

## 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 & 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@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

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

2110 Old Highway 8 NW  
New Brighton, MN 55112

### EXHIBIT BOOTH DESCRIPTION

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

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

Drape Colors – Black

#### Each Bulk Space Booth Includes:

Perimeter Marking  
Booth Number Floor Marked



### EXHIBITOR SCHEDULE

\*please see structured move in schedule on last page\*

Carrier Check-in:	Sunday	April 8, 2018	9:00 pm
	Monday	April 9, 2018	12:00 pm

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

### MATERIAL HANDLING

Advance to Warehouse: (Feb. 19 – Mar. 19)  
TO: (Exhibiting Company Name and Booth #)  
FOR: Minneapolis Home & Garden Show  
Hubbell/Tyner  
c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

Direct to Show Site: (March 26, 27, 28, 29)  
TO: (Exhibiting Company Name and Booth #)  
FOR: Minneapolis Home & Garden Show  
Hubbell/Tyner  
Minneapolis Convention Center  
1301 2<sup>nd</sup> Ave South  
Minneapolis, MN 55403

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## 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                      March 14
- Advance Freight Receiving                      Feb.19 - Mar 19

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### PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express, Discover
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Hubbell/Tyner services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:
  - Emailed:            anelson@hubbelltyner.com
  - Faxed:              651-917-2658
  - Mailed:             Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

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### TAX EXEMPTION

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

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### THIRD PARTY BILLING

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

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### MISCELLANEOUS

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

### RECAP OF ORDERS

#### SERVICES ORDERED

##### Taxable Services

Furnishings & Accessories .....	\$ _____
Tables.....	\$ _____
Floor Covering.....	\$ _____
Booth Package.....	\$ _____
Executive Furnishings.....	\$ _____
Rental Displays.....	\$ _____
Booth Cleaning.....	\$ _____
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) .....	\$ _____
<b>Grand Total</b> .....	<b>\$ _____</b>

#### METHOD OF PAYMENT

**Company Check (Please reference Job #10426)**

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.

## 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 March 14th, 2018. All orders received after March 22nd 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:** March 14th or sooner

**Standard Rate:** March 15th or later

Show Special .....	Qty		Discount	Standard	Extended
10' x 10' Furniture Package.....	_____	x	\$279.75	\$349.50 =	\$ _____
10' x 20' Furniture Package.....	_____	x	\$413.00	\$516.00 =	\$ _____

**Carpet Color Selection**

- Black    Green    Grey

**Draped Table Color Selection**

- Black    Green    Grey

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

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

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

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase  
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High 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 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
3' High Masking Drape (price / ft).....	_____	x \$15.00	\$17.50 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				

**Total Estimated Furnishings & Accessories \$ \_\_\_\_\_**

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

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

## TABLES

### DRAPED TABLES

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

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

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



### UNDRAPED TABLES

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

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

Undraped tables include a white vinyl top.



### PEDESTAL TABLES

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

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



### TABLES

<b>30" High Draped Tables (on 3 sides)</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____	x \$115.00	\$149.50 =	\$ _____
6' L x 24" W .....	_____	x \$128.75	\$168.50 =	\$ _____
8' L x 24" W .....	_____	x \$147.50	\$191.75 =	\$ _____
4 <sup>th</sup> Side Draping .....	_____	x \$47.00	\$61.25 =	\$ _____

**Color Selection**

Black    Blue    Burgundy    Gold    Green    Grey    Purple    Red    Teal    White

<b>42" High Draped Tables (on 3 sides)</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____	x \$123.75	\$161.00 =	\$ _____
6' L x 24" W .....	_____	x \$139.25	\$181.25 =	\$ _____
8' L x 24" W .....	_____	x \$151.75	\$197.25 =	\$ _____
4 <sup>th</sup> Side Draping .....	_____	x \$47.75	\$61.50 =	\$ _____

**Color Selection**

Black    Blue    Burgundy    Gold    Green    Grey    Purple    Red    Teal    White

<b>30" High Undraped Tables</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____	x \$49.25	\$62.50 =	\$ _____
6' L x 24" W .....	_____	x \$51.75	\$67.25 =	\$ _____
8' L x 24" W .....	_____	x \$57.25	\$74.25 =	\$ _____

<b>42" High Undraped Tables</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____	x \$53.00	\$69.00 =	\$ _____
6' L x 24" W .....	_____	x \$58.75	\$76.25 =	\$ _____
8' L x 24" W .....	_____	x \$65.25	\$84.50 =	\$ _____

<b>Pedestal Tables</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
18" H x 30" Round .....	_____	x \$65.50	\$85.00 =	\$ _____
30" H x 30" Round .....	_____	x \$95.75	\$124.25 =	\$ _____
42" H x 30" Round .....	_____	x \$98.00	\$130.00 =	\$ _____
42" H x 30" Round – with black cover .....	_____	x \$129.25	\$168.00 =	\$ _____
30" H x 42" Round – (conference Table) .....	_____	x \$91.75	\$119.25 =	\$ _____

