



6950 France Avenue South
Suite 18
Minneapolis, MN 55435

Phone: 952.925.9731
Toll Free: 888.213.0949
Fax: 952.925.4245
www.insalonpro.com

August 29, 2014

Dear INSalon2014 Exhibitor,

Thank you for participating as an exhibitor at INSalon Inspiring Vision. Your involvement and support to the cosmetology industry and the Salon and Spa Professional Association is truly appreciated.

Enclosed with this letter is the following:

- A copy of your exhibitor contract
- Floor plan with your exhibit(s) highlighted
- Proof of current insurance coverage notice (if you have not already submitted)
- MN Department of Revenue form ST19 (must be completed and sent to our office)
- Minneapolis Marriott NW– lodging information. Help us fill our block, reserve now!
- SSPA Education Fund Silent Auction Donation Request

The entire 'Exhibitor Service Manual' which includes forms for registering exhibit personnel and ordering electricity is available on our website at <http://www.sspatoday.com/insalon-exhibitor-page>. If you need a copy mailed to you please call our office at 952.925.9731.

Show management recommends that you pre-order what you need from Hubbell/Tyner Tradeshow Specialists to take advantage of pre-show prices and to ensure that you have what you need for your move-in on Saturday. Hubbell/Tyner will only be on site on Saturday until 3:00 p.m. They will not be available again until 7:00 a.m. on Sunday morning.

Move-in and move-out at the Minneapolis Marriott NW is limited to the docks and the Ballroom load-in area located on the I694 side of the conference center. Loading in through the Conference Center entrance is limited to small loads that can be carried. Please bring your own cart or dolly, as carts and dollies are not available. Material which requires the use of wheeled or mechanical equipment must be delivered to the exhibit floor through the loading docks or I694 load-in area. If you need assistance with your move-in and move-out please contact Hubbell/Tyner.

In addition to the INSalon2014 exhibit hall and educational classrooms there will be two ways to support the SSPA Education Fund (see the enclosed letter asking for a silent auction donation). After the show on Saturday please join the fun at our 90th Birthday Bash 'Speakeasy Prohibition Party – Breaking all the Rules' a night of entertainment, dancing and fun! All INSalon attendees, exhibitors, family and friends are welcome. A \$5 door charge will also support the SSPA Education Fund.

If you have any questions please call our office at 952-925-9731, toll free 1-888-213-0949 or email susan@sspatoday.com.

Sincerely,

Susan Brinkhaus, CAE
Executive Director



IMPORTANT!

PROOF OF CURRENT INSURANCE COVERAGE

Proof of current insurance is required from ALL occupants of contracted exhibit space. Exhibitors are required to list INsalon/Salon & Spa Professional Association, Inc. as certificate holder and additional insured. **Please see #8 on General Exhibit Contract Regulations.**

SUBLETING OF ASSIGNED SPACE

“No exhibitor shall assign or sublet or share any part of its assigned space without the consent of Show Management in writing.” **Please see #5 on General Rules and Regulations. Please note: Proof of insurance is required from ALL Occupants of contracted exhibit space.**

MN Sales Tax Form ST19

Exhibitors **MUST** complete MN Department of Revenue Form ST19 Operator Certificate of Compliance as evidence of a valid MN tax ID number.

ALL of these items MUST be received in the INsalon Show Management office by September 25, 2014.

Mail to: INsalon/SSPA

6950 France Avenue South

Suite 18

Edina, MN 55435

Fax to: 952.925.4245



IMPORTANT INSALON EXHIBITOR ON-SITE INFORMATION

BADGE PICKUP AND CHECK IN HOURS:

- Saturday, October 18, 2014
10AM-1PM
- Sunday, October 19, 2014
7:00AM-8:00AM
10:30AM-5PM

EXHIBITOR BADGE PICKUP OR PRINTING WILL NOT BE AVAILABLE FROM 8:00AM-10:30AM ON SUNDAY

The official contact person or at least one representative from your company **MUST** check in to receive important information about exhibiting. It is important that you and/or your workers pick up badges during the specified hours listed above.

Any changes or additions to your worker lists **MUST** be made during the pickup time on Saturday by your official contact person. Please expect delays if changes and/or additions are made on Sunday.

Because all of our personnel will be devoted to attendee registration during the Sunday morning rush, exhibitor badge pickup will not be available from 8:00am-10:30am. Please let your workers know that if they arrive for their badge during this time they will have to wait to be served.

EXHIBIT SET UP HOURS:

- Saturday, October 18, 2014
10AM-2PM

Setting up of exhibits and removal of all boxes, crates, etc. must be completed by 2:00 pm on Saturday, October 18, 2014. INSalon Show Management strongly recommends that shipping of exhibits and product be done through the INSalon official contracted tradeshow specialist company. These shipments will have first priority at the loading dock. Please see the delivery section of the Exhibitor Service Manual. **Exhibitors will not be allowed to set-up until the tradeshow specialist has completed the show floor. If you arrive early you will have to wait.**

REMINDER - General Exhibit Contract Regulations.

