
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 Holiday Boutique Show 2017**. 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,

Bret Bubany

Exhibitor Service Representative
651-280-4926 | Direct
651-917-2658 | Fax
bbubany@hubbelltyner.com

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

[HTTP://WWW.IOWAEVENTSCENTER.COM/CONVENTION-CENTER/EXHIBIT](http://www.iowaeventscenter.com/convention-center/exhibit)

EVENT DETAILS

HUBBELL/TYNER EXHIBITOR SERVICES

Bret Bubany	2110 Old Highway 8 NW
Phone 651-280-4926	New Brighton, MN 55112
Fax 651-917-2658	
Email bbubany@hubbelltyner.com	

EXHIBIT BOOTH DESCRIPTION

Each 8' x 10' Booth Includes:

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

Each Bulk Space Booth Includes:

Perimeter Marking
 Booth Number Floor Marked



Drape Colors – Black

Carpet Colors – Exhibit Space has existing facility carpet.

EXHIBITOR SCHEDULE

Exhibitor Move In:	Wednesday	November 1, 2017	12:00 pm
*Please refer to the structured move-in schedule located at the back of the service kit.			
Event Hours:	Friday	November 3, 2017	10:00 am – 9:00 pm
	Saturday	November 4, 2017	10:00 am – 9:00 pm
	Sunday	November 5, 2017	10:00 am – 5:00 pm
Exhibitor Move Out:	Sunday	November 5, 2017	5:00 pm – 11:59 pm
	Monday	November 6, 2017	8:00 am – 12:00 pm
Carrier Check-in:	Sunday	November 5, 2017	5:00 pm – 7:00 pm
	Monday	November 6, 2017	8:00 am – 9:00 am

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

MATERIAL HANDLING

Advance to Warehouse: (Oct. 4 – Oct. 27)

TO: (Exhibiting Company Name and Booth #)
 FOR: Des Moines Holiday Boutique Show 2017
 Hubbell/Tyner
 c/o YRC Freight
 5337 NE 22nd Street
 Des Moines, IA 50313

Direct to Show Site: (Nov. 1 – Nov. 2)

TO: (Exhibiting Company Name and Booth #)
 FOR: Des Moines Holiday Boutique Show 2017
 Hubbell/Tyner
 Iowa Events Center
 730 3rd 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 Oct. 24
- Advance Freight Receiving Oct. 4 – Oct. 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: bbubany@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.....	\$ _____
Booth Package.....	\$ _____
Executive Furnishings.....	\$ _____
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 #10679)**

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 Holiday Boutique Show 2017. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after October 24, 2017. All orders received after October 24 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: **October 24th or Earlier**

Standard Rate: **October 25th 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 Draper Easel

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Extended
Plastic Side Chair	_____ x	\$34.25	\$44.50 =	\$_____
Padded Side Chair.....	_____ x	\$60.51	\$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	\$15.50	\$18.00 =	\$_____
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



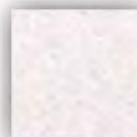
Soft Ivory



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'

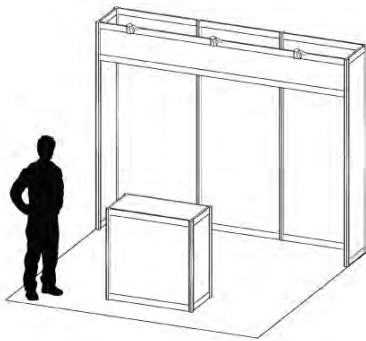
What's included?

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.

