

**Dear Exhibitor:**

Corexpo is pleased to inform you that we have been selected by show management to serve as the official service contractor for the **Minneapolis Home and Garden 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,

**Amanda Nelson**

Exhibitor Service Representative

651-280-4925 | Direct

651-917-2658 | Fax

anelson@corexpo.com



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**UTILITIES & SHOW SERVICES**

ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL, INTERNET AND AUDIO VISUAL FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS.

EVENT DETAILS

**COREXPO EXHIBITOR SERVICES**

Amanda Nelson  
Phone | 651-280-4925  
Fax | 651-917-2658  
Email | anelson@coreexpo.com

2110 Old Highway 8 NW  
New Brighton, MN 55112

**EXHIBIT BOOTH DESCRIPTION**

**Each 10' x 10' Booth Includes:**

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

**Each Bulk Space Booth Includes:**

Perimeter Marking  
Booth Number Floor Marked



**Drape Colors – Black**

**EXHIBITOR SCHEDULE**

**Exhibitor Move In and Move Out: \*PLEASE SEE STRUCTURED MOVE-IN AND MOVE-OUT SCHEDULE ON LAST PAGE\***

**\*PLEASE REFER TO FULL SHOW DETAILS IN LINK BELOW\***

<https://homeandgardenshow.com/Exhibitor-Kit>

**Carrier Check-in:** Monday March 4, 2018 12:00 pm (exhibitors MUST be moved out by 2pm)

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

**MATERIAL HANDLING**

**Advance to Warehouse:** (Jan. 7– Feb. 8)

TO: (Exhibiting Company Name and Booth #)  
FOR: Minneapolis Home & Garden 2019  
Corexpo  
c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

**Direct to Show Site:** (February 18-21)

TO: (Exhibiting Company Name and Booth #)  
FOR: Minneapolis Home & Garden 2019  
Corexpo  
Minneapolis Convention Center  
1301 2<sup>nd</sup> Ave South  
Minneapolis, MN 55403

## PAYMENT & PRICING INFORMATION

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### ADVANCE DEADLINES

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

- Carpet & Furnishing Rentals February 6
- Advance Freight Receiving January 7 - February 8

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### PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express and Discover.
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Corexpo services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:
  - Emailed: [anelson@corexpo.com](mailto:anelson@corexpo.com)
  - Faxed: 651-917-2658
  - Mailed: Corexpo | 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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### UTILITIES & SHOW SERVICES

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

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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 Corexpo.

RECAP OF ORDERS

**SERVICES ORDERED**

<b>Taxable Services</b>	
Furnishings & Accessories	\$
Tables	\$
Floor Covering	\$
Booth Package	\$
Executive Furnishings	\$
Rental Displays	\$
Booth Cleaning	\$
8.025% Sales Tax*	\$
<small>*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.</small>	
<b>Non-Taxable Services</b>	
Signs & Banners	\$
Material Handling / Forklift Service (must have cc on file)	\$
Labor (must have cc on file)	\$
<b>Grand Total</b>	<b>\$</b>

**METHOD OF PAYMENT**

**Credit Card**  
 Card Number \_\_\_\_\_  
 Card Type  Visa  Master Card  Discover  American Express Exp \_\_\_\_\_ CVV \_\_\_\_\_  
 Card Holder Name \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**EXHIBITING COMPANY**

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

THIRD PARTY PAYMENT AUTHORIZATION

**EXHIBITING COMPANY INFORMATION**

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

**EXHIBITING COMPANY CREDIT CARD AUTHORIZATION**

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discover  American Express Exp \_\_\_\_ CVV \_\_\_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

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

**THIRD PARTY COMPANY INFORMATION**

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discover  American Express Ex \_\_\_\_ CVV \_\_\_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Services to be charged to Third Party**

All Services  Booth Furnishings  Booth Labor  Material Handling  Other \_\_\_\_\_

**Acknowledgement of Third Party Credit Authorization**

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

**SHOW SPECIAL**

We are pleased to announce a show special for the Minneapolis Home & Garden Show. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after February 6, 2019. All orders received after February 6 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:** February 6th or sooner  
**Standard Rate:** February 7<sup>th</sup> or later

Item	Qty	Discount	Standard	Total
<b>Show Special</b>				
10' x 10' Furniture Package		\$314.00	\$407.60	
10' x 20' Furniture Package		\$464.60	\$602.80	
<b>Table Drape Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Grey				
<b>Carpet Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Grey				
<b>Subtotal Show Special</b>				\$

