LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$86.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

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

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

LABOR SCHEUDLE

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

LABOR SURPERVISION 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.

OUTBOUND FREIGHT

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

Ship To: _____ Bill To: _____

IMPORTANT INFORMATION

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

Total Estimated Labor \$ _____

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

Exhibiting Company _____ **Booth #** _____

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.

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

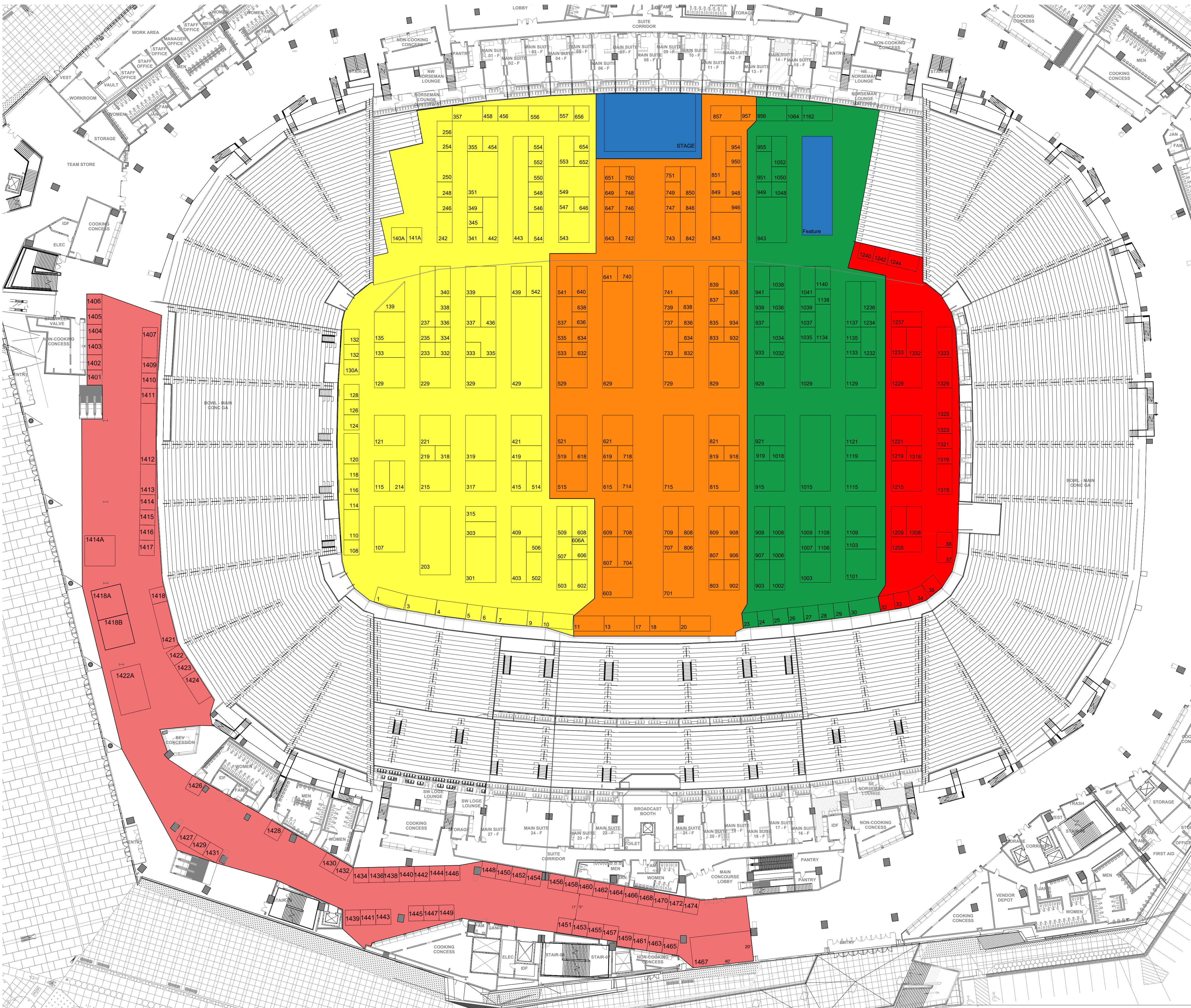
Cleaning Service	Area		Price		# Days		Extended
Vacuuming	_____	x	\$0.43 / sq ft	x	_____	=	\$ _____

