

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 **Des Moines Home & Outdoor Living 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

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

Carpet Colors- Aisle carpet is Tuxedo Green



EXHIBITOR SCHEDULE

Please see move in schedule on last page of kit

Carrier Check-in:	Monday	March 11, 2018	6:00 pm – 8:00 pm
	Monday	March 11, 2018	7:00 am – 9:00 am

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

MATERIAL HANDLING

Advance to Warehouse: (Jan. 27 – Feb. 27)

TO: (Exhibiting Company Name and Booth #)
FOR: Des Moines Home & Outdoor Living
Hubbell/Tyner
c/o YRC Freight
5337 NE 22nd Street
Des Moines, IA 50313

Direct to Show Site: (March 7-8)

TO: (Exhibiting Company Name and Booth #)
FOR: Des Moines Home & Outdoor Living
Hubbell/Tyner
Iowa Events Center - HyVee Hall
730 Third Street
Des Moines, IA 50309

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

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

- Carpet & Furnishing Rentals February 26
- Advance Freight Receiving January 27 – February 27

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

TAX EXEMPTION

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

THIRD PARTY BILLING

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

MISCELLANEOUS

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

RECAP OF ORDERS

SERVICES ORDERED

Taxable Services

Furnishings & Accessories	\$	_____
Tables.....	\$	_____
Floor Covering.....	\$	_____
Rental Displays.....	\$	_____
Booth Cleaning.....	\$	_____
6% Sales Tax*.....	\$	_____

* All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.

Non-Taxable Services

Signs & Banners	\$	_____
Material Handling/Forklift Service (must have cc on file)	\$	_____
Labor (must have cc on file)	\$	_____

Grand Total.....\$_____

METHOD OF PAYMENT

☐ **Company Check (Please reference Job #10889)**

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 **Des Moines Home & Outdoor Living 2018**. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after February 26, 2018. All orders received after February 26th 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 26th or sooner

Standard Rate: February 27th 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



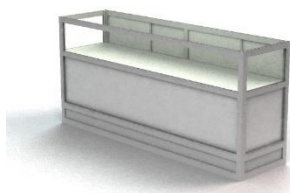
Padded Arm Chair



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

Total Estimated Furnishings & Accessories \$_____

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

Exhibiting Company_____ Booth #_____

TABLES

DRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

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



UNDRAPED TABLES

4' L x 24"W x 30"H

6' L x 24"W x 30"H

8' L x 24"W x 30"H

4' L x 24"W x 42"H

6' L x 24"W x 42"H

8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



PEDESTAL TABLES

18" H x 30" Round

30" H x 30" Round

42" H x 30" Round

30" H x 42" Round

42" H x 30" Cover



TABLES

30" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
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 th Side Draping	_____ x	\$47.00	\$61.25 =	\$_____

Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White

42" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
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 th Side Draping	_____ x	\$47.75	\$61.50 =	\$_____

Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ Red ☐ Teal ☐ White

30" High Undraped Tables	Qty	Discount	Standard	Extended
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 =	\$_____

42" High Undraped Tables	Qty	Discount	Standard	Extended
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 =	\$_____

Pedestal Tables	Qty	Discount	Standard	Extended
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 \$_____

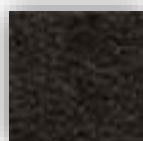
The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