**Total Estimated Tables**                      \$ \_\_\_\_\_

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

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

FLOOR COVERING

**STANDARD CARPET**

**10 oz NYLON CARPET**



Black



Blue



Burgundy



Green



Grey



Red



Tan



Teal

**PREMIUM CARPET**

**28 oz NYLON CARPET**



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



Platinum



Purple



Red



Silver



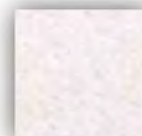
Soft Ivory



Tan



Teal



White

### STANDARD CARPET (10 oz NYLON)

Item .....	Qty	Discount	Standard	Extended
10' x 10'.....	_____ x	\$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'

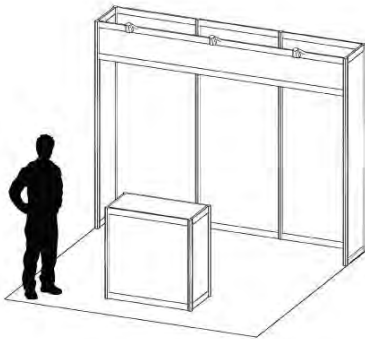
#### What's included?

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.

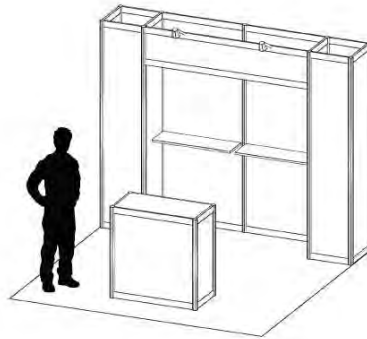
#### Order Deadline

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

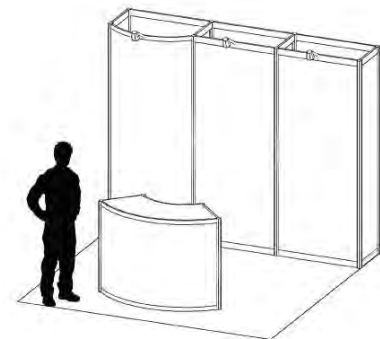
**MODEL 100**



**MODEL 105**



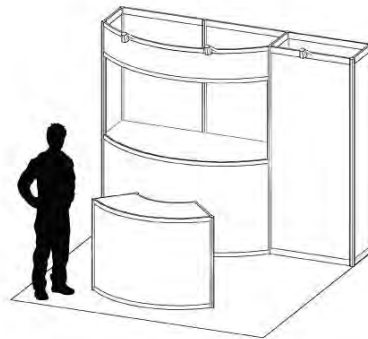
**MODEL 110**



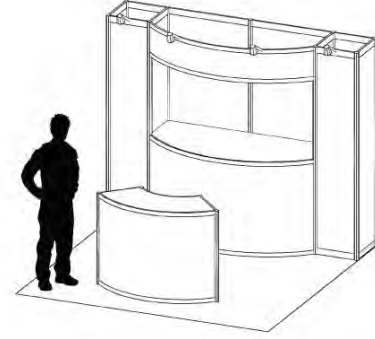
**MODEL 115**



**MODEL 120**



**MODEL 125**



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

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

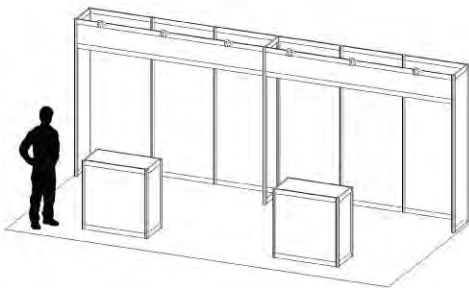
#### What's included?