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

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

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



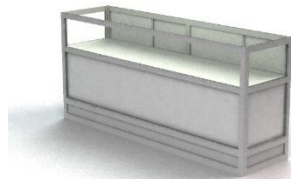
Padded Arm Chair



High Stool



Poster Board



Showcase  
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape



**FURNISHINGS & ACCESSORIES**

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

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" w/Tension Cover



**TABLES**

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

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

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

FLOOR COVERING

**STANDARD CARPET**

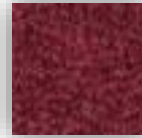
**10 oz NYLON CARPET**



Black



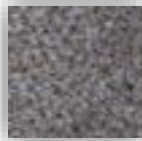
Blue



Burgundy



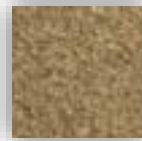
Green



Grey



Red



Tan



Teal

**PREMIUM CARPET**

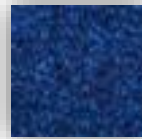
**28 oz NYLON CARPET**



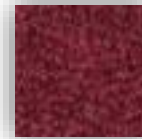
Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



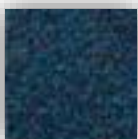
Gold



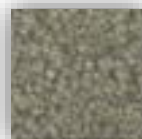
Green



Ice



Navy



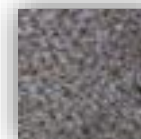
Platinum



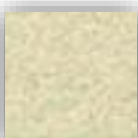
Purple



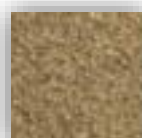
Red



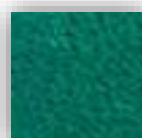
Silver



Soft Ivory



Tan



Teal



White

**FLOOR COVERING**

Item	Qty	Discount	Standard	Total
<b>Standard Carpet (10 oz. Nylon)</b>				
10' x 10'		\$169.00	\$219.00	
10' x 20'		\$338.00	\$438.00	
10' x 30'		\$507.00	\$657.00	
10' x 40'		\$676.00	\$876.00	
<b>Custom Size - Standard Carpet</b>				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.69	\$2.19	
<b>Carpet Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal <i>*If no color is selected grey will be provided</i>				
<b>Premium Carpet (28 oz. Nylon)</b>				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$5.60	\$7.25	
<b>Carpet Color Selection</b> <input type="checkbox"/> Berry <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Charcoal <input type="checkbox"/> Cobalt <input type="checkbox"/> Emerald <input type="checkbox"/> Green <input type="checkbox"/> Ice <input type="checkbox"/> Navy <input type="checkbox"/> Platinum <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Soft Ivory <input type="checkbox"/> Tan <input type="checkbox"/> Teal <input type="checkbox"/> White				
<ul style="list-style-type: none"> <li>• Premium carpet must be ordered 14 days prior to the first day of exhibitor move in.</li> <li>• Once an order for premium carpet has been placed it is subject to a 100% cancellation fee.</li> <li>• Premium carpet orders require a 100 square foot minimum</li> <li>• Premium carpet orders come with protective covering at no charge.</li> </ul>				
<b>Padding &amp; Protective Covering</b>				
Padding - Length _____ x Width _____ = sq. ft.	sq. ft.	\$1.20	\$1.56	
Protective Covering - Length _____ x Width _____ = sq. ft.	sq. ft.	\$0.96	\$1.25	
<b>Subtotal Floor Covering</b>				\$

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

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

**EXECUTIVE FURNISHINGS**

Corexpo offers a wide variety of lounge furnishings as well as several office furniture options. If you would like to see images or request a specific model or color please contact us for pictures and availability. A neutral colored item will be provided for you should you not contact us to request a specific style or color.