Item #4. HOURS OF EXHIBIT/EARLY EXIT Exhibitor agrees to keep its exhibit open and staffed at all times during the Show hours of Saturday, October 18, 2014 3:00pm to 8:00pm and Sunday, October 18, 2014 9:00am to 5:00pm. Show Management reserves the right to adjust show hours. **THIS IS A TWO DAY SHOW.** The early exit of any contracted space by an exhibitor will be deemed as breach of contract and will incur a \$150 early exit fee per space for each full or partial day's absence, charged to your credit card on file.

Item #13. EXHIBITS MOVE IN, MOVE OUT No exhibit will be allowed into or out of the Hall without an official clearance from Show Management. The Exhibitor must make its own arrangements for transportation of exhibits and packing material. Show Management cannot accept or sign for exhibits on behalf of the Exhibitor. Set up of the exhibit with removal of all boxes and crates must be completed by 2:00 pm Saturday, October 18, 2014. Exhibit dismantling or property removal from the Show floor may not begin until 5:00 pm Sunday, October 19, 2014. Exhibitor agrees to return the Show space in as good and clean an order and condition as it was when delivered to the Exhibitor. Exhibitors will pay the cost of repairing any damage caused to the Hall facility by the Exhibitor and/or its contractors. Any property remaining after the last day designated for removal by Show Management may be held or otherwise disposed of by Show Management or Hall Management at the Exhibitor's expense.

We look forward to seeing you at INSalon2014 Inspiring Vision!

HOTEL RESERVATIONS



Minneapolis Marriott NW
7025 Northland Drive, N.
Minneapolis, MN 55428
(North Metro)

763.536.8300

\$119 suite by 10/1/14

Ask for the INsalon Room Block

For online reservations go to www.insalonpro.com

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Minneapolis, MN 55428
(North Metro)

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EXHIBIT PERSONNEL REGISTRATION

EXHIBIT WORKER PASSES - Worker passes will be based on the number of exhibit spaces rented and exhibit activity, and are to be used only by those manning the exhibit.

- Three (3) *free* worker passes per contracted space
- One (1) free model pass for in-exhibit demonstrations
- Additional passes can be purchased allowing for a two-day access at \$55.00 each.
- Passes will be issued only upon submission of the names of working personnel.
- Each worker must be prepared to show identification when picking up his/her badge at registration.
- Passes will not be mailed prior to the show.
- Only the official contact on the signed contract or the pre-designated on site contact will be allowed to negotiate changes in workers
- registration and must do so in person at the exhibitor check-in desk.
- INsalon reserves the right to charge a \$5 on-site print fee for any names not on this list or for reissues.
- **The deadline for this completed list is October 6, 2014**

COMPANY NAME: _____

EXHIBIT NUMBER/S: _____

OFFICIAL CONTACT PERSON: (If you need a worker pass, you must also put your name on the list)

Printed Name _____ Signature _____

Phone _____ Cell _____

LIST ALL WORKERS (INCLUDING YOURSELF IF YOU NEED ONE) BY DAY: SUNDAY OR MONDAY OR BOTH
PLEASE TYPE OR PRINT CLEARLY

SATURDAY, OCTOBER 18	SUNDAY, OCTOBER 19
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

PAYMENT FOR ADDITIONAL WORKER PASSES (\$55 EACH) MUST BE ENCLOSED WITH THIS REGISTRATION.

Credit Card Holder Name _____

Address _____ City _____ State _____ ZIP _____

CC # _____ Exp Date _____ Vcode _____ Visa/MC/Disc/Amex

Cc Holder Signature _____ Payment Amount _____

MAIL TO: INsalon2014
 Exhibitor Personnel
 6950 France Avenue S., Suite 18
 Edina, MN 55435

Tel: 952-925-9731



Exhibit # _____

REQUEST FOR MODEL PASS

Exhibitor Company Name _____

Address _____

City/State/Zip _____

Work Phone _____

Contact Person (Please Print) _____

Signature _____

SATURDAY Name of model _____

SUNDAY Name of model _____

_____ I will inform the models that a 'Model Release Form' must be signed when checking in at the show.

_____ If models are under the age of 18 a Parental Consent Form must also be completed.

Booth Demonstration Summary _____

Number of demonstrations per day _____

Additional model passes may be purchased for \$55.00 each. List these models below. Your credit card on file will be charged.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

THE DEADLINE TO REQUEST MODEL PASSES IS SEPTEMBER 25, 2014



Operator Certificate of Compliance

Instructions

This form can be filled in onscreen.

Before completing this certificate. **Person selling at event:** Complete this certificate and give it to the **Operator/organizer of event:** Keep this certificate for your records. Place the cursor in a field and click to start typing. Move from field to field using the tab key. To close this window, click the **Close** button.

Selling at event		Minnesota tax ID number	
City	State	Zip code	
Event			

Merchandise sold

Describe the type of merchandise you plan to sell.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

I am selling only nontaxable items.

I am not making any sales at the event.