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

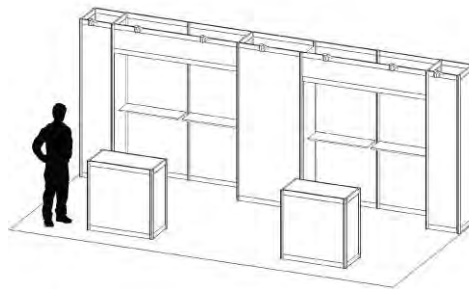
#### Order Deadline

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

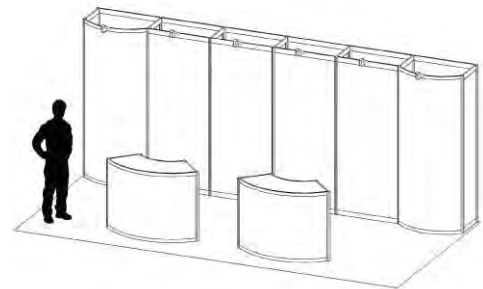
**MODEL 100**



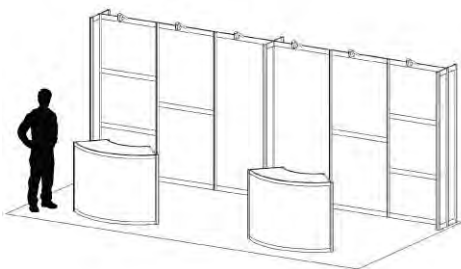
**MODEL 105**



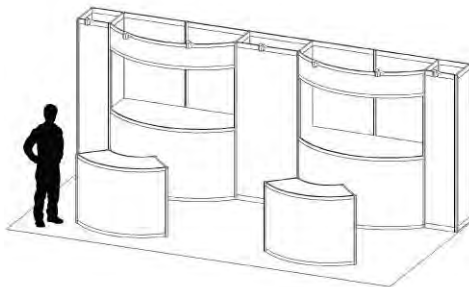
**MODEL 110**



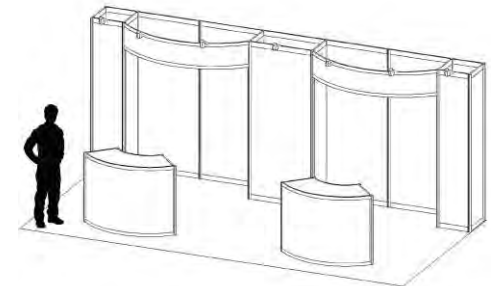
**MODEL 115**



**MODEL 120**



**MODEL 125**



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

## ISLAND RENTAL EXHIBITS – 20' X 20'

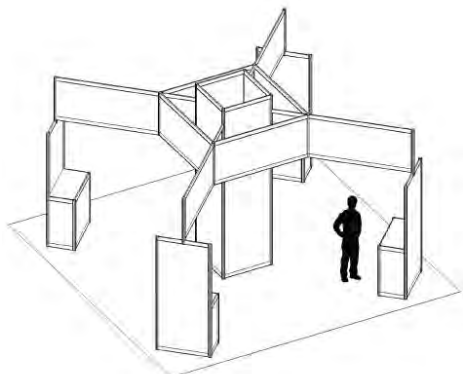
### What's included?

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

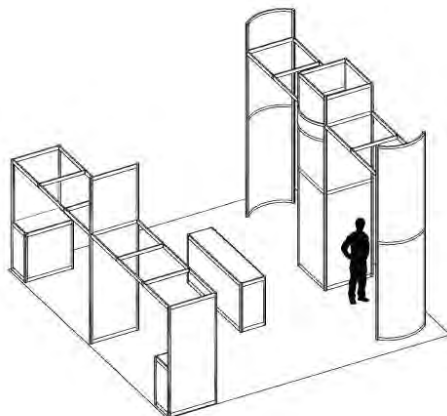
### Order Deadline

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

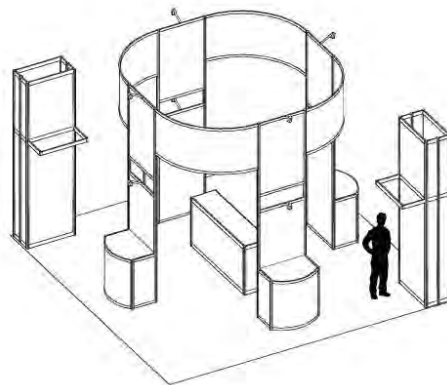
**MODEL 100**



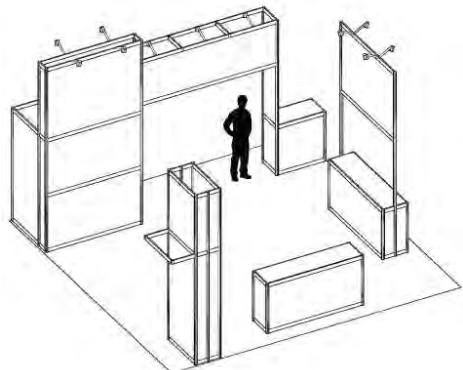
**MODEL 105**



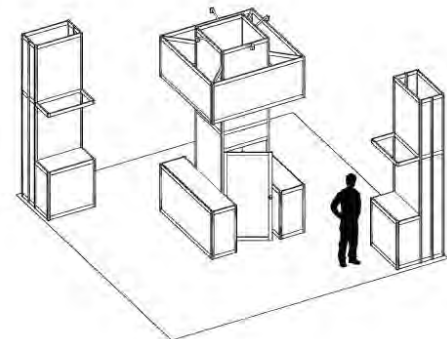
**MODEL 110**



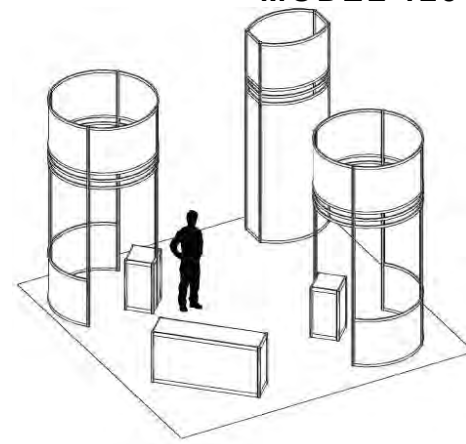
**MODEL 115**



**MODEL 120**



**MODEL 125**



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



### RENTAL EXHIBITS

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

**Carpet Color Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

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

**Carpet Color Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

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

**Carpet Color Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

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

**Total Estimated Rental Displays**      \$ \_\_\_\_\_

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

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

**SIGNS & BANNERS**

**STANDARD SIZE SIGNS**

Item .....	Qty	Discount	Standard	Extended
11" x 14" .....	_____ x	\$15.85	\$20.60 =	\$_____
14" x 22" .....	_____ x	\$31.75	\$39.65 =	\$_____
22" x 28" .....	_____ x	\$63.50	\$79.35 =	\$_____
28" x 44" .....	_____ x	\$127.00	\$158.65 =	\$_____
38" x 84" (Meter Board) .....	_____ x	\$319.20	\$414.96 =	\$_____

All signs are mounted on 3/16" foam core and priced as single sided. Other substrates are available upon request. Meter Boards are mounted on 1/2" board.