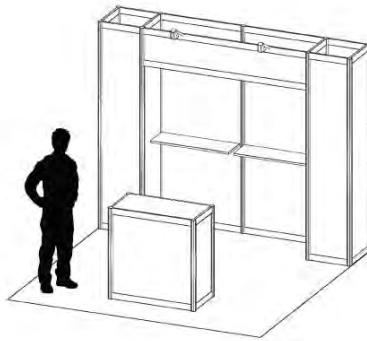
Order Deadline

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

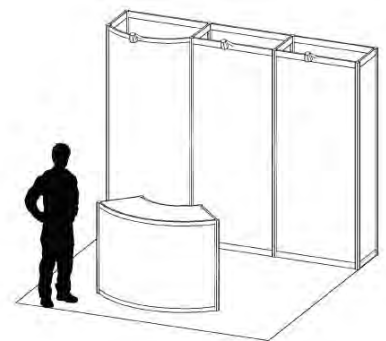
MODEL 100



MODEL 105



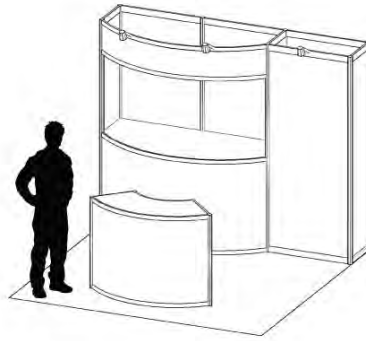
MODEL 110



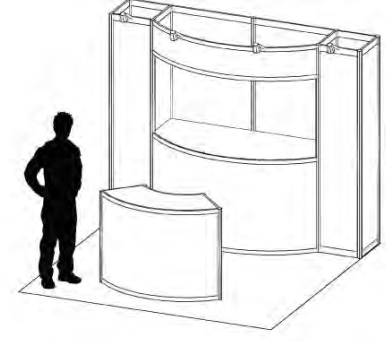
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10' X 20'

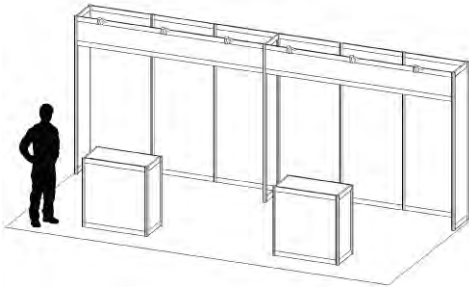
What's included?

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

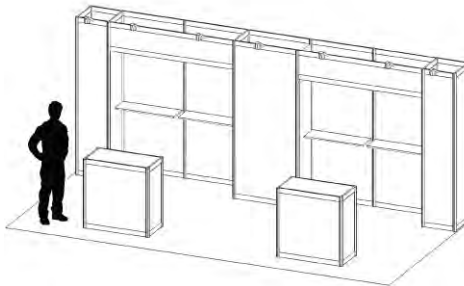
Order Deadline

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

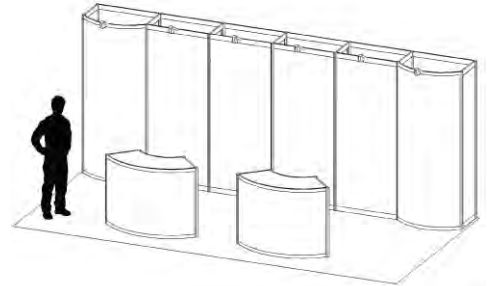
MODEL 100



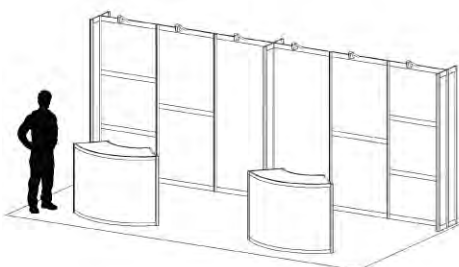
MODEL 105



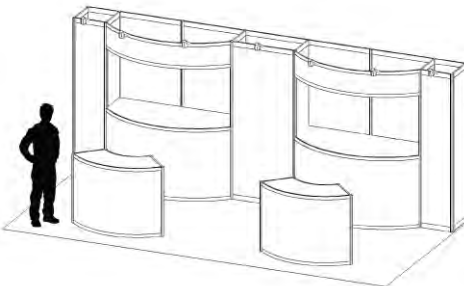
MODEL 110



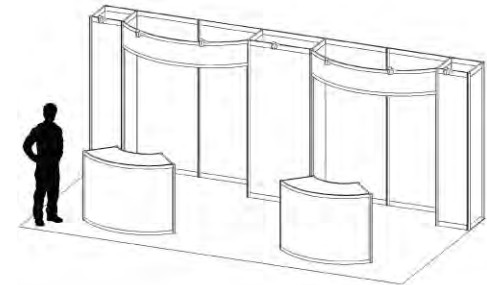
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20’ X 20’

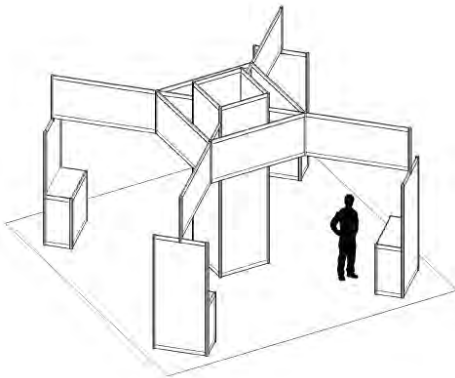
What’s included?