**EXECUTIVE FURNISHINGS**

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

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

**Exhibiting Company**
**Booth #**

**INLINE RENTAL EXHIBITS – 10' X 10'**

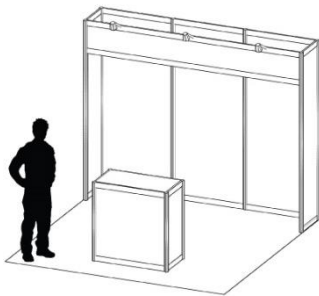
**What's included?**

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

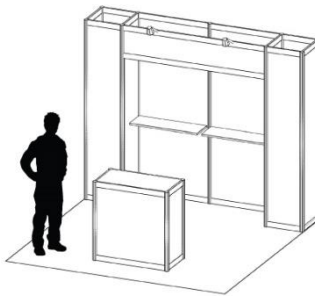
**Order Deadline**

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

**MODEL 100**



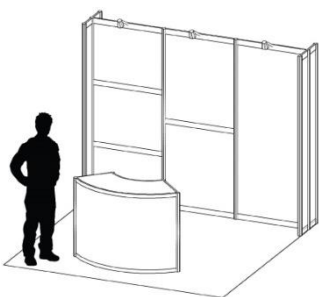
**MODEL 105**



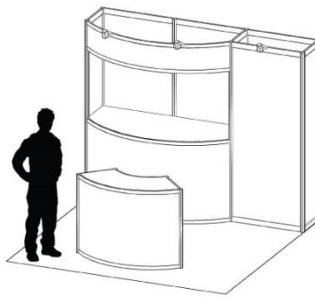
**MODEL 110**



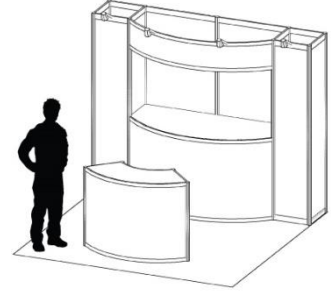
**MODEL 115**



**MODEL 120**



**MODEL 125**



**INLINE RENTAL EXHIBITS – 10' X 20'**

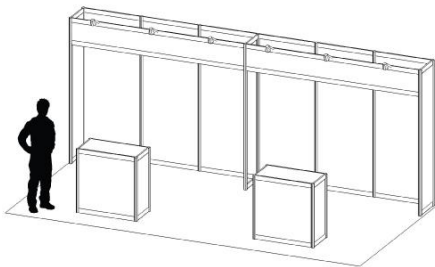
**What's included?**

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

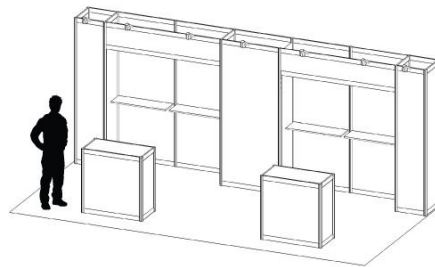
**Order Deadline**

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

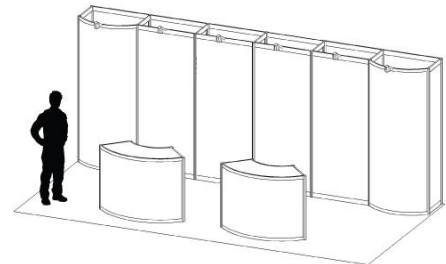
**MODEL 100**



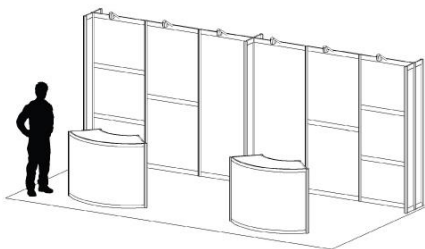
**MODEL 105**



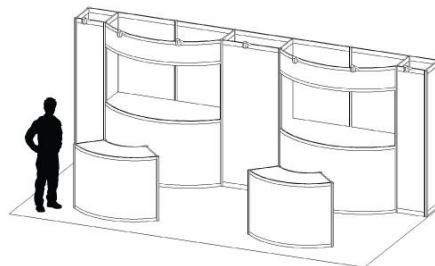
**MODEL 110**



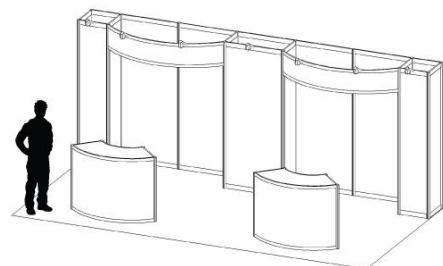
**MODEL 115**



**MODEL 120**



**MODEL 125**





**ISLAND RENTAL EXHIBITS – 20' X 20'**

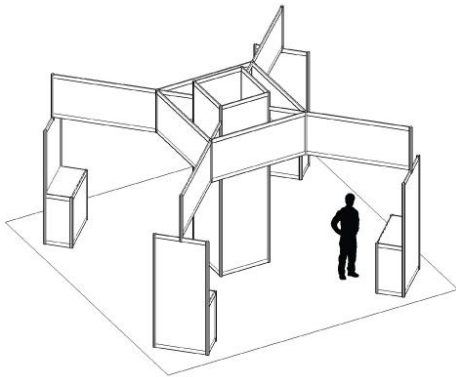
**What's included?**

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

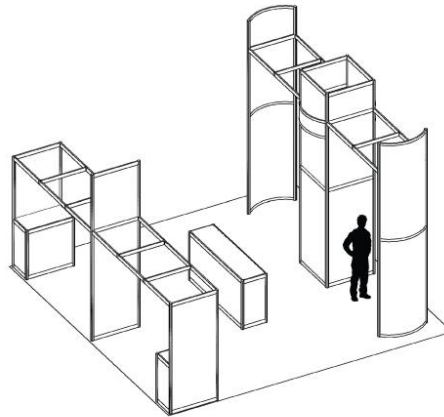
**Order Deadline**

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

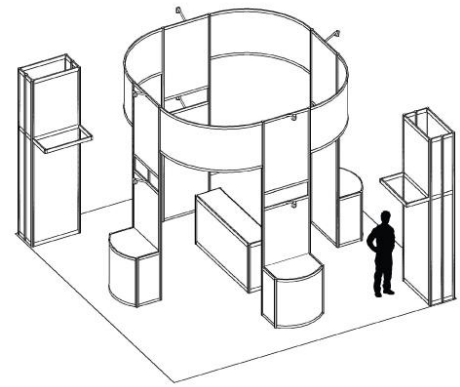
**MODEL 100**



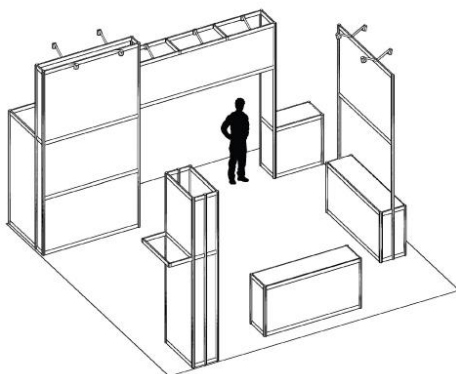
**MODEL 105**



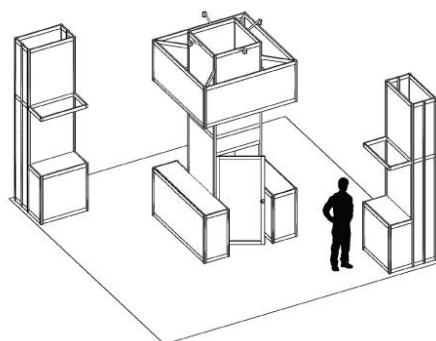
**MODEL 110**



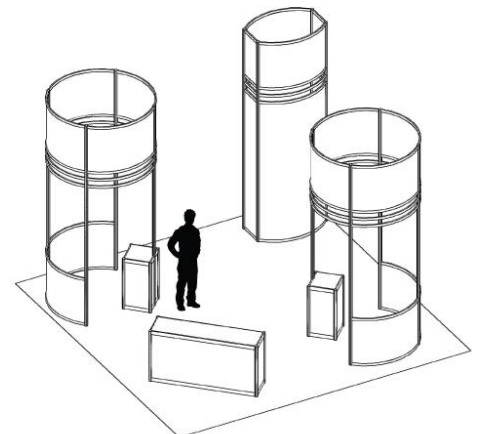
**MODEL 115**



**MODEL 120**



**MODEL 125**



**RENTAL EXHIBITS**

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

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

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

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

**SIGNS & BANNERS**

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

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

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

## DIGITAL GRAPHIC GUIDELINES

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

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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

- Corexpo is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Corexpo representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive

Corexpo  
Attn: Event Name  
2110 Old Highway 8 NW  
New Brighton, MN 55112

**MATERIAL HANDLING RATES**
**WAREHOUSE ADVANCED SHIPMENTS** (8:00 AM – 4:00 PM MON – FRI)

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

**EXHIBIT HALL DIRECT SHIPMENTS**

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

**UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS**

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

**LATE FREIGHT**

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

**OVERTIME**

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

**SMALL PACKAGE/SHIPMENT RATE**

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

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

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

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

**Please Note:** All shipments must be sent prepaid. Corexpo will not accept C.O.D shipments.

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

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

**Advance Shipments:**

Receiving dates: Jan. 7 – Feb. 8

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

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

**For:** Minneapolis Home & Garden

Corexpo

c/o YRC/STP

12400 Dupont Avenue South

Burnsville, MN 55337-1682

**Direct Shipments:**

Receiving Dates and Times: Feb. 18 - Feb. 21

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

**For:** Minneapolis Home & Garden

c/o Corexpo

Minneapolis Convention Center

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

Minneapolis, MN 55403

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

<p><b>Warehouse Advance Shipments</b> (*200 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$83.00 per 100 lbs = _____</p> <p><b>Exhibit Hall Direct Shipments</b> (*200 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$80.00 per 100 lbs = _____</p> <p><b>Uncrated or Specialized Carrier Shipments Direct</b> (*300 lb. Minimum Handling Charge)</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$126.00 per 100 lbs = _____</p> <p><b>Late Freight</b> (200 lb. Minimum Handling Charge)</p> <p>Freight received at Advance warehouse after advance deadline</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$28.00 per 100 lbs = _____</p> <p><b>Overtime Freight</b> (200 lb. Minimum Handling Charge)</p> <p>Freight loaded or received after 4:30 pm Mon – Fri or weekends</p> <p>Shipment Weight _____ ÷ *100 = _____ x \$22.00 per 100 lbs = _____</p>
--