Total Estimated Booth Cleaning \$ _____

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

Exhibiting Company _____ **Booth #** _____

2018 MOVE-IN SCHEDULE:



MOVE-IN SCHEDULE:

- - Tuesday, February 13th
1pm - 8pm, Dock & Pentair Access
- - Wednesday, February 14th
8am - 2pm, Dock & Pentair Access
- - Wednesday, February 14th
2pm - 8pm, Dock & Pentair Access
- - Red Zone - Field
- Thursday, February 15th
8am - 8pm, Dock & Pentair Access
Driving onto field not guaranteed at this time
- - Red Zone - Concourse
- Thursday, February 15th
8am - 8pm, Plaza & Pentair Access
- - Assigned Individually

* ANYONE THAT DOESN'T FOLLOW THEIR ZONE IS **NOT** GUARANTEED TO DRIVE ON THE FIELD.

HUBBELL/TYNER
EXPOSITION SERVICES

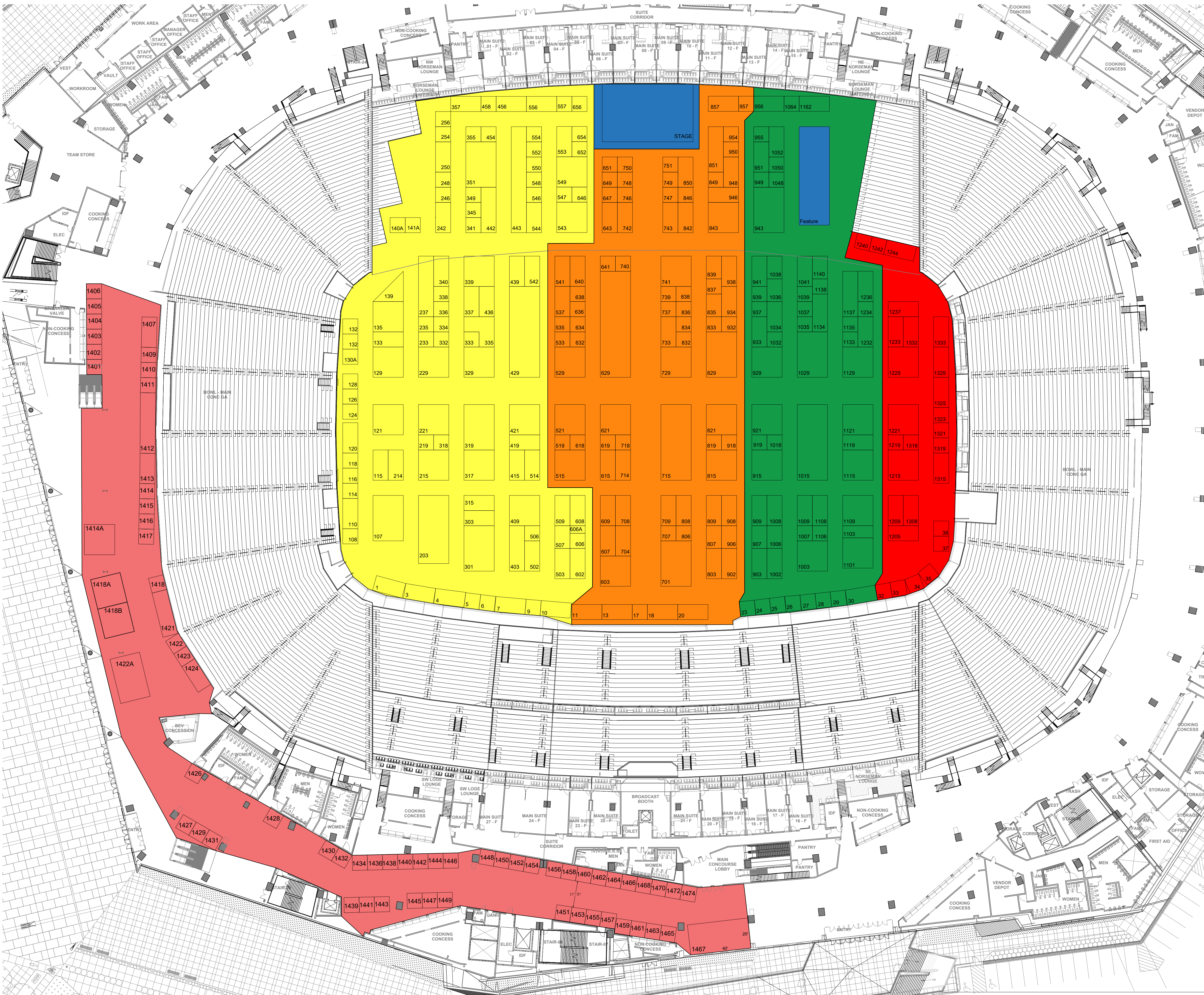
2110 Old Hwy 8 NW
New Brighton, MN 55112
Phone: 651-917-2632 Fax: 651-917-2658
Web: www.hubbelltyner.com