I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller	Print name here
Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.taxes.state.mn.us**.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **www.taxes.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

Welcome

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 INsalon2014. 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.



Mike Marigold

Exhibitor Service Representative
651-280-4928 | Direct
651-917-2658 | Fax
mmarigold@hubbelltyner.com

Event Information

Booth Equipment

Each 8' x 10' Booth will consist of:
 8' high back drape (White)
 3' high side drape (Black)
 (1) Identification Sign (7" x 44")

Show Colors

Drape: Black and White
 Carpet: The Marriott Minneapolis NW is carpeted.

Discount Price Deadlines

Wednesday, October 8, 2014

Advance Freight Receiving Deadline

Monday, October 13, 2014



Event Schedule

Exhibitor Move In

Saturday, October 18 10:00 am - 2:00 pm

Exhibit Hours

Saturday, October 18 3:00 pm - 8:00 pm
 Sunday, October 19 9:00 am - 5:00 pm

Exhibitor Move Out

Sunday, October 19 5:01 pm - 8:00 pm

Exhibitor Information

The information below must be included with all orders.
 Fax to: 651-917-2658

Company Name			Booth #
Street Address			
City	State	Zip	Country
Contact Name		Email Address	
Telephone		Fax	

Recap of Orders

Important Information

Payment in full must accompany your order to qualify for discount rates.

Orders received without payment will not be processed.

Please complete your order summary below along with payment information and return to Hubbell/Tyner via fax.

Services Ordered

Taxable Services

Furnishings & Accessories.....	\$
Tables.....	\$
Floor Covering.....	\$
Booth Package.....	\$
Executive Furnishings.....	\$
Rental Displays.....	\$
Booth Cleaning.....	\$
7.275% 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).....	\$
Method of Payment	Grand Total.....
<input type="checkbox"/> Company Check	\$





Make Checks Payable to Hubbell/Tyner

Mail to: Hubbell/Tyner

2110 Old Hwy 8

New Brighton, MN 55112

Please reference the 4-Digit code in the bottom right corner of this page on all check payments made.

Exhibiting Company:		Booth #:	
Account Number:			
Card Type: <input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Card Holder Name:		Ex Date:	CCID #:
Card Holder Signature:			
Card Billing Address:			
City/State/Zip:		Phone #:	

Please include the exhibitor information page with all orders.

Third Party Payment Authorization

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.

EXHIBITING COMPANY INFORMATION

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

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

THIRD PARTY COMPANY INFORMATION

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

THIRD PARTY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

SERVICES TO BE CHARGED TO THIRD PARTY

- All H/T Services
- Booth Furnishings
- Material Handling
- Booth Labor
- Other _____

Hubbell/Tyner must be notified of a Third Party Payment 14 days prior to exhibitor move in

Furnishings & Accessories

- A. Plastic Side Chair
- B. Padded Side Chair
- C. Padded Arm Chair
- D. High Stool
- E. Posterboard
- F. Showcase
- G. Wastebasket
- H. Easel
- I. Chrome Bag Holder
- J. Chrome Stanchion
- K. 8' Velour Rope
- L. Literature Rack
- M. Sales Counter
- N. 4' Table Riser
- O. 6' Table Riser
- P. 8' Table Riser
- Q. 8' High Drape
- R. 3' High Drape

A.



B.



C.



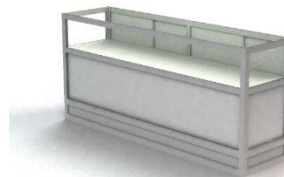
D.



E.



F.



G.



H.



I.



J/K.



L.



M.



N/O/P.



Q.



R.



Furnishings & Accessories

Furnishings & Accessories	Quantity	Discount	Standard	Extended
A. Plastic Side Chair.....	<input type="text"/> x	\$31.00	\$47.25 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$54.75	\$62.00 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$58.00	\$65.00 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$74.00	\$93.50 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$93.75	\$114.50 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$344.00	\$438.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$22.00	\$26.00 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$33.50	\$39.50 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$53.25	\$57.50 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$59.75	\$73.50 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$27.75	\$27.75 =	\$ <input type="text"/>
L. Literature Rack.....	<input type="text"/> x	\$81.25	\$95.50 =	\$ <input type="text"/>
M. Sales Counter w/graphics.....	<input type="text"/> x	\$299.50	\$330.25 =	\$ <input type="text"/>
Table Risers				
O. 4' Table Riser.....	<input type="text"/> x	\$48.25	\$57.75 =	\$ <input type="text"/>
P. 6' Table Riser.....	<input type="text"/> x	\$67.75	\$70.25 =	\$ <input type="text"/>
Q. 8' Table Riser.....	<input type="text"/> x	\$88.00	\$97.00 =	\$ <input type="text"/>
R. 8' High Masking Drape (p/ft).....	<input type="text"/> x	\$16.75	\$19.75 =	\$ <input type="text"/>
<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 <i>Drape color selection please check one</i>				
S. 3' High Masking Drape (p/ft).....	<input type="text"/> x	\$14.50	\$17.00 =	\$ <input type="text"/>
<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 <i>Drape color selection please check one</i>				
T. 8' Upright with Base.....	<input type="text"/> x	\$25.25	\$33.00 =	\$ <input type="text"/>
U. 6'-10' Crossbar.....	<input type="text"/> x	\$17.75	\$23.00 =	\$ <input type="text"/>