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

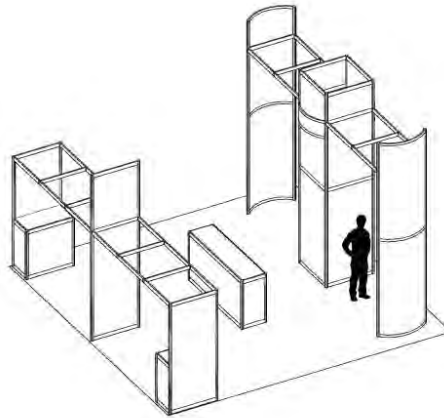
Order Deadline

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

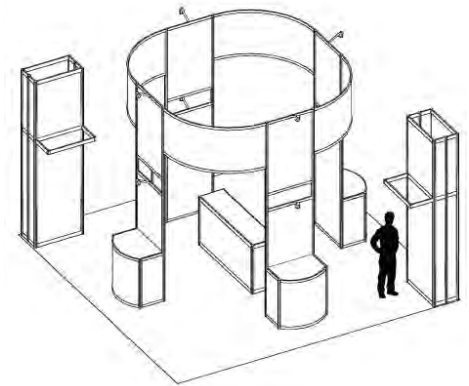
MODEL 100



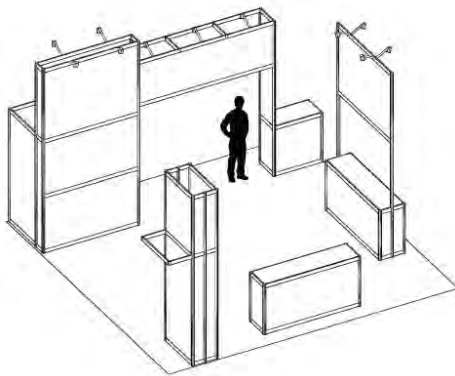
MODEL 105



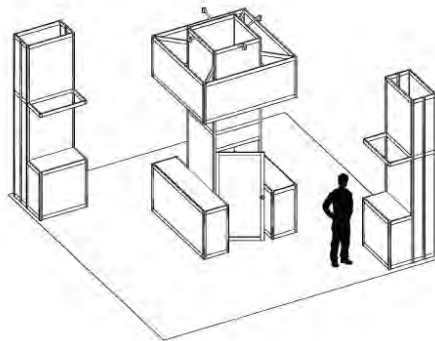
MODEL 110



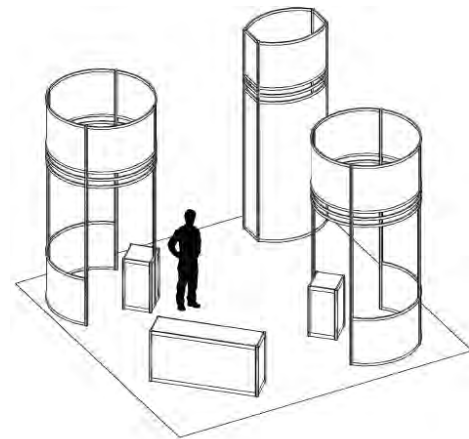
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____

Booth # _____

RENTAL EXHIBITS

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

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

Total Estimated Rental Displays \$ _____

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

Exhibiting Company _____ **Booth #** _____

SIGNS & BANNERS

STANDARD SIZE SIGNS

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

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

CUSTOM SIZE SIGNS

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

BANNERS

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

Please note:

- All sign/banner orders must be placed 14 days prior to the 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
	\$27.25	\$54.50
• Late freight is an additional charge to the appropriate drayage rate		

OVERTIME

• Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays	CWT Charge	200 lb. Minimum
	\$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
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EMPTY CONTAINERS

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

\$21.00 / each – Any fiber case, box or carton

\$46.00 / 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: Oct. 4 – Oct. 27
 Receiving hours: Mon – Friday 8:00am – 4:00pm
To: Exhibiting Company Name / Booth #
For: Des Moines Holiday Boutique Show 2017
 Hubbell/Tyner
 c/o YRC/STP
 5337 NE 22nd Street
 Des Moines, IA 50313