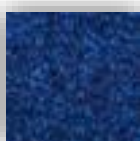
FLOOR COVERING

STANDARD CARPET

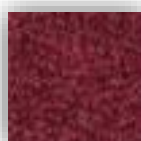
10 oz NYLON CARPET



Black



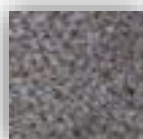
Blue



Burgundy



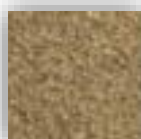
Green



Grey



Red



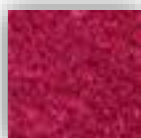
Tan



Teal

PREMIUM CARPET

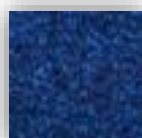
28 oz NYLON CARPET



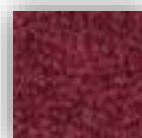
Berry



Black



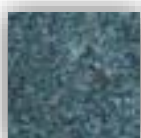
Blue



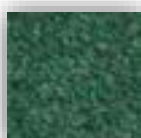
Burgundy



Charcoal



Cobalt



Emerald



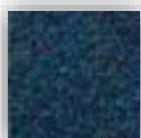
Gold



Green



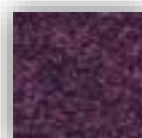
Ice



Navy



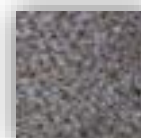
Platinum



Purple



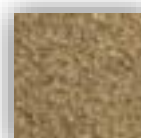
Red



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'

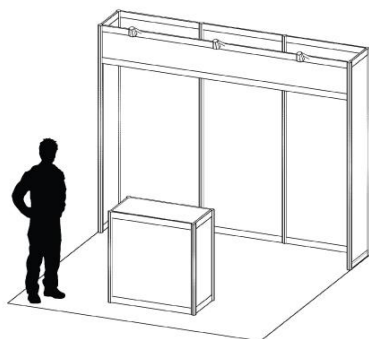
What's included?

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.

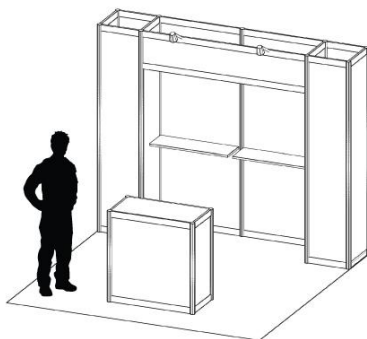
Order Deadline

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

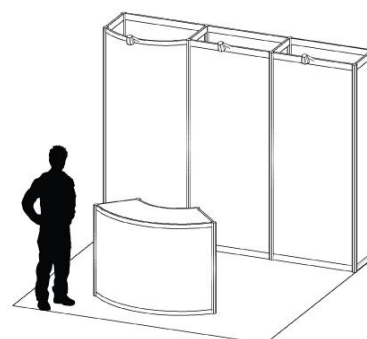
MODEL 100



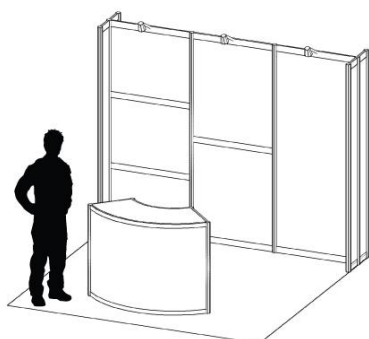
MODEL 105



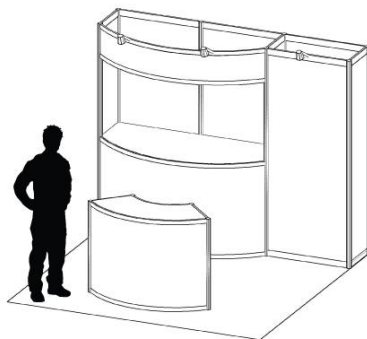
MODEL 110



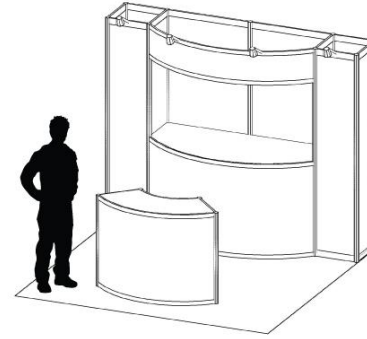
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 20'

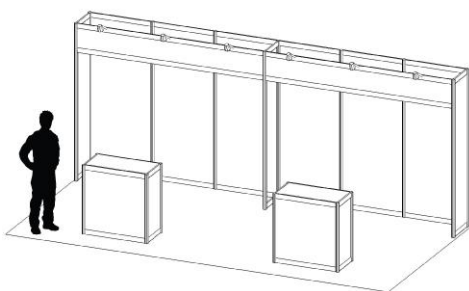
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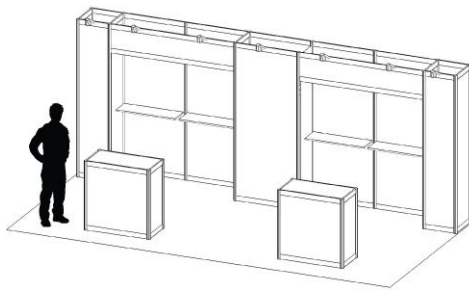
Order Deadline