Total Estimated Furnishings & Accessories \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Tables

Skirted Tables

- A. 4' L x 24"W x 30"H
- B. 6' L x 24"W x 30"H
- C. 8' L x 24"W x 30"H

- D. 4' L x 24"W x 42"H
- E. 6' L x 24"W x 42"H
- F. 8' L x 24"W x 42"H

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



Unskirted Tables

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

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

Unskirted tables include a white vinyl top.



Pedestal Tables

- M. 18" H x 30" Round
- N. 30" H x 30" Round
- O. 42" H x 30" Round

- P. 30" H x 42" Round

- Q. 42" H x 30" Round Cover



Tables

30" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
A. 4' L x 24" W.....	<input type="text"/> x	\$104.50	\$123.50 =	\$ <input type="text"/>
B. 6' L x 24" W.....	<input type="text"/> x	\$118.00	\$139.75 =	\$ <input type="text"/>
C. 8' L x 24" W.....	<input type="text"/> x	\$133.75	\$158.00 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/> x	\$43.00	\$52.75 =	\$ <input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

42" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
D. 4' L x 24" W.....	<input type="text"/> x	\$116.00	\$137.00 =	\$ <input type="text"/>
E. 6' L x 24" W.....	<input type="text"/> x	\$130.25	\$153.25 =	\$ <input type="text"/>
F. 8' L x 24" W.....	<input type="text"/> x	\$141.75	\$167.00 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/> x	\$43.00	\$52.75 =	\$ <input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

30" High Unskirted	Quantity	Discount	Standard	Extended
G. 4' L x 24" W.....	<input type="text"/> x	\$44.75	\$52.25 =	\$ <input type="text"/>
H. 6' L x 24" W.....	<input type="text"/> x	\$48.00	\$56.75 =	\$ <input type="text"/>
I. 8' L x 24" W.....	<input type="text"/> x	\$53.50	\$63.00 =	\$ <input type="text"/>

42" High Unskirted	Quantity	Discount	Standard	Extended
J. 4' L x 24" W.....	<input type="text"/> x	\$48.00	\$56.75 =	\$ <input type="text"/>
K. 6' L x 24" W.....	<input type="text"/> x	\$53.25	\$63.00 =	\$ <input type="text"/>
L. 8' L x 24" W.....	<input type="text"/> x	\$59.00	\$69.25 =	\$ <input type="text"/>

Pedestal Tables	Quantity	Discount	Standard	Extended
M. 18"H x 30" Round.....	<input type="text"/> x	\$59.25	\$70.00 =	\$ <input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/> x	\$86.75	\$102.50 =	\$ <input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/> x	\$90.50	\$115.50 =	\$ <input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/> x	\$85.75	\$102.50 =	\$ <input type="text"/>
Q. 42"H x 30" Round – with black cover.....	<input type="text"/> x	\$120.50	\$156.75 =	\$ <input type="text"/>

Total Estimated Tables \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ **Booth #** _____

Floor Covering

Standard Carpet

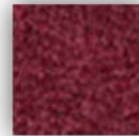
10 oz. nylon carpeting



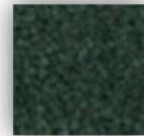
Black



Blue



Burgundy



Green



Grey



Red



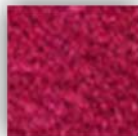
Tan



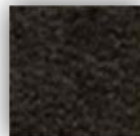
Teal

Premium Carpet

28 oz. nylon carpeting



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



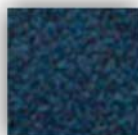
Gold



Green



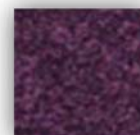
Ice



Navy



Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

Floor Covering

Standard Carpet (10oz. nylon)	Quantity	Discount	Standard	Extended
10' x 10'.....	<input type="text"/>	\$154.00	\$201.00 =	\$ <input type="text"/>
10' x 20'.....	<input type="text"/>	\$308.00	\$402.00 =	\$ <input type="text"/>
10' x 30'.....	<input type="text"/>	\$462.00	\$603.00 =	\$ <input type="text"/>
10' x 40'.....	<input type="text"/>	\$616.00	\$804.00 =	\$ <input type="text"/>

Standard Carpet – Custom Size (10oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$1.54 / sq ft	\$2.01/ sq ft =	\$ <input type="text"/>

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one (if carpet color is not selected, grey will be provided)

Premium Carpet (28oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$4.75	\$6.05 =	\$ <input type="text"/>

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

Carpet color selection please check one

- Premium carpet must be ordered 14 days prior to the first day of move in
- Once an order for premium carpet has been place it is subject to a 100% cancellation fee
- Premium carpet orders require a 100 square foot minimum
- Premium carpet orders come with protective covering

