



P.O. Box 6215
St. Cloud, MN 56302-6215
(320) 253-4050
Fax (320) 253-3324

RENTAL ORDER

SHOW NAME: #2972
MN Public Transit Association Conference

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____
Taxable _____ Tax Exempt _____ If tax exempt, please enclose copy of tax exempt certificate
Ordered By _____ P.O. # _____
(print name) (signature)

Qty	Description	Advance Price	Floor Price	Total
<u>Display Tables - Skirted</u>				
_____	4' 24"W x 30"H	45.00	53.50	_____
_____	6' 24"W x 30"H	52.00	62.00	_____
_____	8' 24"W x 30"H	60.50	72.00	_____
_____	Blue <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/>			
_____	Teal <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/>			
_____	4' 24"W x 42"H	55.50	67.50	_____
_____	6' 24"W x 42"H	58.00	70.50	_____
_____	8' 24"W x 42"H	71.50	83.50	_____
_____	Blue <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy <input type="checkbox"/> White <input type="checkbox"/>			
_____	Teal <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/>			
<u>Display Tables - Un-skirted</u>				
_____	4' 24"W x 30"H	23.00	30.00	_____
_____	6' 24"W x 30"H	26.50	33.00	_____
_____	8' 24"W x 30"H	28.50	35.00	_____
_____	4' 24"W x 42"H	27.50	33.00	_____
_____	6' 24"W x 42"H	30.00	38.50	_____
_____	8' 24"W x 42"H	32.50	40.50	_____
<u>Draped Table Risers</u>				
_____	4' 12"W x 12"H	19.50	24.00	_____
_____	6' 12"W x 12"H	24.50	31.00	_____
_____	8' 12"W x 12"H	30.50	37.50	_____
<u>Furnishings</u>				
_____	Padded Side Chair	12.50	17.00	_____
_____	Folding Chair	2.50	3.50	_____
_____	Padded High Stool	21.00	25.50	_____
_____	Waste Basket	7.50	8.50	_____
_____	Easel	9.50	11.50	_____
_____	24" Round Tables (w/o cover):			
_____	30"High	21.00	26.50	_____
_____	42"High	23.00	28.50	_____
_____	4' x 8' Display Boards	58.00	69.50	_____
<u>Carpeting</u> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/>				
_____	8' x 10'	68.50	82.00	_____
_____	8' x 20'	105.00	115.50	_____
<u>Miscellaneous</u>				
_____	_____			_____
_____	_____			_____
Subtotal				_____
Sales Tax (7.375%)				_____
Total				_____

Carpet Cleaning

Vacuuming -

Once prior to show _____ ...24 cents per sq. ft.

Vacuuming - Daily _____ ...22 cents per sq. ft.

Installation and Dismantle Labor

Labor charge in quarter hour increments with a one hour minimum. Exhibitor is responsible to arrange with A&N for labor at show site and must supervise labor during installation and dismantle.

Rates

Straight time - \$47.50 per hour

Overtime - \$79.00 per hour

Overtime before 8:00 a.m. or after 4:30 p.m.

Weekdays, and all day Saturday, Sunday and Holidays.

Installation

We will require _____ person(s) for approximately _____ hours

Date _____ Time _____

Dismantle

We will require _____ person(s) for approximately _____ hours

Date _____ Time _____

Failure to call for labor at requested time will result in a one hour charge per person(s)

Additional Services Available

Floral - Photos - Custom Signs

Buttons - Registration Services

Information and prices are available upon request.

Credit Card Payment

Card # _____

V / MC / AE / D Exp: _____ Sec Code _____ Zip _____

Cardholder Name: _____

Signature: _____

Receipt Requested: ☐ Yes ☐ No

____ Fax/Email to: _____

____ Mail to address above

PAYMENT POLICY: Advance payment must accompany your order 5 days prior to show date to qualify for Advance Price. All orders received without payment or on show site will be charged Floor Price. All rentals subject to 6.875% MN sales tax & any applicable local taxes.

Service charge will be added on all accounts over 30 days.



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DRAYAGE INFORMATION AND SHIPPING INSTRUCTIONS

GENERAL INFORMATION

A & N Convention Services, Inc. has been designated as the official drayage contractor for your upcoming convention. The drayage contractor is responsible for maintaining in and out traffic schedules. In order to assure orderly and expeditious handling of exhibit material in and out of the show, it is suggested that even local exhibitors clear all movement of exhibit material through A & N Convention Services, Inc. We are prepared to handle all your needs on a coordinated schedule. It is requested that exhibitors cooperate in avoiding congestion and follow the recommendation that all shipments be handled through the drayage contractor.