**CUSTOM SIZE SIGNS**

Item .....	Qty	Discount	Standard	Extended
Sign Single Sided _____ x _____ = _____ sq in .. L                                W	_____ x	\$0.10	\$0.13 =	\$_____
Sign Double Sided _____ x _____ = _____ sq in. _____ L                                W	_____ x	\$0.15	\$0.20 =	\$_____

**BANNERS**

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

**Please note:**

- All sign/banner orders must be placed 14 days prior to the 1<sup>st</sup> day of exhibitor move in.
- Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document.
- The submission of digital files is required with all graphic orders, please see the following graphic guidelines for submission methods.
- All sign orders are subject to a 100% cancellation fee.

**Total Estimated Rental Displays                         \$ \_\_\_\_\_**

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

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

### DIGITAL GRAPHIC GUIDELINES

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

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### PREFERRED FILE FORMAT

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

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

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### COLOR & RESOLUTION

#### Resolution

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

#### Color

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

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

#### Vector Art

All fonts and logos must be outlined to ensure consistency.

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### SUBMITTING ARTWORK

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

### MATERIAL HANDLING RATES

#### 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                    | \$81.00           | \$162.00               |
| • 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                  | \$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

- |   | <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 | \$122.00          | \$243.00               |

#### 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 | \$27.25           | \$54.50                |
| • 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 4:00 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: July 6 – 31  
 Receiving hours: Mon – Friday 8:00am – 4:30pm  
**To:** Exhibiting Company Name / Booth #  
**For:** Event Name  
 Hubbell/Tyner  
 c/o YRC/STP  
 12400 Dupont Avenue South  
 Burnsville, MN 55337-1682

**Direct Shipments:**

Receiving Dates and Times: Saturday, Sept. 24, 2016  
**To:** Exhibiting Company Name / Booth #  
**For:** Event Name  
 c/o Hubbell/Tyner  
 RiverCentre  
 310 Eagle Street  
 St. Paul, MN 55102

- 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: March 19, 2018  
Minneapolis Home & Garden 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: March 19, 2018  
Minneapolis Home & Garden 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 March 26, 2018  
Minneapolis Home & Garden 2018

To: Minneapolis Convention Center

c/o: Hubbell/Tyner  
1301 2<sup>nd</sup> Ave S  
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.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Direct Shipment** \* Shipments will not be received before March 26, 2018  
Minneapolis Home & Garden 2018

To: Minneapolis Convention Center

c/o: Hubbell/Tyner  
1301 2<sup>nd</sup> Ave S  
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.  
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 # \_\_\_\_\_**

### SIGN & BANNER HANGING

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

**Straight Time:** \$452.50 per man hour  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$554.25 per man hour  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

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

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

**Straight Time:** \$593.75 per man hour  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$744.75 per man hour  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

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

---

#### PLEASE INCLUDE THE FOLLOWING

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

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

---

#### SIGN HANGING POLICIES

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

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

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

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

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

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

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

**Exhibitor Appointed Contractor**

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

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

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

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

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

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

**The EAC must provide Hubbell/Tyner with the following information**

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

**The EAC must abide by the following**

Union Rules and Regulations

Rules and Regulations provided by Show Management

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

# 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 _____	Country 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.

- |   |  |
|---|--|
| <p>01 Accommodation and food services</p> <p>02 Agricultural, forestry, fishing, hunting</p> <p>03 Construction</p> <p>04 Finance and insurance</p> <p>05 Information, publishing and communications</p> <p>06 Manufacturing</p> <p>07 Mining</p> <p>08 Real estate</p> <p>09 Rental and leasing</p> <p>10 Retail trade</p> | <p>11 Transportation and warehousing</p> <p>12 Utilities</p> <p>13 Wholesale trade</p> <p>14 Business services</p> <p>15 Professional services</p> <p>16 Education and health-care services</p> <p>17 Nonprofit organization</p> <p>18 Government</p> <p>19 Not a business (explain) _____</p> <p>20 Other (explain) _____</p> |
|---|--|