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$1.05	\$1.35 =	\$ <input type="text"/>

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.89	\$1.16 =	\$ <input type="text"/>

Total Estimated Floor Covering \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Booth Cleaning

Important Information

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

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)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended
Vacuuming.....	<input type="text"/>	\$0.41 / sq ft	<input type="text"/>	\$ <input type="text"/>

Total Estimated Booth Cleaning \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Booth Packages

Save up to 20% by ordering a booth package



	Discount	Standard	Extended
Package 1*.....	\$279.00	\$401.75	= \$ <input type="text"/>

~ Booth Carpet, 1 - 6' x 30" Skirted Table, 2 Padded Side Chairs, 1 Waste Basket

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

6' x 30" Table Skirt Selection

Black Blue Burgundy Gold Green Grey Purple Red Teal White

Skirt color selection please check one



	Discount	Standard	Extended
Package 2*.....	\$343.00	\$446.00	= \$ <input type="text"/>

~ Booth Carpet, 1 - 6' x 42" Skirted Table, 2 High Stools, 1 Waste Basket

Carpet Color Selection

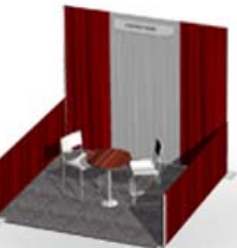
Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

6' x 42" Table Skirt Selection

Black Blue Burgundy Gold Green Grey Purple Red Teal White

Skirt color selection please check one



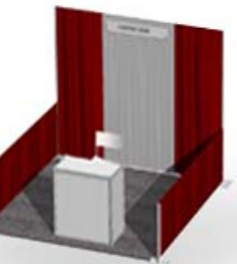
	Discount	Standard	Extended
Package 3*.....	\$282.00	\$365.00	= \$ <input type="text"/>

~ Booth Carpet, 1-30" high Pedestal Table, 2 Padded Side Chairs, 1 Waste Basket

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one



	Discount	Standard	Extended
Package 4*.....	\$495.00	\$620.00	= \$ <input type="text"/>

~ Booth Carpet, 1 Sales Counter with custom graphics, 1 High Stool, 1 Waste Basket

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

Note: A Hubbell/Tyner exhibitor services representative will touch base with you to discuss your sales counter graphic.

Total Estimated Booth Package \$

***Please Note: There are no substitutions on Booth Package orders.**

Company Name: _____ Booth # _____

Executive Furnishings

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

Executive Lounge Furnishings	Quantity	Discount	Standard	Extended
Lounge Chair.....	<input type="text"/>	x \$140.75	\$183.00 =	\$ <input type="text"/>
Sofa.....	<input type="text"/>	x \$240.50	\$312.75 =	\$ <input type="text"/>
Loveseat.....	<input type="text"/>	x \$220.50	\$286.50 =	\$ <input type="text"/>
Coffee Table.....	<input type="text"/>	x \$126.00	\$163.75 =	\$ <input type="text"/>
End Table.....	<input type="text"/>	x \$94.50	\$122.75 =	\$ <input type="text"/>
Table Lamp.....	<input type="text"/>	x \$54.00	\$70.25 =	\$ <input type="text"/>
Floor Lamp.....	<input type="text"/>	x \$89.25	\$116.00 =	\$ <input type="text"/>
Office Style Furnishings				
Executive Desk 72" x 42".....	<input type="text"/>	x \$409.50	\$532.00 =	\$ <input type="text"/>
Credenza 72" x 24".....	<input type="text"/>	x \$309.75	\$402.75 =	\$ <input type="text"/>
Hutch 72" x 44".....	<input type="text"/>	x \$283.50	\$368.50 =	\$ <input type="text"/>
Desk 72" x 36".....	<input type="text"/>	x \$294.00	\$382.25 =	\$ <input type="text"/>
Bookcase 72" High.....	<input type="text"/>	x \$115.50	\$150.00 =	\$ <input type="text"/>
Bookcase 48" High.....	<input type="text"/>	x \$98.00	\$127.50 =	\$ <input type="text"/>
Executive Leather Office Chair.....	<input type="text"/>	x \$125.00	\$162.50 =	\$ <input type="text"/>
Leather Guest Chair.....	<input type="text"/>	x \$104.00	\$135.25 =	\$ <input type="text"/>
Chair – Executive Task Chair.....	<input type="text"/>	x \$115.50	\$135.25 =	\$ <input type="text"/>
Chair – Conference Chair.....	<input type="text"/>	x \$102.00	\$132.75 =	\$ <input type="text"/>
Chair – Guest Chair.....	<input type="text"/>	x \$84.00	\$109.25 =	\$ <input type="text"/>
Chair – Simple Task Chair.....	<input type="text"/>	x \$97.00	\$116.00 =	\$ <input type="text"/>
Table – 36" x 72" Conference Table.....	<input type="text"/>	x \$180.00	\$234.00 =	\$ <input type="text"/>
Table – 48" Round Conference Table.....	<input type="text"/>	x \$110.00	\$143.00 =	\$ <input type="text"/>

Total Estimated Executive Furnishings \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Signs & Banners

Important Information

- All signs are mounted on 3/16" foam. Other substrates are available upon request.
- Hubbell/Tyner can accept image files via e-mail. Please contact Exhibitor Services at 651-917-2632 for instructions.