Direct Shipments:

Receiving Dates and Times: Nov. 1 -2, 2017 8am – 4pm
To: Exhibiting Company Name / Booth #
For: Des Moines Holiday Boutique Show 2017
 c/o Hubbell/Tyner
 Iowa Events Center
 730 3rd Street
 Des Moines, IA 50309

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

<p>Warehouse Advance Shipments (*200 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$81.00 per 100 lbs = _____</p>
<p>Exhibit Hall Direct Shipments (*200 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$78.00 per 100 lbs = _____</p>
<p>Uncrated or Specialized Carrier Shipments Direct (*300 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$122.00 per 100 lbs = _____</p>
<p>Late Freight (200 lb. Minimum Handling Charge) Freight received at Advance warehouse after advance deadline Shipment Weight _____ ÷ *100 = _____ x \$27.25 per 100 lbs = _____</p>
<p>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 = _____</p>

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____ Booth # _____

MATERIAL HANDLING INFORMATION

Freezable/Controlled Environment Shipments

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: Oct. 27, 2017

Des Moines Holiday Boutique Show 2017

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

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: Oct. 27, 2017

Des Moines Holiday Boutique Show 2017

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

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 Nov. 1, 2017

Des Moines Holiday Boutique Show 2017

To: Iowa Events Center

**c/o: Hubbell/Tyner
730 3rd Street
Des Moines, IA 50309**



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 Nov. 1, 2017

Des Moines Holiday Boutique Show 2017

To: Iowa Events Center

**c/o: Hubbell/Tyner
730 3rd Street
Des Moines, IA 50309**



Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

LIMITS OF LIABILITY

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

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 SCHEDULE

	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 present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

OUTBOUND FREIGHT

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

Ship To: _____

Bill To: _____

IMPORTANT INFORMATION

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

Total Estimated Labor \$ _____

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

Exhibiting Company _____ **Booth #** _____

BOOTH CLEANING

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

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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

Total Estimated Booth Cleaning \$ _____

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

Exhibiting Company _____ Booth # _____

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 #** _____



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

Seller Name, Address, City, State, ZIP

Purchaser is claiming exemption for the following reason:

- Purchaser is doing business as a:
Retailer
Retailer Car Dealer
Wholesaler
Manufacturer
Private Nonprofit Educational Institution
Governmental Agency including public schools
Qualifying Residential Care Facility
Non-Profit Museum
Other

- Resale
Leasing
Processing
Qualifying Farm Machinery/Equipment
Qualifying Manufacturing Machinery/Equipment
Qualifying Replacement Parts
Pollution Control Equipment
Research and Development Equipment
Direct Pay
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.

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.

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.

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.