Total Estimated Material Handling \$ \_\_\_\_\_

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

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

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

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

**Overtime**

Overtime charges apply to shipments that meet the following guidelines:

**Inbound Freight**

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

**Outbound Freight**

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

**Late Freight**

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

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

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

**Return Shipping**

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

**Outbound Shipping Information**

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

SHIPPING LABELS

**Advance Shipment \*** late warehouse charges apply after: February 8, 2019

Minneapolis Home and Garden Show

To: **COREXPO**  
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.  
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Advance Shipment \*** late warehouse charges apply after: February 8, 2019

Minneapolis Home and Garden Show

To: **COREXPO**  
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.  
COREXPO WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED



**Direct Shipment**

Shipments will not be received before

Minneapolis Home and Garden Show

**Feb.18, 2019**

To: Minneapolis Convention Center

D

c/o: Corexpo  
1301 2<sup>nd</sup> Ave South  
Minneapolis, MN 55403

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

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

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

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

**Direct Shipment**

Shipments will not be received before

Minneapolis Home and Garden Show

**Feb.18, 2019**

To: Minneapolis Convention Center

D

c/o: Corexpo  
1301 2<sup>nd</sup> Ave South  
Minneapolis, MN 55403

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

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

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

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

## LIMITS OF LIABILITY

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

## 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 Corexpo 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 Corexpo service desk when the forklift is needed
- **Check in at the Corexpo service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

Item	Discount	Standard	On-Site
<b>Forklift Rates</b>			
Straight Time: 5000# Forklift (3 Stage)	\$199.25	\$239.10	\$286.92
Overtime: 5000# Forklift (3 Stage)	\$277.75	\$333.30	\$399.96
Straight Time: 5000# Forklift (4 Stage)	\$246.75	\$296.10	\$355.32
Overtime: 5000# (4 Stage)	\$343.50	\$412.20	\$494.64

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

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

### FORKLIFT SCHEDULE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation		X	X	=	
		X	X	=	
Dismantle		X	X	=	
		X	X	=	
<b>Subtotal Forklift Service</b>					<b>\$</b>

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

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

Exhibiting Company

Booth #

**LABOR**

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

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

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

**LABOR SCHEDULE**

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

**LABOR SUPERVISION OPTIONS** (please check one)

**Exhibitor Supervision**

Work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed.

Representative Name/Company: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**Corexpo Supervision**

Work performed under the supervision of Corexpo will be charged an additional 30% of the total bill for this service. In order for Corexpo to perform the work without the exhibitor present, Corexpo must have detailed setup instructions and outbound shipping information with this order.

**OUTBOUND FREIGHT**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT INFORMATION**

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

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

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

**SIGN & BANNER HANGING**

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

**Straight Time:** \$475.25 per sign  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$582.00 per sign  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

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

**Straight Time:** \$623.50 per sign  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$782.00 per sign  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

**PLEASE INCLUDE THE FOLLOWING**

Dimensions of Sign: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_ Weight of Sign \_\_\_\_\_

# of Signs (for configuration please attach a photo or line drawing)

**SIGN HANGING POLICIES**

- **Advance arrangements must be made at least 10 days prior to show move-in. Failure to advise Corexpo 10 days prior will result in a \$154.00 late order fee.**
- Corexpo reserves the right to not hang any signs that could be a safety hazard.
- Exhibitors are responsible for notifying Corexpo when their sign is ready to be hung on-site.
- All signs must hang within the boundaries of your booth space.
- Prices above do not include cable, clamps and miscellaneous supplies for hanging of signs. Actual charges will be determined once the sign is hung.

**Total Estimated Sign & Banner** \$ \_\_\_\_\_

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

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

**EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)**

Exhibitors may contract the services of non-official independent contractors to install and dismantle their exhibits. Should an exhibitor wish to use the services of an Exhibitor Appointed Contractor (EAC) instead of the Official Show Contractor (Corexpo), the following information must be received by Corexpo no less than 30 days prior to the first day of move-in.