SHIPPING INSTRUCTIONS

All shipments by whatever means of transportation, **MUST BE PREPAID**. Collect shipments will not be accepted. Shipments should arrive *no later than one week prior* to the show installation. Consign all shipments as follows:

TO: (Name of Company Exhibiting and Booth #)
FOR: MN Public Transit Association Conference #2972
C/O: **A & N Convention Services, Inc.**
3028 – 37th Avenue SE
St. Cloud, MN 56304

(The exhibition hall has no facility for receiving or storing shipments prior to the show installation or the care of empty containers during the show period.)

UNCRATED AND SHIPMENTS REQUIRING SPECIAL HANDLING

All shipments must be prepaid. Shipments consigned directly to the convention site must not arrive prior to the first day of exhibitor move in. Consign shipments as follows:

TO: (Name of Company Exhibiting and Booth #)
FOR: MN Public Transit Association Conference #2972
C/O: **A&N Convention Services, Inc./St. Cloud River's Edge Convention Center**
10 — 4th Avenue S
St. Cloud, MN 56301

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave the exhibitor's firm until they are returned from the show. After exhibits or materials are placed in the booth, A & N Convention Services, Inc. will not be responsible for condition, count or content. A & N Convention Services, Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material nor for any concealed damage. All exhibits or exhibit materials handled by A & N Convention Services are insured at a value not to exceed thirty cents (.30) per pound and not to exceed a maximum of one hundred fifty dollars (\$150.00) per claim. A & N Convention Services, Inc. cannot be responsible for goods or materials stored with empty containers.

OUTBOUND SHIPPING

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Service Desk. We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipments when removed from the exhibit hall. Where carriers fail to pickup or refuse to accept shipments, A & N Convention Services, Inc. reserves the right to re-route such shipments. Where no disposition is provided, materials will be returned to A & N Convention Services, Inc. pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



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FREIGHT RATE SCHEDULE

DRAYAGE RATES

The following services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight.

ADVANCE SHIPMENTS

Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.

DIRECT SHIPMENTS

Shipments of common freight and crated exhibits will be received at Exhibit Hall, during installation period only, from outside carriers or owner's vehicle, unloaded and delivered to booth. Empty containers will be removed, stored and returned to booth at close of show, if necessary. Repacked exhibits and common freight will then be moved from booths to loading dock and loaded on designated vehicles.

OVERTIME ON ABOVE RATES

All hours on weekdays prior to 8:00 AM and after 4:30 PM, all Saturdays, Sundays, and Holidays - add to above rates an additional \$ 4.50 CWT to cover the cost of overtime.

UNCRATED OR PADDED VAN SHIPMENTS

Above rates apply to handling of crated shipments and common freight. For uncrated, padded van or specialized equipment - add \$ 5.00 CWT to above rates to cover additional handling time.

ADDITIONAL SERVICES

All per cwt. rates quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pickup and delivery, special trips or special handling due to excessive weight or size. For such services, the following rates will apply.

MATERIAL HANDLER

FORKLIFT WITH OPERATOR (3,000 lb. Capacity)

LOCAL PICKUP

PER CWT. (100 lbs.)
MINIMUM 200 LBS. PER SHIPMENT

PER CWT.

MINIMUM CHARGE

\$ 30.00

\$ 60.00

\$ 27.50

\$ 54.00

\$ 7.50

\$ 14.00

\$ 7.50

\$ 14.00

PER HOUR
1 HOUR MINIMUM

STANDARD

OVERTIME

\$ 50.00

\$ 65.00

Prevailing Rates

Prevailing Rates

For shipping instructions, refer to next page.

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FREIGHT BILLING INSTRUCTIONS

Show: # 2972 Show Name MN Public Transit Association Conference

All payment arrangements for freight handling must be made prior to the show. Please complete this form and fax to A & N with payment instructions. A confirmation of the final freight charges will be charged and sent to all exhibitors after the close of the show. If you have any questions, please call A & N Convention Services at (320) 253-4050.

Booth # _____
Company _____
Contact _____
Address _____
City _____ State ____ Zip _____
Phone _____ Fax _____

Credit Card Payment:

Visa / MC / AmEx / Disc _____ Exp _____ Sec Code _____

Cardholder's Name _____ Zip _____

Authorized Signature _____

Send Confirmation (Fax / Mail / Email) to: _____

Description of freight to be shipped (i.e. number of cartons, approximate weight, etc.)

Comments:

Fax completed form to A & N Convention Services at (320) 253-3324.