MOVE IN SCHEDULE

**Des Moines Holiday
 Boutique 2017**
 Facility: Iowa Event Center
 Room: Grand Ballroom
 Show Date: November 3-5, 2017

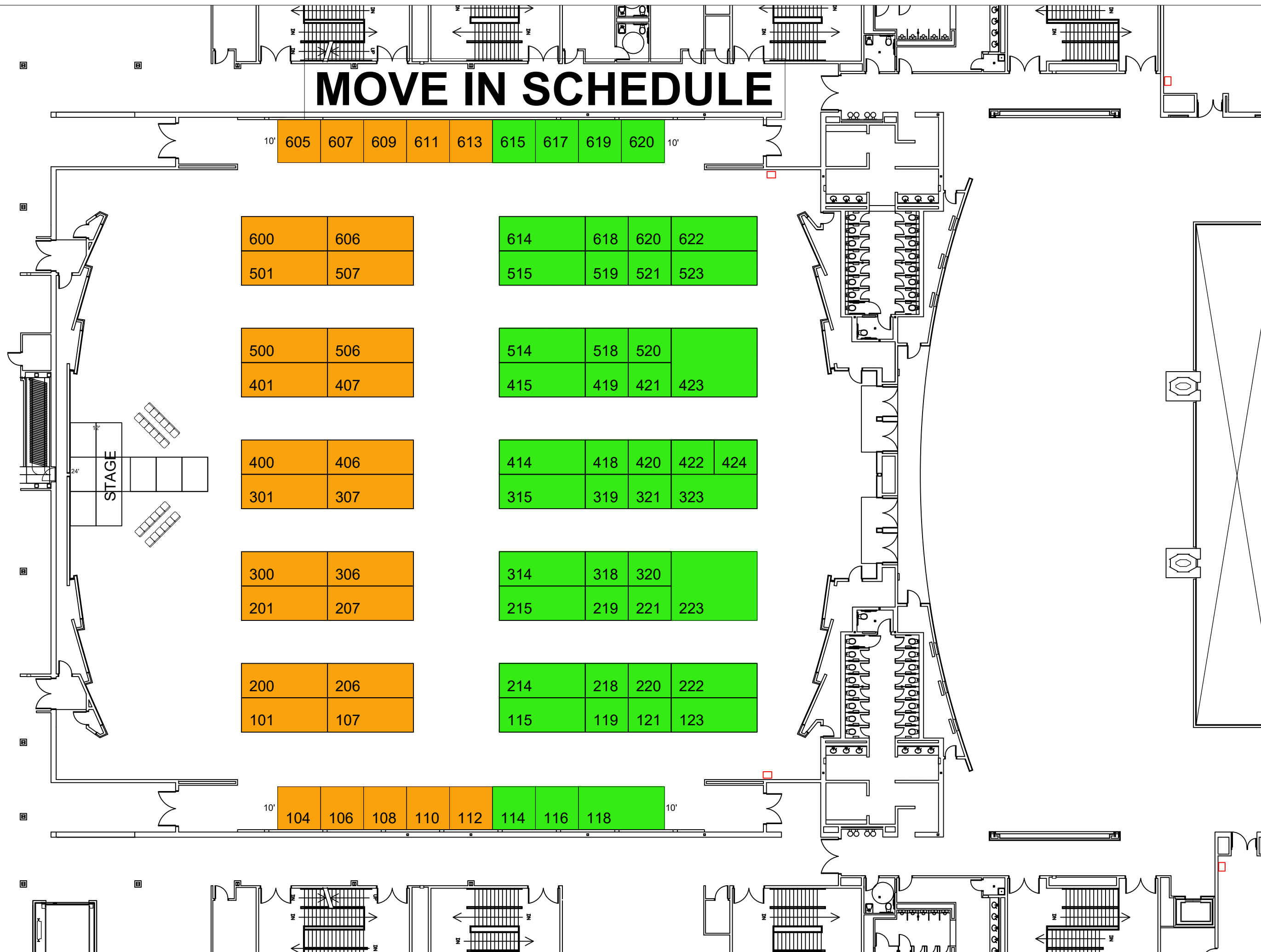
Show ID: 9242
 Job #: 10679
 Account Executive:
 Dwayne Hendricks
 Drawn By: Brad Stulc
 Revision Date: 9/18/2017
 Revision # 12
 Scale: Not to Scale

Note:
 All Booths are 8' Deep x 10'
 Wide Unless Otherwise Noted

MOVE IN SCHEDULE

- Wednesday Noon - 8pm
- Thursday 8am - 8pm

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 Iowa Event Center to verify all dimensions and locations.



MOVE IN SCHEDULE

**Des Moines Holiday
 Boutique 2017**
 Facility: Iowa Event Center
 Room: Concourse
 Show Date: November 3-5, 2017

Show ID: 9242
 Job #: 10679
 Account Executive:
 Dwayne Hendricks
 Drawn By: Brad Stulc
 Revision Date: 9/18/2017
 Revision # 12
 Not to Scale