**Exhibiting Company:** \_\_\_\_\_

**Exhibitor Appointed Contractor**

**Company** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Work Being Performed:** \_\_\_\_\_

**The EAC must provide Corexpo with the following information**

Thirty days prior to the first exhibitor move-in day, a certificate of insurance with the following minimum coverage limits. Comprehensive General Liability not less than \$100,000 with respect to injuries to anyone person in occurrence; \$200,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Corexpo as additional insured

**The EAC must abide by the following**

Union Rules and Regulations

Rules and Regulations provided by Show Management

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

# 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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## EXHIBITOR SERVICE INFORMATION

(612) 335-6163  
Fax (612) 335-6600  
TDD (612) 335-6500

## ONLINE ORDERING AVAILABLE AT

[minneapolisconventioncenter.com](http://minneapolisconventioncenter.com)

## MAIL TO

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

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

### SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
- All orders Emailed / Faxed / Mailed will incur a \$25 processing fee

### SAVE TIME

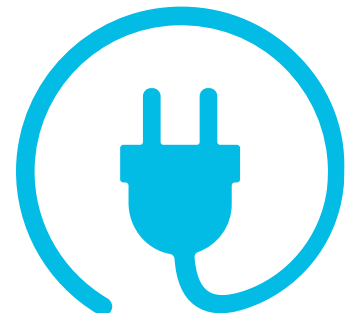
- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

### DID YOU KNOW?

**Other services offered at the Minneapolis Convention Center:**

- Cleaning and Porter Service
- Plumbing/Compressed Air Service
- Guest Services
- Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online at [www.kelber.com](http://www.kelber.com)

**\*2019 Prices effective 1/1/19 through 12/31/19**







Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

Electrical Service  
 Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

Incomplete information will delay processing.

Submit Form

**Avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)**

Event or Show:		Booth no. (s)				
Event or show date(s):		Company name:			Exhibiting firm:	
Billing address:		City:		State:	Zip:	Country:
Phone:			Email:			
Ordered by/title:			On - site contact:			
Order Date:			On - site phone:			

**Payment Notice:**

**Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.**

120 Volts Standard electrical single connection (nontaxable)						Total Due: \$
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
10 amps (1100 watts)		\$125.00	\$150.00		+50% rate	
20 amps (2200 watts)		\$155.00	\$180.00		+50% rate	
<b>Total:</b>						

208 Volts single phase- per single connection (nontaxable)						Total Due: \$
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Single Phase 20 Amp		\$220.00	\$260.00		+50% rate	
208V Single Phase 30 Amp		\$300.00	\$350.00		+50% rate	
208V Single Phase 60 Amp		\$400.00	\$450.00		+50% rate	
208V Single Phase 100 Amp		\$850.00	\$1,000.00		+50% rate	
208V Single Phase 200 Amp		\$900.00	\$1,050.00		+50% rate	
<b>Total:</b>						

208 Volts three phase- per single connection (nontaxable)						Total Due: \$
(labor not included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Three Phase 20 Amp		\$309.00	\$388.00		+50% rate	
208V Three Phase 30 Amp		\$346.00	\$436.00		+50% rate	
208V Three Phase 60 Amp		\$460.00	\$641.00		+50% rate	
208V Three Phase 100 Amp		\$750.00	\$935.00		+50% rate	
208V Three Phase 200 Amp		\$850.00	\$1,050.00		+50% rate	
208V Three Phase 400 Amp		\$1,000.00	\$1,250.00		+50% rate	
<b>Total:</b>						

Service Accessories (taxable)						Total Due: \$
(power not included)	QTY	Standard Rate				
25' Round Extension Cord		\$35.00				
Triple Tap (3 Outlets)		\$20.00				
Power Strip with surge protection		\$35.00				
					<b>Tax 8.025%</b>	
<b>Total:</b>						

Labor Rates			Total Due: \$
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)		\$125.00	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)		\$187.50	
Monday through Friday, 6:30 p.m. - 7:30 a.m. All day Saturday, Sunday & Holidays		\$250.00	
<b>Total:</b>			

	<b>Processing Fee:</b>	\$25.00
	<b>Order Total:</b>	

By your signature below, you acknowledge and agree to MCC IMPORTANT CONDITIONS AND REGULATIONS.  
 Payment must be in U.S. Funds. **USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.**

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
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Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

*Incomplete information will delay processing.*

**MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES  
 CREDIT CARD AUTHORIZATION FORM**

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>				Name on Card:			
Credit Card Number (Last 4 digits only):				Expiration Month:		Expiration Year:	
Billing address:			City:		State:	Zip:	Country:
Phone:				Email:			
Ordered by:				Show site contact:			
Date:				Contact phone:			
By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.							

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<i>For MCC use only</i>	
Date Received:	Received by:

MINNEAPOLIS CONVENTION CENTER  
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781  
Request for Electrical Service  
(612) 335-6550

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**IMPORTANT CONDITIONS AND REGULATIONS**

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

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

## EXHIBITOR SERVICE INFORMATION

(612) 335-6163  
Fax (612) 335-6600  
TDD (612) 335-6500

## ONLINE ORDERING AVAILABLE AT

[minneapolisconventioncenter.com](http://minneapolisconventioncenter.com)

## MAIL TO

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

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

### SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
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### SAVE TIME

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### DID YOU KNOW?