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

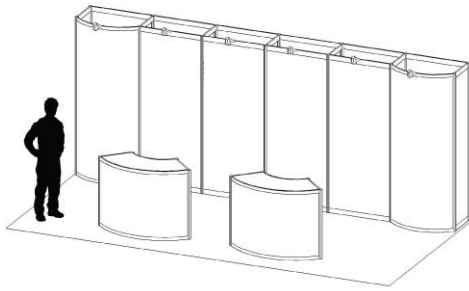
MODEL 100



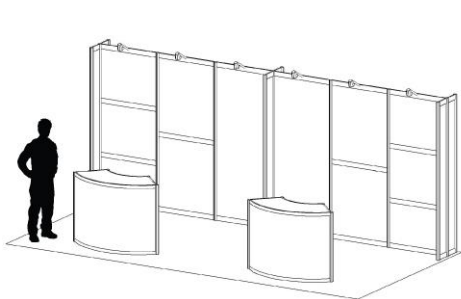
MODEL 105



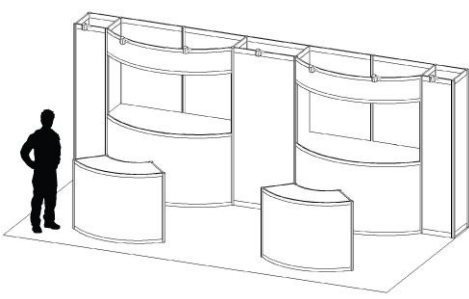
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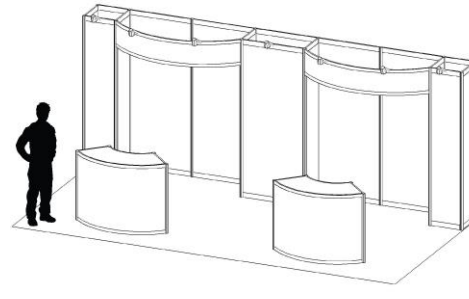
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20' X 20'

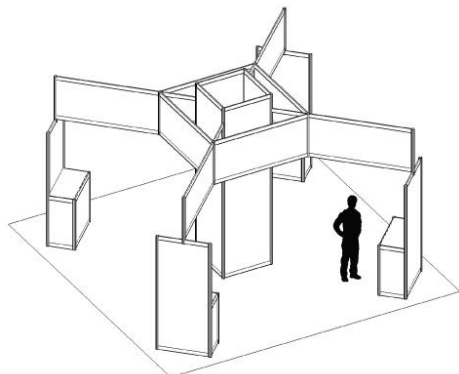
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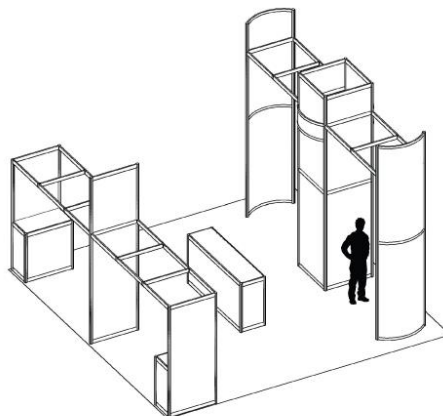
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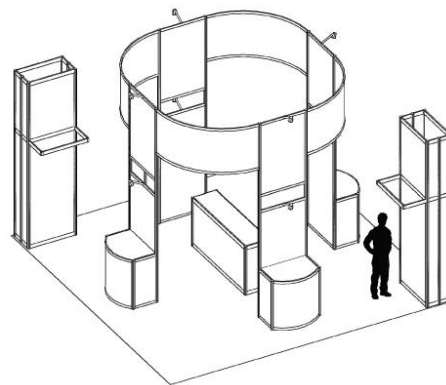
MODEL 100



