

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 Supervalu National Sales Conference 2015. 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 10' x 10' Booth will consist of:

- 8' high back drape
- 3' high side drape
- (1) Identification Sign (7" x 44")
- (1) 8' x 30" Draped Table
- (4) Side Chairs
- (1) Wastebasket

Show Drape Colors:

Red and White

Discount Price Deadlines:

Friday – July 31, 2015

Advance Freight Receiving Deadline:

Thursday - August 6, 2015

Event Schedule

Exhibitor Move In:

Monday, August 10 6:00 am – 6:00 pm
 Tuesday, August 11 6:00 am – 12:00 pm
 (Floor closes to begin prep for evening social)

Exhibition Hours:

Tuesday, August 11
 Retailer Social Hours 5:00 pm – 9:00 pm
 (Retailers will be on the floor to see areas)

EXPO Floor Opens for Retailer Buying

Wednesday, August 12 7:30 am – 5:00 pm
 Thursday, August 13 7:30 am - 1:00 pm

Exhibitor Move Out:

Thursday, August 13 1:00 pm – 6:00 pm
 Friday, August 14 7:00 am - complete

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	

Please include the exhibitor information page with all orders.

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.....	\$
7.625% 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.



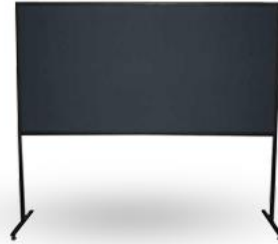
C.



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	\$32.00	\$38.50 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$56.50	\$67.75 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$55.25	\$71.75 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$76.25	\$93.50 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$96.50	\$115.00 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$328.00	\$426.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$21.00	\$27.00 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$34.50	\$41.50 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$50.75	\$67.00 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$61.50	\$73.50 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$26.50	\$34.75 =	\$ <input type="text"/>
L. Literature Rack.....	<input type="text"/> x	\$81.25	\$95.00 =	\$ <input type="text"/>
M. Sales Counter w/graphics.....	<input type="text"/> x	\$308.00	\$370.00 =	\$ <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

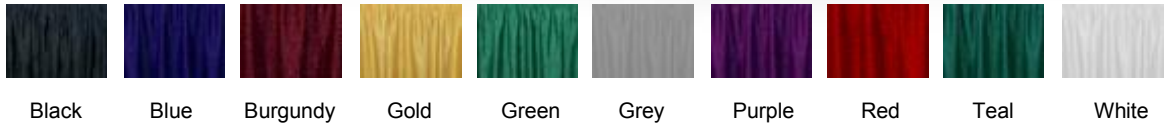
Company Name: _____ Booth # _____

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	\$107.50	\$129.00 =	\$ <input type="text"/>
B. 6' L x 24" W.....	<input type="text"/> x	\$121.50	\$145.00 =	\$ <input type="text"/>
C. 8' L x 24" W.....	<input type="text"/> x	\$137.75	\$165.00 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/> x	\$44.25	\$53.00 =	\$ <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	\$119.50	\$143.50 =	\$ <input type="text"/>
E. 6' L x 24" W.....	<input type="text"/> x	\$134.00	\$160.75 =	\$ <input type="text"/>
F. 8' L x 24" W.....	<input type="text"/> x	\$146.00	\$175.25 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/> x	\$44.25	\$53.00 =	\$ <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	\$46.00	\$55.00 =	\$ <input type="text"/>
H. 6' L x 24" W.....	<input type="text"/> x	\$49.50	\$59.50 =	\$ <input type="text"/>
I. 8' L x 24" W.....	<input type="text"/> x	\$55.00	\$66.00 =	\$ <input type="text"/>

42" High Unskirted	Quantity	Discount	Standard	Extended
J. 4' L x 24" W.....	<input type="text"/> x	\$49.50	\$59.25 =	\$ <input type="text"/>
K. 6' L x 24" W.....	<input type="text"/> x	\$54.75	\$65.75 =	\$ <input type="text"/>
L. 8' L x 24" W.....	<input type="text"/> x	\$60.75	\$73.00 =	\$ <input type="text"/>

Pedestal Tables	Quantity	Discount	Standard	Extended
M. 18"H x 30" Round.....	<input type="text"/> x	\$61.00	\$73.00 =	\$ <input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/> x	\$89.25	\$107.00 =	\$ <input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/> x	\$93.25	\$112.00 =	\$ <input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/> x	\$88.25	\$106.00 =	\$ <input type="text"/>
Q. 42"H x 30" Round – with black cover.....	<input type="text"/> x	\$124.25	\$149.00 =	\$ <input type="text"/>