Mpls. Home & Remodeling Show
Facility-US Bank Building
Room: Concourse & Field
Show Date: February 16-18, 2018

Show ID:	
Job #:	10361
Account Executive:	Dwayne Hendricks
Drawn By:	Brad Stulc
Revision Date:	11/21/2017
Revision #	12
Full Scale @	24x36
50% Scale @	11x17
Not to Scale @	8.5x11
Note:	All Booths Are 10' Deep x 10' Wide Unless Noted Otherwise

Disclaimer
Every effort has been made to ensure the accuracy of the information within this floor plan. However, no warranties are made with respect to this floor plan. If the location of building columns, utilities or other building components is a consideration in the construction of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.

2018 MOVE-OUT SCHEDULE:



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 form when placing your order for electrical service. Prices are subject to change without notice.

Please Note: Hubbell/Tyner will primarily assist with order processing and general questions. All technical assistance needs will be handled by US Bank Stadium.

Taxable Services	Qty.	Advance	Standard	Extended
Cell phone / laptop charging (Shared Circuit)	_____	\$159.00	\$245.00	= \$ _____
Important: If power usage exceeds or trips a Shared Circuit the Exhibitor will automatically be upgraded to a Dedicated Circuit Pricing.				
20 amp, 120 volt, 1 phase disconnect (**Dedicated Circuit)	_____	\$235.00	\$325.00	= \$ _____
100 amp, 208 volt, Single phase/3 phase disconnect**	_____	\$1147.00	\$1376.00	= \$ _____
400 amp, 208 volt, Single phase/3 phase disconnect**	_____	\$3744.00	\$4493.00	= \$ _____
Move-in/out ONLY Electrical Service (per day)	_____	\$85.00	\$85.00	= \$ _____
25' Extension Cord	_____ x	\$25.00	\$30.00	= \$ _____
50' Extension Cord.....	_____ x	\$35.00	\$40.00	= \$ _____
100' Extension Cord.....	_____ x	\$45.00	\$50.00	= \$ _____
Power Strip.....	_____ x	\$25.00	\$30.00	= \$ _____