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

- |  |   |
|--|---|
| <p>A Federal government (department) _____</p> <p>B Specific government exemption (from list on back) _____</p> <p>C Tribal government (name) _____</p> <p>D Foreign diplomat # _____</p> <p>E Charitable organization # _____</p> <p>F Educational organization # _____</p> <p>G Religious organization # _____</p> <p>H Resale</p> | <p>I Agricultural production</p> <p>J Industrial production/manufacturing</p> <p>K Direct pay authorization</p> <p>L <del>Multi-employer pension plan for computer software</del> <b>MPJ exemption is no longer valid; repealed March 8, 2008</b></p> <p>M Direct mail</p> <p>N Other (enter number from back page) _____</p> <p>O Percentage exemption<br/> <input type="checkbox"/> Advertising (enter percentage) _____ %<br/> <input type="checkbox"/> Utilities (enter percentage) _____ %</p> |
|--|---|

*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 \_\_\_\_\_



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

<b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	<b>Broadband Wired Internet No Wired or Wireless Routers</b> <b>Shared,</b> Connection speeds 1.5mbps Burstable to 3mbps, DHCP <b>Recommended for:</b> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <b>Includes 1 Private IP Address</b>
---	--

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

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

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

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
			<b>SUBTOTAL</b>		
			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		

**Make Checks Payable to SMART CITY NETWORKS**  
 Send Completed Orders with Payment To:  
 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118  
 (888) 446-6911 FAX (702) 943-6001 [csr@smartcity.com](mailto:csr@smartcity.com)

Effective January 1, 2018 – December 31, 2018

Customer No: **2018 - 024 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

# Network Security Declaration

Center: Minneapolis CC (024) - MN

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 024 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_

Type of Anti-Virus Software Installed:          Norton          McAfee          Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date          Security Updates Last Performed: \_\_\_\_\_ Date

Are You Renting Computers?          Yes          No          Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_





# Floor Plan – Communications Cable

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

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2018 - 024 -

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

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

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

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

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

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

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

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



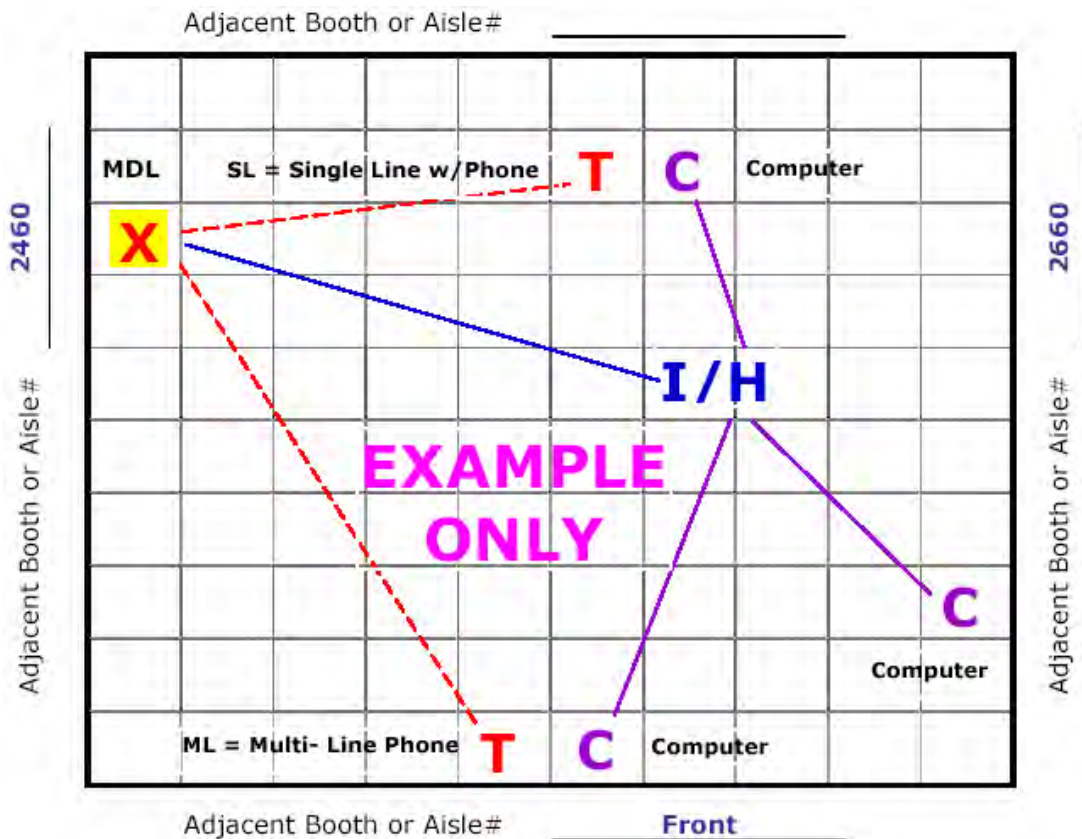
# Floor Plan – Communications Cable

Center: Minneapolis CC (024) - MN  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 024 - XXX - XXXX

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

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



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

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

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

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

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



**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6163 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Guest and Security Services Order Form

Prices Effective 1/1/18 thru 12/31/18 **2018**

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

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

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

## Security

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

	Qty.	Total Hours	Advanced Rate	Standard Rate
Guard .....	_____ X	_____ X	\$25.50	\$37.50
Supervisor .....	_____ X	_____ X	\$27.00	\$40.00
				<b>Total</b>
				Tax 8.025%