Total Estimated Tables \$

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

Company Name: _____ **Booth #** _____

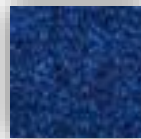
Floor Covering

Standard Carpet

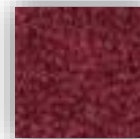
10 oz. nylon carpeting



Black



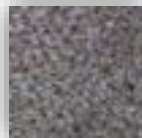
Blue



Burgundy



Green



Grey



Red



Tan



Teal

Premium Carpet

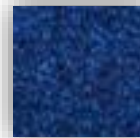
28 oz. nylon carpeting



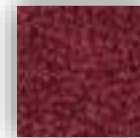
Berry



Black



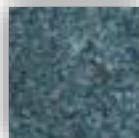
Blue



Burgundy



Charcoal



Cobalt



Emerald



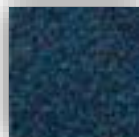
Gold



Green



Ice



Navy



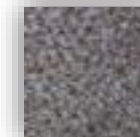
Platinum



Purple



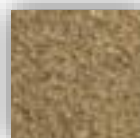
Red



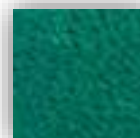
Silver



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.....		\$1.10	\$1.42 =	\$ <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 performed 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"/>	x \$0.40 / sq ft	x <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 # _____

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 # _____

Rental Displays

What's Included?

All rental units come with the options shown. This includes booth carpet, lighting and full color graphics for the printed panels shown at the right. Additional graphic panels are available at the rates listed on our sign and banner form. Panel dimension will be provided upon request.

A Hubbell/Tyner service representative will touch base with you to discuss your rental display and answer any questions you may have upon receipt of your order.

Custom Rental Displays

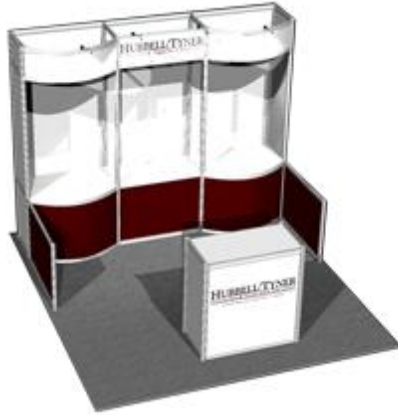
Please note that custom display options are available upon request. Please call us at 651-917-2632 to discuss your custom rental display.

Order Deadline

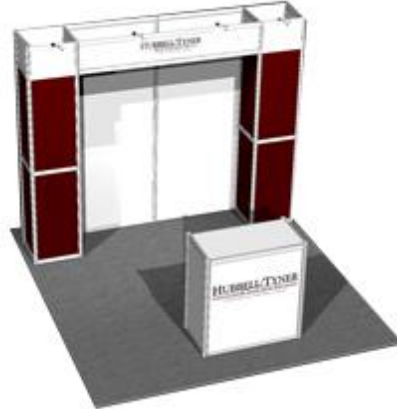
All rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