Non-Taxable Labor Services	Qty.	Advance	Standard	Extended
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 US Bank Stadium 30 days prior to scheduled exhibitor arrival and move-in. Please contact US 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 US Bank Stadium Electricians only.
3. Facility electrical outlets are not part of the exhibitor’s booth space and may not to be used by exhibitors. Use of un-approved clip sockets, latex/lamp cord wire, duplex or triplex attachment plugs by exhibitors is prohibited.
4. Equipment must be properly marked listing complete information on the amount of voltage, phase, frequency, horsepower, etc. required.
5. All equipment and supplies provided by US Bank Stadium for electrical service orders shall remain the property of US Bank Stadium and can only be removed by US Bank Stadium electricians at the conclusion of the event.
6. US Bank Stadium electricians are authorized to cut floor coverings/carpet for installation of electrical service unless instructed otherwise.
7. 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.
- 8. Power will be turned on 1 hour prior to event start and turned off 30 minutes after close on every day.**
9. Listed rates for all electrical connections only cover the connection of service to the booth in the most direct manner needed by US Bank Stadium and does not include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge.
10. Power requirement/Installations that may cause an obstruction or hazard will not be installed unless approved by show management. US Bank Stadium reserves the right to refuse electrical services to any exhibitor whose equipment is considered unsafe by US Bank Stadium’s electrical technicians. 1. Specific voltage and/or other special installation needs must be received by the US Bank Stadium 30 days prior to scheduled exhibitor arrival and move-in. Please contact US Bank Stadium’s Technical Assistance for specific questions on setting this up.

The Credit Card Authorization Form must be submitted with all orders. *Rates are subject to change

Electrical Service Technical questions:

Terrence Mohs E-mail | Terrence.mohs@gephartelectric.com Phone | 651-219-3383

Order Processing and Billing:

Jessica Mulheron E-mail | jmulheron@hubbelltyner.com Phone | 651-917-2632

***Cancellations within 48 hours of the first move-in day of the event will not be refunded.**

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 form when placing your order for electrical service. Prices are subject to change without notice.

Please Note: Hubbell/Tyner will primarily assist with order processing and general questions. All technical assistance needs will be handled by US Bank Stadium.

Internet Services at US Bank Stadium

US 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	Event \$250.00 per line	x _____	= \$ _____
Patch Cable	Event \$50.00 per cable	x _____	= \$ _____

1. US Bank Stadium requires that all devices accessing US 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 US 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 US 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 US Bank Stadium

US Bank Stadium offers the following telephone services:

Digital Line with handset	Event \$250.00 per line	x _____	= \$ _____
Analog Line (no handset)	Event \$250.00 per line	x _____	= \$ _____

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.

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. The telco address is 401 Chicago Ave, Minneapolis 55415 and the local contact is David Kingsbury, 612-224-5422, dkingsbury@usbankstadium.com.

The Credit Card Authorization Form must be submitted with all orders. *Rates are subject to change

Electrical Service Technical questions:

Terrence Mohs E-mail | Terrence.mohs@gephartelectric.com Phone | 651-219-3383

Order Processing and Billing:

Jessica Mulheron E-mail | jmulheron@hubbelltyner.com Phone | 651-917-2632

***Cancellations within 48 hours of the first move-in day of the event will not be refunded.**



AN SMG MANAGED FACILITY

CREDIT CARD AUTHORIZATION FORM

Taxable Services

Electrical Services \$
Internet and Phone Line Services \$
Water and Drain Services \$

8.025% Sales Tax* \$

* All tax exempt orders must be submitted with a completed Certificate of Tax Exemption.

Non-Taxable Services

Labor (must have cc on file) \$

Grand Total: \$

Accepted Payments: Visa, MasterCard, American Express, Discover. Checks can be made payable to Hubbell/Tyner. Please include a copy of all appropriate order forms when paying by check.

- All orders must be received with payment to qualify for published Advance rates.
All charges must be paid prior to the close of the event.
Cancellations within 48 hours of the first move-in day of the event will not be refunded. First Day of Move-In 2/12/18
Remit orders forms/payment to:
Email: jmulheron@hubbelltyner.com
Fax: 651-917-2658
Mail: Hubbell/Tyner, 2110 Old Highway 8 N.W., New Brighton, MN 55112

EXHIBITING COMPANY INFORMATION

Exhibiting Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Contact _____ Email _____

CREDIT CARD AUTHORIZATION

3RD PARTY: YES NO

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



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. 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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