Standard Size Signs	Quantity	Discount	Standard	=	Extended
11" x 14".....	<input type="text"/>	x \$15.85	\$20.60	=	\$ <input type="text"/>
14" x 22".....	<input type="text"/>	x \$31.75	\$39.65	=	\$ <input type="text"/>
22" x 28" (Standard easel sign).....	<input type="text"/>	x \$63.50	\$79.35	=	\$ <input type="text"/>
28" x 44".....	<input type="text"/>	x \$127.00	\$158.65	=	\$ <input type="text"/>

Custom Size Signs	Quantity	Discount	Standard	=	Extended
$\frac{\quad}{L}$ " x $\frac{\quad}{W}$ " = <input type="text"/> sq in.....	<input type="text"/>	x \$0.10 sq in	\$0.13 sq in	=	\$ <input type="text"/>

Banners	Quantity	Discount	Standard	=	Extended
$\frac{\quad}{L}$ ' x $\frac{\quad}{W}$ ' = <input type="text"/> sq ft.....	<input type="text"/>	x \$14.80 sq ft	\$19.30 sq ft	=	\$ <input type="text"/>

Order Deadline

All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in.

Total Estimated Signs & Banners \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Material Handling Rates

Important Information

Direct to show shipments will only be accepted during the scheduled exhibitor move in hours posted on the Event Information page

All shipments must be sent pre-paid. Hubbell/Tyner will not accept C.O.D. shipments.

Warehouse Advance Shipments (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> Storage at our advance warehouse up to 30 days prior to show opening Delivery to show site and placement at your booth Removal & Return of empty containers Loading of outbound shipments from show site 	CWT Charge \$70.00	200lb. Minimum \$140.00
Exhibit Hall – Direct Shipments <ul style="list-style-type: none"> Placement of materials at your booth Removal & return of empty containers Loading of outbound shipments from show site Must have certified weight ticket 	\$73.00	\$146.00
Uncrated Material / Specialized Carrier Shipments <ul style="list-style-type: none"> Loose or pad wrapped materials can only be received at show site during exhibitor setup hours 	\$112.00	\$224.00
Late Freight <ul style="list-style-type: none"> Freight received at warehouse less than 5 days prior to show move in times Late freight is an additional charge to the appropriate drayage rate 	\$25.00	\$50.00
Overtime <ul style="list-style-type: none"> Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat & Sun, & Holidays Overtime is an additional charge to the appropriate drayage rate 	\$19.50	\$39.00
Small Package Rate <ul style="list-style-type: none"> Cartons/Envelopes weighing less than 30 lbs per shipment 	\$45.50 per small package shipment.	

Empty Containers

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

\$18.00 / each – Any fiber case, box or carton

\$40.00 / each – Empty wooden crates and skids/pallets

Please see the following page to estimate your Material Handling needs

Estimated Material Handling

Shipping Addresses

- Please use freight labels included on the following pages
- Advance Warehouse receiving hours: Mon – Fri 8:00 am – 4:30 pm

*Advance Shipments

To: Your Company Name / Booth #
For: **INsalon 2014**
 Hubbell/Tyner
 c/o YRC/STP
 12400 Dupont Avenue South
 Burnsville, MN 55337-1682

** Direct Shipments

To: Your Company Name / Booth #
For: **INsalon 2014**
 c/o Hubbell/Tyner
 Minneapolis Marriott N.W.
 7025 Northland Dr. N.
 Brooklyn Park, MN 55428

Warehouse Advance Shipments (200 lb. Minimum)

*Receiving cut-off date: Monday, October 13, 2014

Shipment Weight _____ ÷ 100 = _____ x \$70.00 per 100 lbs =

Exhibit Hall Direct Shipments (200 lb. Minimum)

**Receiving Date and Time: Saturday, October 18, 2014 – 8:00am – 2:30pm

Shipment Weight _____ ÷ 100 = _____ x \$73.00 per 100 lbs =

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

Shipment Weight _____ ÷ 100 = _____ x \$112.00 per 100 lbs =

Late Freight (200 lb. Minimum)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ 100 = _____ x \$25.00 per 100 lbs =

Overtime Freight (200 lb. Minimum)

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

Shipment Weight _____ ÷ 100 = _____ x \$19.50 per 100 lbs =

Total Estimated Material Handling

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ 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.

Advance Shipping Labels

Advance Shipment

INsalon 2014

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

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

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

INsalon 2014

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

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

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 Shipping Labels

Direct Shipment

INsalon 2014

To: Minneapolis Marriott Northwest

c/o :Hubbell/Tyner

7025 Northland Dr. N
Brooklyn Park, MN 55428

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

INsalon 2014

To: Minneapolis Marriott Northwest

c/o: Hubbell/Tyner

7025 Northland Dr. N.
Brooklyn Park, MN 55428

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



**Expositions
Simplified**



Take advantage of our newest service “HT Logistics” designed to help simplify your move out experience and reduce your overall costs of exhibiting.