Note:
 All Booths are 8' Deep x 10'
 Wide Unless Otherwise Noted

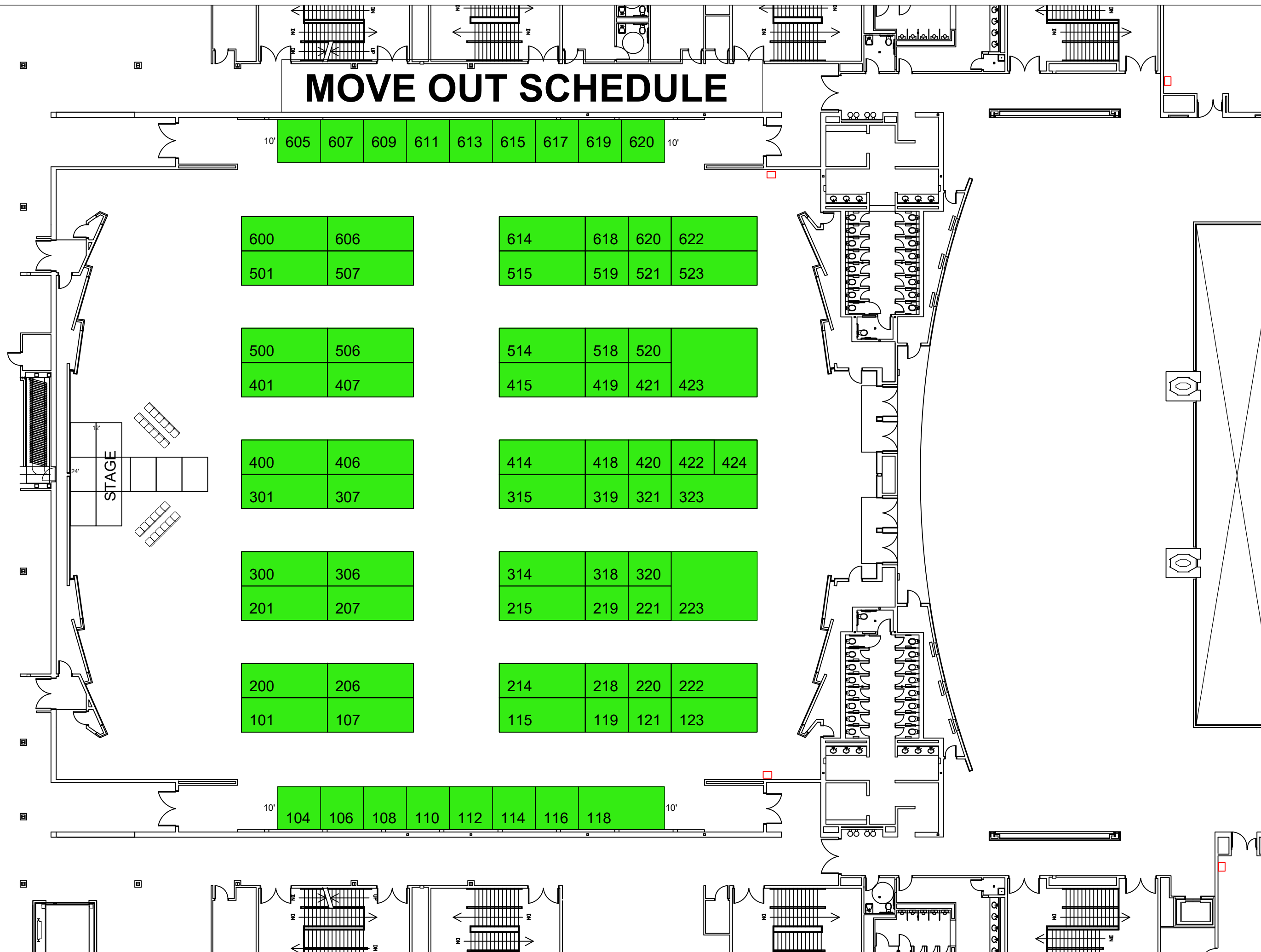
MOVE IN SCHEDULE

- Wednesday Noon - 8pm**
- Thursday 8am - 8pm**
- Thursday Noon - 8pm**

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 Iowa Event Center to verify all dimensions and locations.



MOVE OUT SCHEDULE



**Des Moines Holiday
 Boutique 2017**
 Facility: Iowa Event Center
 Room: Grand Ballroom
 Show Date: November 3-5, 2017

Show ID: 9242
 Job #: 10679
 Account Executive:
 Dwayne Hendricks
 Drawn By: Brad Stulc
 Revision Date: 9/18/2017
 Revision # 12
 Scale: Not to Scale

Note:
 All Booths are 8' Deep x 10'
 Wide Unless Otherwise Noted

MOVE OUT SCHEDULE

■ Sunday 5pm - Midnight

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 Iowa Event Center to verify all dimensions and locations.

MOVE OUT SCHEDULE

**Des Moines Holiday
 Boutique 2017**
 Facility: Iowa Event Center
 Room: Concourse
 Show Date: November 3-5, 2017

Show ID: 9242
 Job #: 10679
 Account Executive:
 Dwayne Hendricks
 Drawn By: Brad Stulc
 Revision Date: 9/18/2017
 Revision # 12
 Not to Scale

Note:
 All Booths are 8' Deep x 10'
 Wide Unless Otherwise Noted

MOVE OUT SCHEDULE
 Sunday 5pm - Midnight

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 Iowa Event Center to verify all dimensions and locations.