## Medical Services

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

	Qty.	Total Hours	Advanced Rate	Standard Rate
EMT .....	_____ X	_____ X	\$41.00	\$59.00
				<b>Total</b>

## Police Services

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

	Qty.	Total Hours	Advanced Rate	Standard Rate
Police Officer .....	_____ X	_____ X	\$66.00	\$100.00
				<b>Total</b>

### Order Total

Please provide a schedule of coverage, date(s), and time(s) here (if lengthy, please call Guest and Security Services at 612-335-6163):  
 \_\_\_\_\_  
 Please provide a phone number and contact name for on-site approval of changes and additions  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

**Payment must be in U.S. Funds.** Make checks payable to Minneapolis Convention Center.

Amer. Express    Company Check or Money Order # \_\_\_\_\_

Visa    Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

MasterCard    Cardholders Name \_\_\_\_\_

Discover    Authorized Signature \_\_\_\_\_

<b>Order Total</b> \$ _____	
For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____	
P.O. needs to accompany order	



**Minneapolis Convention Center**  
 1301 Second Avenue South  
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 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Electrical Service Order Form

Prices Effective 1/1/18 thru 12/31/18 **2018**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Firm Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Check if new address

Street Address \_\_\_\_\_ Contact Person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

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

## Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

**24 hour Service Required? Add 50% to Service Connection Charge** \$ \_\_\_\_\_

## Special Electrical Service (Tax does not apply)

**Special electrical service will require labor. Please call for labor estimate.**

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase- per single connection

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00	10 amp (3600 watts) _____	173.00	\$217.00
20 amp (4160 watts) _____	198.00	240.00	20 amp (7200 watts) _____	309.00	388.00
30 amp (6240 watts) _____	226.00	280.00	30 amp (10,800 watts) _____	346.00	436.00
40 amp (8320 watts) _____	294.00	365.00	40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

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

## Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

**Rate** \* Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	122.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	183.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	244.00/hr.

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

## Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.	
Extension Cord (25 Feet)	_____	35.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	35.00

**Total** \$ \_\_\_\_\_  
Tax 8.025% \$ \_\_\_\_\_

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Amer. Express Company Check or Money Order # \_\_\_\_\_

Visa Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

MasterCard Cardholders Name \_\_\_\_\_

Discover Authorized Signature \_\_\_\_\_

### Order Total \$ \_\_\_\_\_

For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	



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

# Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/18 thru 12/31/18 **2018**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Firm Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Check if new address

Street Address \_\_\_\_\_ Contact Person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

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

## Compressed Air

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for 1st connection	_____	\$ 248.00	\$ 273.00	
Each additional connection	_____	100.00	152.00	
Lines above 1/2" in size, add 50% to service connection charge	_____	\$ _____		
Size of air line required: _____ CFM required: _____				<b>Total \$</b>

**24 hour Service Required? Add 50% to Service Connection Charge \$**

## Water Supply & Drain Connections

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

Description	Qty.	Advance Rate	Standard Rate	
<b>Water</b> (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 1/2" in size, add 50% to service charge	_____	\$ _____		
Size of water line required: _____				<b>Total \$</b>

NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Description	Qty.	Advance Rate	Standard Rate	
<b>Drainage</b> (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 3/4" in size, add 50% to service charge	_____	\$ _____		
Size of drainage line required: _____				<b>Total \$</b>

## One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time Fill and drain (< 500 gallon unit)	_____	\$ 138.00	\$ 179.00 each	
Fill and Drain (500 < 1,000 gallon unit)	_____	\$ 195.00	\$ 225.00 each	
Additional Units in same booth (< 500 gallon)	_____	\$ 70.00	\$ 85.00 each	
Additional Units in same booth (500 < 1,000 gallon unit)	_____	\$ 100.00	\$ 110.00 each	
Daily Top-off (< 500 gallon unit)	_____	\$ 25.00	\$ 35.00 each	
Daily Top-off (500 < 1,000 gallon unit)	_____	\$ 40.00	\$ 50.00 each	
**Services over 1,000 gallons				
**Call for pricing				
				<b>Total \$</b>

## Labor

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

Description	Rate	
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)	\$ 123.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 185.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays	\$ 246.00/hr.	
		<b>Total \$</b>

## Natural Gas

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter. Your cost will consist of our connection fee plus your payment to the pipefitter.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access	_____	\$ 234.00	\$ 354.00	<b>Total \$</b>

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Amer. Express Company Check or Money Order # \_\_\_\_\_

Visa Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

MasterCard Cardholders Name \_\_\_\_\_

Discover Authorized Signature \_\_\_\_\_

**Order Total \$**

For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	



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

# Cleaning and Porter Service Order Form

Prices Effective 1/1/18 thru 12/31/18 **2018**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____	E-Mail Address _____	
<input type="checkbox"/> Check if new address		
Street Address _____	Contact Person _____	
City _____	State _____	Zip _____ Phone # _____

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

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

## Vacuuming

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

## Damp Mop

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

	<b>COST PER DAY</b>	
	<b>Advance Rate</b>	<b>Standard Rate</b>
<input type="checkbox"/> 0-600 sq. ft. ....	\$ 52.00 per day	\$ 57.00 per day
<input type="checkbox"/> 600+ sq. ft. ....	\$ 100.00 per day	\$ 110.00 per day
Specify dates for service & number of days _____ x rate \$ _____	<b>Total</b> \$ _____	