Visit our Exhibitor Service Center

Our onsite staff is available to help you arrange your outbound shipments through HT Logistics and can provide you with a shipping quote on the spot.

- **Standard Gound**
- **Any Size Shipment**
- **Time Critical**

We are making every effort to continually make your exhibiting experience as easy as possible. HT Logistics is just one more service that will help simplify your overall experience.

Simplify your outbound shipping with



Labor

Important Information

On-Site orders will be charged an additional 20%

There will be a 100% cancellation fee, for labor canceled on show site.

There will be a 1 hour charged per man to exhibitors that cancel their labor request within 48 hours of the start time.

Labor Rates

Straight Time: \$82.00 per man hour
 (8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$136.00 per man hour
 (Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays)

	Date & Time	# Laborers	# Hours	Hourly Rate	Total Cost
Installation	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
Dismantle	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>

Labor Supervision Options (check one)

Exhibitor Supervision

All 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

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

Ship To: _____

Bill To: _____

Total Estimated Labor \$

Please include the exhibitor information and Recap of orders page with all orders

Company Name: _____ Booth # _____

Exhibitor Appointed Non-Official Contractor

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

Company Name: _____ Booth # _____



ELECTRICAL ORDER FORM

Exhibitor:	Name of Event: Insalon
Address:	Date of Event: October 18 & 19, 2014
City, State, Zip:	Marriott Contact: Lisa Medici
Phone Number:	Phone Number: 763-971-5572
Email:	Fax Number: 763-536-8790
On-Site Contact:	Email: lisa.medici@marriott.com

The Minneapolis Marriott Northwest offers non-refundable electrical service by **PREPAID request only**.
Additional fee of \$15.00 added for requests day of event.

- **STANDARD ELECTRICAL SERVICE** is defined as 120 volt AC power up to 500 watts (5 amps) per booth.
- **Higher wattage service** requires dedicated 20 amp circuits.

**OTHER ELECTRICAL SERVICE: (220 volts, 3 phase, etc.) is available. Call for specific pricing details.

★ **List equipment being powered including wattage or amps**
 (Lighting, Motors, Computers)

I Am Requesting : (Prices include 23% service charge and 7.275% Minnesota Sales Tax; Prices subject to change.)

#	ELECTRICAL SERVICE	#	Total
	500 Watt Service (5 Amps)	\$ 19.79 / day x	Days =
	Dedicated 20 Amp Circuit	\$ 32.99 / day x	Days =

#	SERVICE ACCESSORIES	#	Total
	Extension Cord (s)	\$ 13.19 / day x	Days =
	Power Strip (surge protected)	\$ 19.79 / day x	Days =
	Telephone Line (analog)	\$ 32.99 / day x	Days =
	Hi Speed Internet Access (Wireless)	\$ 12.95 / day x	Days = complimentary
	Hi Speed Internet Access (Wired)	\$131.95 /day x	Days =
	17" LCD Monitor for Laptop	\$ 98.96 / day x	Days =
	21" LCD Monitor for Laptop	\$164.94/day x	Days =

CREDIT CARD INFORMATION

Please circle card type.



Name on Card:

Card Number:

Expiration Date:

★ **I authorize these charges to my credit card:**

Signature

CHECK Make checks payable to **The Minneapolis Marriott Northwest** and mail to the following address.
 The Minneapolis Marriott Northwest - Executive Offices
 7025 Northland Drive North, Minneapolis, MN 55428

FAX Orders may be faxed to **(763) 536-8790**.

BACHMAN'STM

Commercial Plant Services

Green Plants (Purchase only)	Quantity	Unit Cost	Total
Small Fern 6" Pot	[]	20.00	[]
Large Fern 8" Pot	[]	30.00	[]
Blooming Plants (Purchase Only)			
Chrysanthemum 6.5" Pot	[]	20.00	[]
Azaleas 6" Pot	[]	30.00	[]
Orchid 5" Pot	[]	30.00	[]
Cyclamen 6" Pot	[]	30.00	[]
Fresh Floral Service (Purchase Only)			
Cut Flower Arrangement 18" High	[]	50.00	[]
Cut Flower Arrangement 24" High	[]	65.00	[]
Tropical Arrangement	[]	75.00	[]
Delivery Charge (for up to 10 plants)	[]		[10.99]
Call for orders over 10 plants			
Service Fee	[]		[]
		Subtotal:	[]
		7.775% Tax	[]
		Total:	[]

Green Plant
Price Includes:
Decorative Containers

Orders placed after move in
are subject to \$25.00
Special Service Fee

Payment Policy
All Orders Must Be
Paid in Full Prior to Event

Special Services
Call For Quotation
Corsages, Boutonnieres
Hospitality Suites/ Flowers