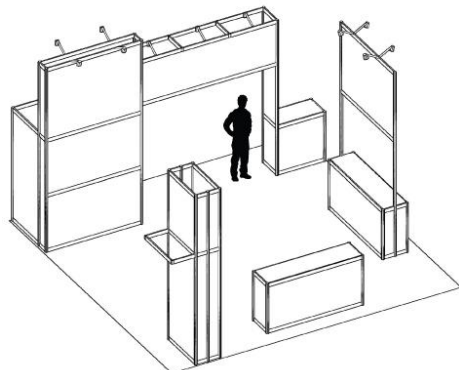
MODEL 105



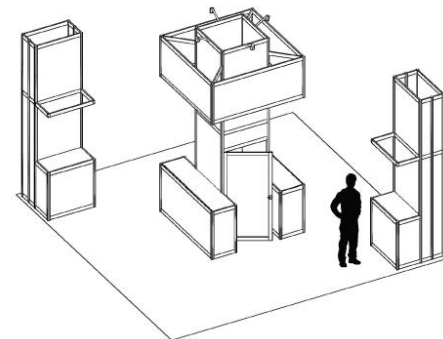
MODEL 110



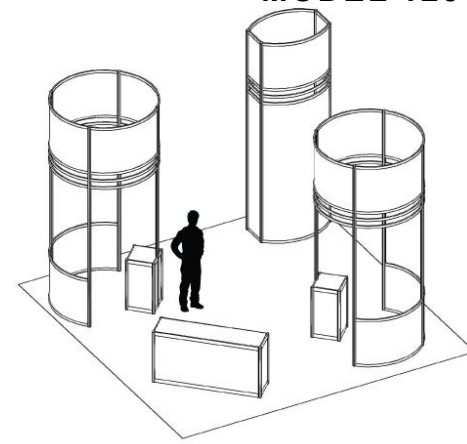
MODEL 115



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_____		x \$14.80	\$19.30	= \$_____
L W				
Banner Double Sided_____ x _____ = _____ sq ft_____		x \$22.20	\$28.95	= \$_____
L W				

Please note:

- All sign/banner orders must be placed 14days prior to the 1st day of exhibitor move in.
- Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document.
- The submission of digital files is required with all graphic orders, please 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.

PREFERRED FILE FORMAT

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

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

COLOR & RESOLUTION

Resolution

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

Color

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

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

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

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

MATERIAL HANDLING RATES

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

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

EXHIBIT HALL DIRECT SHIPMENTS

- | | | |
|---------------------------------------------------------|-------------------|------------------------|
| • Placement of materials at your booth | CWT Charge | 200 lb. Minimum |
| • Removal & return of empty containers | \$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

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

LATE FREIGHT

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

OVERTIME

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

SMALL PACKAGE/SHIPMENT RATE

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

EMPTY CONTAINERS

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

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

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

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

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

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: Jan. 27 – Feb. 27

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

To: Exhibiting Company Name / Booth #

For: Des Moines Home & Outdoor Living

Hubbell/Tyner

c/o YRC/STP

5337 NE 22nd Street

Des Moines, IA 50313

Direct Shipments:

Receiving Dates and Times: March 7-8

To: Exhibiting Company Name / Booth #

For: Des Moines Home & Outdoor Living

c/o Hubbell/Tyner

Iowa Events Center-HyVee Hall

730 Third Street

Des Moines, IA 50309

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

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

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

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

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

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

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

Late Freight (200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

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

Overtime Freight (200 lb. Minimum Handling Charge)

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

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

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____ Booth # _____

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

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

Overtime

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight

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

Outbound Freight

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

Late Freight

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

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

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

Return Shipping

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk.

Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

Outbound Shipping Information

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

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Feb. 27, 2018

Des Moines Home & Outdoor Living 2018

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

c/o: YRCW/STP
5337 NE 22nd Street
Des Moines, IA 50313

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Advance Shipment * late warehouse charges apply after: Feb. 27, 2018

Des Moines Home & Outdoor Living 2018

To: **HUBBELL/TYNER**
EXPOSITION SERVICES

c/o: YRCW/STP
5337 NE 22nd Street
Des Moines, IA 50313

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Direct Shipment * Shipments will not be received before March 7, 2018
Des Moines Home & Outdoor Living 2018

To: Iowa Events Center- HyVee Hall

c/o: Hubbell/Tyner
730 Third Street
Des Moines, IA 50309

D

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 7, 2018
Des Moines Home & Outdoor Living 2018

To: Iowa Events Center- HyVee Hall

c/o: Hubbell/Tyner
730 Third Street
Des Moines, IA 50309

D

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 SCHEDULE

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

LABOR SUPERVISION OPTIONS (please check one)

☐ **Exhibitor Supervision**

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

Representative Name/Company: _____

Cell Phone #: _____

☐ **Hubbell/Tyner Supervision**

Work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of the total bill for this service. In order for Hubbell/Tyner to perform the work without the exhibitor's 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

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.

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 # _____

BOOTH CLEANING

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

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service

Vacuuming

Area

x

Price

\$0.43 / sq ft

x

Days

=

Extended

\$

Total Estimated Booth Cleaning \$ _____

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

Exhibiting Company _____ Booth # _____

***FOR ELECTRICAL AND INTERNET SERVICES, PLEASE USE THE LINK BELOW
FOR THE IOWA EVENTS CENTER.**

<http://www.iowaeventscenter.com/CONVENTION%E2%80%90CENTER/EXHIBIT>



This document is to be completed by a purchaser when claiming exemption from sales/use tax.

Certificates are valid for up to three years. *Seller:* Keep this certificate in your files.

Purchaser: Keep a copy of this certificate for your records. Do not send to the Iowa Department of Revenue.

Purchaser Name		
Address		
City	State	ZIP
General Nature of Business		
Telephone Number		

Purchaser is doing business as a:

- ☐ Retailer
Sales Tax Permit No. (if required): _____
- ☐ Retailer Car Dealer DOT No.: _____
- ☐ Wholesaler ☐ Farmer ☐ Lessor
- ☐ Manufacturer ☐ Nonprofit Hospital
- ☐ Private Nonprofit Educational Institution
- ☐ Governmental Agency including public schools
- ☐ Qualifying Residential Care Facility
- ☐ Non-Profit Museum ☐ Other: _____

Seller Name		
Address		
City	State	ZIP

Purchaser is claiming exemption for the following reason:

- ☐ Resale ☐ Leasing ☐ Processing
- ☐ Qualifying Farm Machinery/Equipment
- ☐ Qualifying Manufacturing Machinery/Equipment
- ☐ Qualifying Replacement Parts ☐ Qualifying Computer
- ☐ Pollution Control Equipment ☐ Recycling Equipment
- ☐ Research and Development Equipment
- ☐ Direct Pay (permit no. required): _____
- ☐ Other: _____

Description of Purchase: Attach additional information if necessary. _____

Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser: _____ Title: _____ Date: _____

31-014a (07/22/14)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed. The certificate must be complete to be accepted by the seller. The seller can accept an exemption certificate only on property that is qualified (see the exemptions below) or based on the nature of the buyer. If property or services purchased for resale or processing are used or disposed of by the purchaser in a nonexempt manner, the purchaser is then responsible for the tax.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. **The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit.** Retailers with a sales tax permit number must enter it in the space provided.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail; chemicals, solvents, sorbents, or reagents used, consumed, dissipated, or depleted in processing personal property intended to be sold ultimately at retail; fuel used to create heat, power, or steam for processing or used to generate electric current; and chemicals used in the production of free newspapers and shoppers guides.

Qualifying Farm Machinery/Equipment: The item must be directly and primarily used in agricultural production; and must be one of the following:

1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock production
6. a replacement part for 1, 2, 3, 4, 5, 8, 9
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production, if attached to or towed by a self-propelled implement.

Qualifying Manufacturing Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer
- directly and primarily used in processing tangible personal property or certain other research activities
- certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution
- certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller **must** enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt.

NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.

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