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

**Payment must be in U.S. Funds.** Make checks payable to Minneapolis Convention Center.

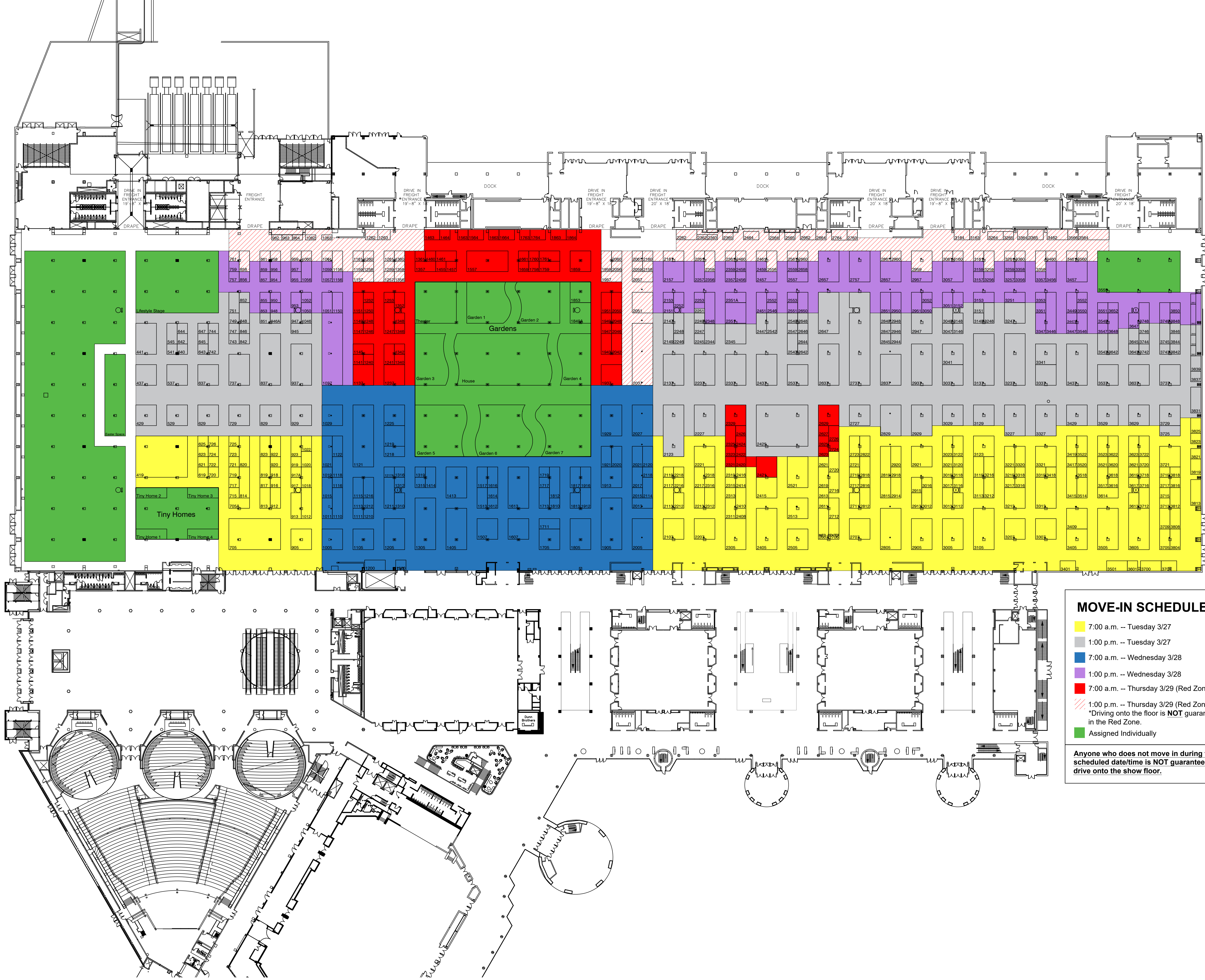
**Amer. Express** Company Check or Money Order # \_\_\_\_\_

**Visa** Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

**MasterCard** Cardholders Name \_\_\_\_\_

**Discover** Authorized Signature \_\_\_\_\_

<b>Order Total</b> \$ _____
For MCC Use Only
ID No. _____ \$ _____
Entered _____ Date _____
P.O. No. _____
P.O. needs to accompany order



**MOVE-IN SCHEDULE**

- 7:00 a.m. -- Tuesday 3/27
- 1:00 p.m. -- Tuesday 3/27
- 7:00 a.m. -- Wednesday 3/28
- 1:00 p.m. -- Wednesday 3/28
- 7:00 a.m. -- Thursday 3/29 (Red Zone #1)
- 1:00 p.m. -- Thursday 3/29 (Red Zone #2)  
\*Driving onto the floor is **NOT** guaranteed in the Red Zone.
- Assigned Individually