**Other services offered at the Minneapolis Convention Center:**

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

**\*2019 Prices effective 1/1/19 through 12/31/19**



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 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

Cleaning and Porter Service  
 Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

Submit Form

*Incomplete information will delay processing.*

**Save money and avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)**

Event or Show:		Booth no. (s)			
Event or show date(s):		Company name:			
Billing address:	City:	State:	City:	Country:	
Phone:		Email:			
Ordered by/title:		On - site contact:			
Order Date:		On - site phone:			

**Payment Notice:**

**Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.**

*Cost of vacuuming will be invoiced on the total area of your booth. 100 sq. ft. minimum  
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.  
 Convention Center staff will remove trash from Convention Center aisle containers daily.  
 Should you require trash removal from your booth during show hours, please order porter service below.*

<b>Vacuuming:</b>					<b>Total Due: \$</b>
Booth Size _____ X _____ = _____ sq. ft. (100 sq. ft. minimum)					
COST PER DAY	Advance Rate 27¢/sq. ft.	Standard Rate 32¢/sq. ft.			
Number of Days _____	X	_____	sq. ft. x rate \$ _____		<b>Total:</b>
(100 sq. ft. min.)					

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

**Periodic Porter Service:**

*Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.*

	QTY	Advance Rate	Standard Rate	Total:
0-600 sq. ft.		\$60.00	\$75.00	
600+ sq. ft.		\$110.00	\$125.00	
Specify dates for service & number of days _____ x rate \$ _____				<b>Total:</b>

	<b>Processing Fee</b>	\$25.00
	<b>Order Total:</b>	

By your signature below, you acknowledge and agree to MCC important conditions and regulations.  
 Payment must be in U.S. Funds. **USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For MCC use only</b>				
Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order



Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

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**MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES  
 CREDIT CARD AUTHORIZATION FORM**

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>		Name on Card:		
Credit Card Number (Last 4 digits only):		Expiration Month:		Expiration Year:
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by:		Show site contact:		
Date:		Contact phone:		
By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.				

Signature:

Date:

<i>For MCC use only</i>	
Date Received:	Received by:

MINNEAPOLIS CONVENTION CENTER  
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781  
Request for Cleaning and Porter Service  
(612) 335-6550

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**IMPORTANT CONDITIONS AND REGULATIONS**

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  - d. No service will be completed until full payment is received.
  - e. Cancellations:

Refunds will be computed as follows:

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



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

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Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

Cable/Audio Visual Service  
 Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

*Incomplete information will delay processing.*

Submit Form

**Avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)**

Event or Show:		Booth no. (s)		
Event or show date(s):		Company name:		Exhibiting firm:
Billing address:		City:	State:	Zip: Country:
Phone:		Email:		
Ordered by/title:		On - site contact:		
Order Date:		On - site phone:		

**Payment Notice:** Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Audio Visual Equipment Rental (taxable)			Total Due: \$
(includes electrical service)	QTY	Standard Rate	
40" LCD Monitor		\$300.00	
52" LCD Monitor		\$400.00	
			<b>Tax 8.025%</b>
			<b>Total:</b>

**Video Cable Run (nontaxable)**

Cable Run Install/Remove: Sections below are dependent on placement of your booth in the Exhibit Hall. Client needs to provide their own cable. Please call Exhibitor Services at 612 335-6550 to determine applicable zone.

	QTY	Standard Rate	
(BG-A)		\$550.00	
(BG-B)		\$650.00	
(YO-A)		\$700.00	
(YO-B)		\$800.00	
			<b>Total:</b>

**Service Accessories (taxable)**

(power not included)	QTY	Standard Rate	
25' Round Extension Cord		\$35.00	
25' HDMI Cable		\$35.00	
Power Strip with surge protection		\$35.00	
			<b>Tax 8.025%</b>
			<b>Total:</b>

**Processing Fee:** \$25.00

**Order Total:**

*By your signature below, you acknowledge and agree to MCC IMPORTANT CONDITIONS AND REGULATIONS. Payment must be in U.S. Funds. USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.*

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
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Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
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**MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES  
 CREDIT CARD AUTHORIZATION FORM**

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>				Name on Card:			
Credit Card Number (Last 4 digits only):				Expiration Month:		Expiration Year:	
Billing address:			City:		State:	Zip:	Country:
Phone:				Email:			
Ordered by:				Show site contact:			
Date:				Contact phone:			
<p><i>By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.</i></p>							

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For MCC use only	
Date Received:	Received by:



## 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)



**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.

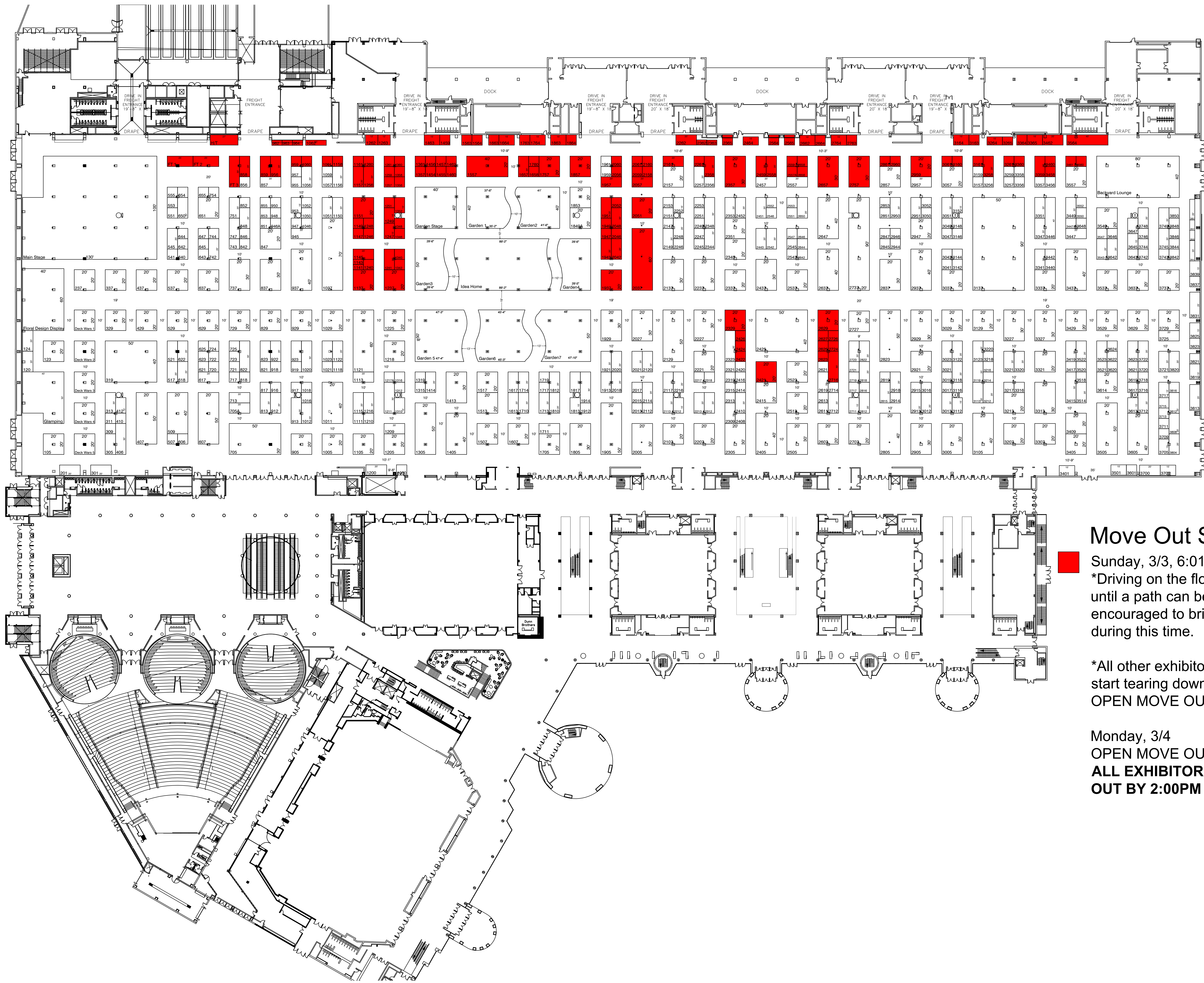
801 American Blvd E, Bloomington, MN 55420

(952) 814-9898 · www.avvr.com









### Move Out Schedule

**Sunday, 3/3, 6:01pm - 8pm**  
 \*Driving on the floor is **NOT** guaranteed until a path can be cleared. Exhibitors are encouraged to bring dollies and carts during this time.

**\*All other exhibitors are encouraged to start tearing down at this time**  
**OPEN MOVE OUT: 8:00pm - 10:00pm**

**Monday, 3/4**  
**OPEN MOVE OUT: 7am - 2pm**  
**ALL EXHIBITORS MUST BE MOVED OUT BY 2:00PM**

Show ID: 8990  
 Job #: 10427

Account Executive:  
 Dwayne Hendricks

Drawn By:  
 Brad Stulc

Revision Date:  
 12/6/2018  
 Revision # 4

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.