Please fill out completely:

Show Name _____ Convention Location _____

Exhibitor _____ Booth # _____

E-mail _____ Main Contact _____

Address _____ City _____ State _____ Zip _____

Telephone # _____ Fax # _____ Cell # During Show _____

Delivery Date _____ A.M. _____ P.M. _____ Vendor Set-Up Hours _____

Pick-up Date _____ A.M. _____ P.M. _____ Date & Time Show Opens _____

Credit Card # _____ Exp. Date _____ CVC Code _____

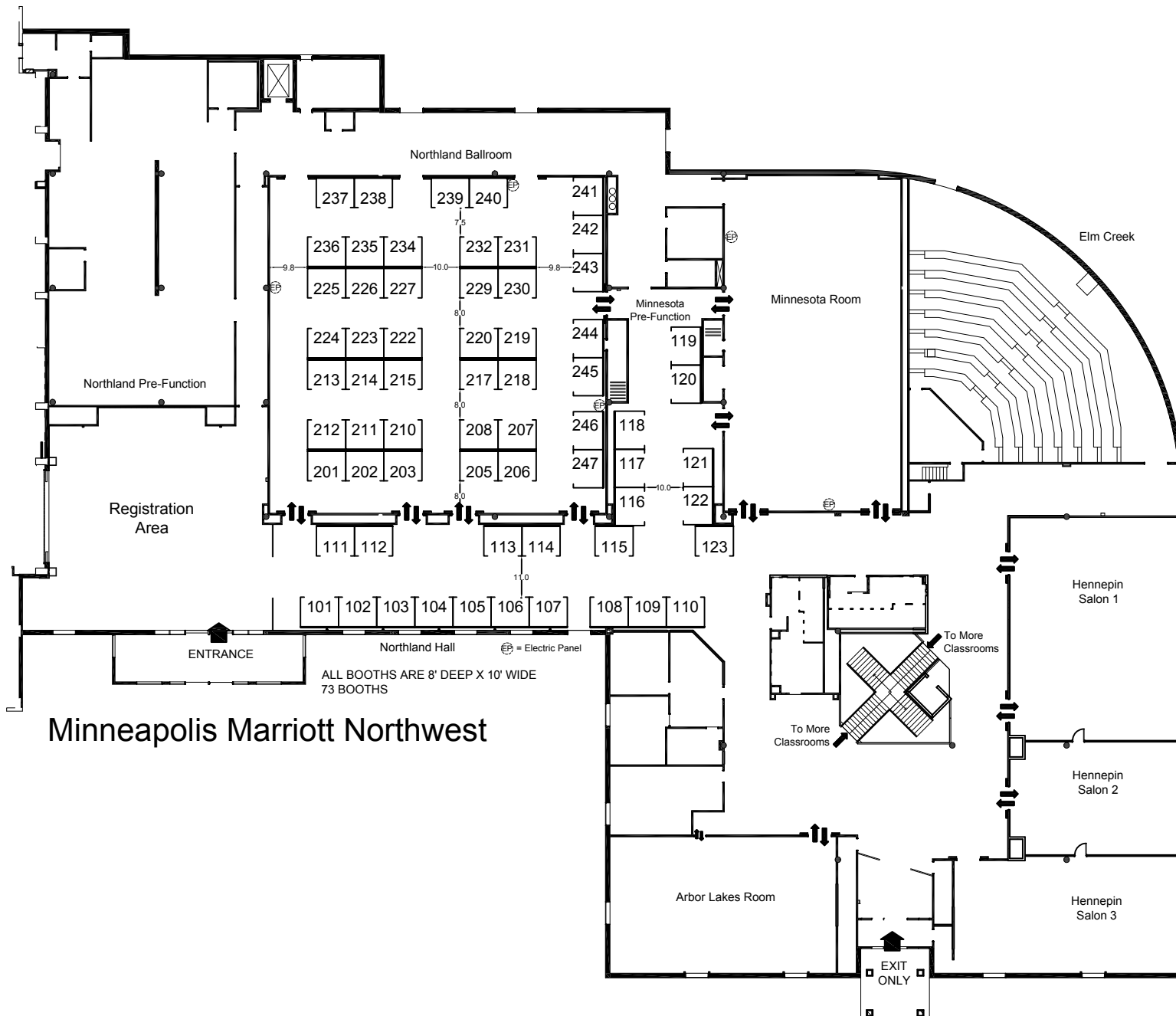
Name on Credit Card _____

Signature _____

For Special Services Contact Bachman's
Fax 612-861-7766 or www.comserv@bachmans.com

Insalon 2014

Minneapolis Marriott Northwest
October 18-19, 2014



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

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

Drawn By: Bob LaBarre

A/E: Dave Warhol

Revision Date: 1/30/2014

Revision # 2

File Name:
Insalon 2014

Facility: Minneapolis Marriott
Northwest Brooklyn Park, MN

Room: Northland Ballroom &
Northland Hall

Job # 9405

Booth Size:
8' Deep x 10' Wide

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