**Anyone who does not move in during their scheduled date/time is NOT guaranteed to drive onto the show floor.**

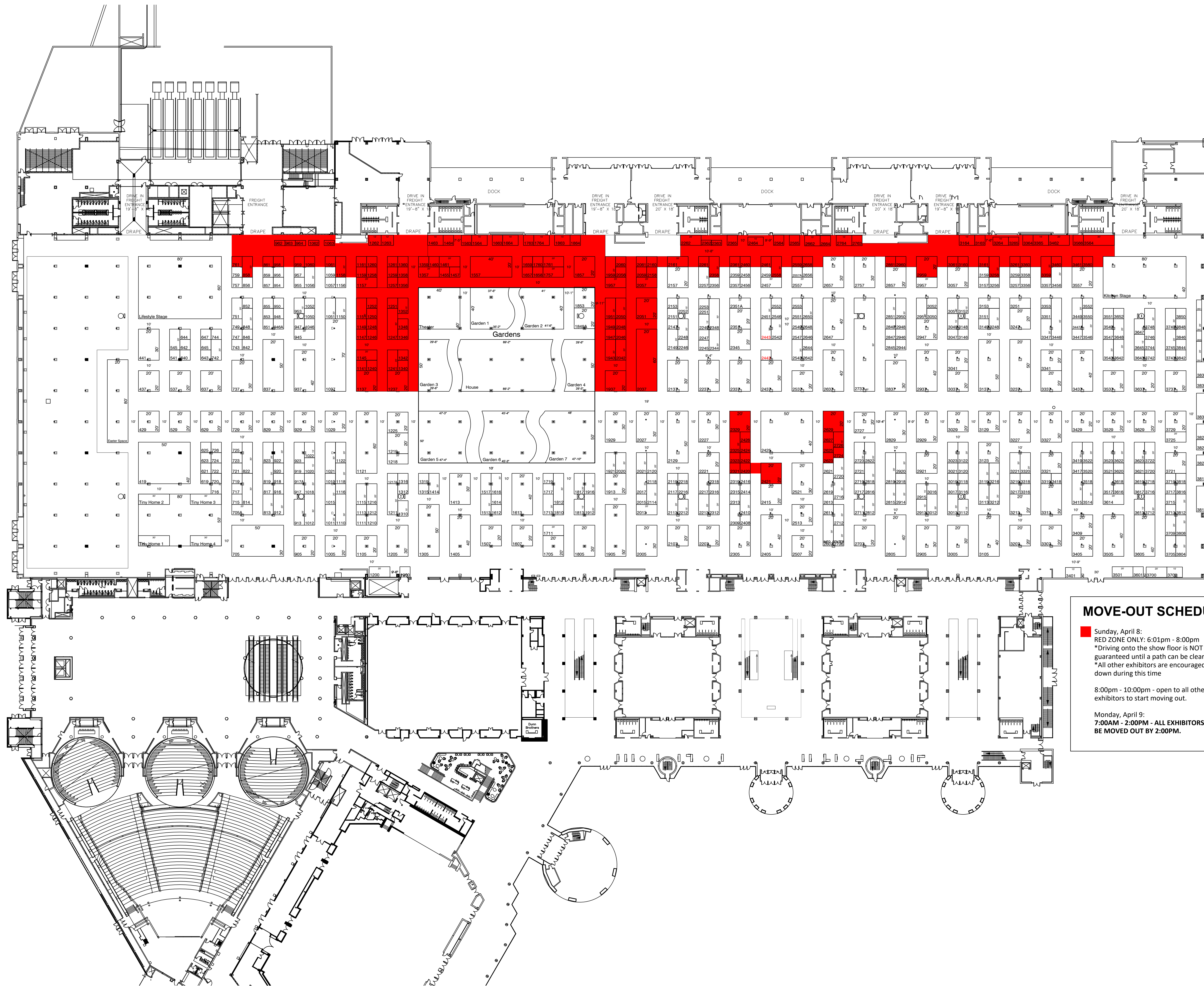
**HUBBELL/TYNER**  
**EXPOSITION SERVICES**  
 2110 Old Hwy 8 NW  
 New Brighton, MN 55112  
 Phone: 651-917-2632 Fax: 651-917-2658  
 Web: www.hubbelltyner.com

Mpls. Home & Garden  
 Show  
 Facility: Mpls. Convention Center  
 Room: Halls B, C, D, & E  
 Show Date: March 30th - April 8, 2018

Show ID: 8989  
 Job #: 10426  
 Account Executive: Dwayne Hendricks  
 Drawn By: Brad Stulc  
 Revision Date: 1/19/2018  
 Revision # 15

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.



**MOVE-OUT SCHEDULE**

■ Sunday, April 8:  
 RED ZONE ONLY: 6:01pm - 8:00pm  
 \*Driving onto the show floor is NOT guaranteed until a path can be cleared.  
 \*All other exhibitors are encouraged to tear down during this time

8:00pm - 10:00pm - open to all other exhibitors to start moving out.

Monday, April 9:  
 7:00AM - 2:00PM - ALL EXHIBITORS MUST BE MOVED OUT BY 2:00PM.