10' x 10' Rental Displays

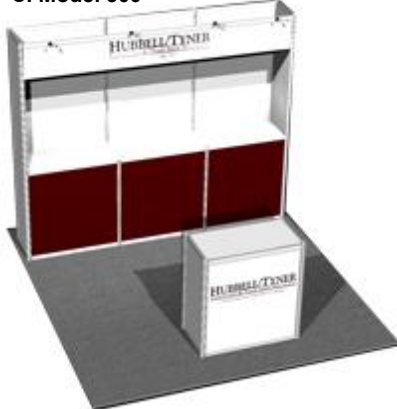
A. Model 100



B. Model 200

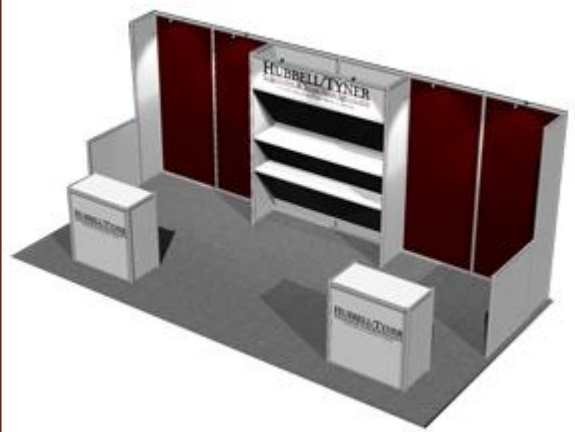


C. Model 300

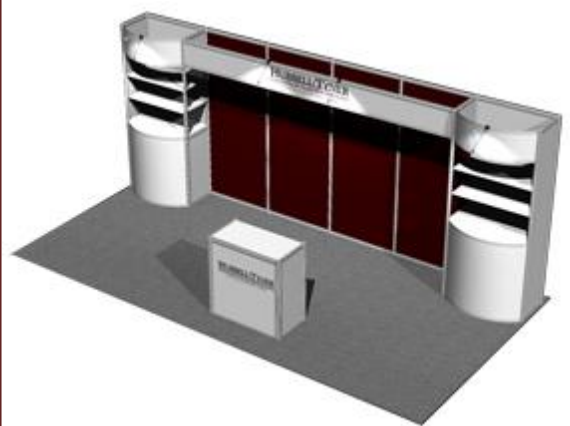


10' x 20' Rental Displays

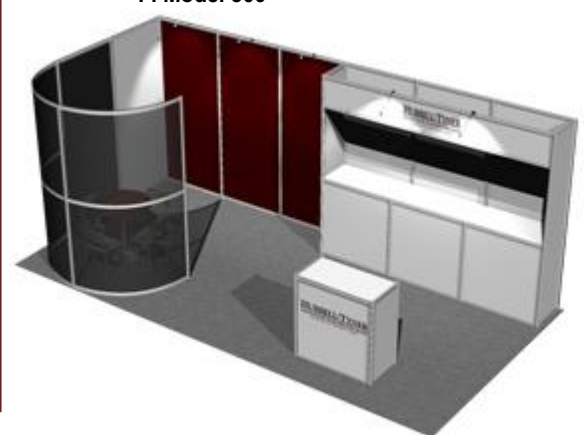
D. Model 100



E. Model 200



F. Model 300



Rental Displays

Important Information

A Hubbell/Tyner service representative will touch base with you to discuss your rental display and answer any questions you may have upon receipt of your order.

10' x 10' Display	Discount	Standard	Extended
A. Model 100.....	\$997.00	\$1296.00 =	\$ <input type="text"/>

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

B. Model 200.....	Discount \$997.00	Standard \$1296.00 =	Extended \$ <input type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

C. Model 300.....	Discount \$997.00	Standard \$1296.00 =	Extended \$ <input type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

10' x 20' Display	Discount	Standard	Extended
D. Model 100.....	\$2047.50	\$2661.75 =	\$ <input type="text"/>

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

E. Model 200.....	Discount \$2047.50	Standard \$2661.75 =	Extended \$ <input type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

F. Model 300.....	Discount \$2047.50	Standard \$2661.75 =	Extended \$ <input type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

Total Estimated Rental Displays \$

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 \$15.40	\$20.00	=	\$ <input type="text"/>
14" x 22".....	<input type="text"/>	x \$30.80	\$38.50	=	\$ <input type="text"/>
22" x 28" (Standard easel sign).....	<input type="text"/>	x \$61.60	\$77.00	=	\$ <input type="text"/>
28" x 44".....	<input type="text"/>	x \$123.20	\$160.00	=	\$ <input type="text"/>

Custom Size Signs	Quantity	Discount	Standard	=	Extended
$\frac{\text{---}}{\text{L}}$ " x $\frac{\text{---}}{\text{W}}$ " = <input type="text"/> sq in.....	<input type="text"/>	x \$0.10 sq in	\$0.15 sq in	=	\$ <input type="text"/>

Banners	Quantity	Discount	Standard	=	Extended
$\frac{\text{---}}{\text{L}}$ ' x $\frac{\text{---}}{\text{W}}$ ' = <input type="text"/> sq ft.....	<input type="text"/>	x \$14.40 sq ft	\$18.75 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.

	CWT Charge	200lb. Minimum
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 	\$78.00	\$156.00
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 	\$75.00	\$150.00
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 	\$117.00	\$234.00
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 	\$26.00	\$52.00
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 	\$20.00	\$40.00
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:

\$16.00 / each – Any fiber case, box or carton

\$38.00 / 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: **SuperValu National Sales Conference 2015**
 Hubbell/Tyner
 c/o YRC/STP
 12400 Dupont Avenue South
 Burnsville, MN 55337-1682

** Direct Shipments

To: Your Company Name / Booth #
 For: **SuperValu National Sales Conference 2015**
 c/o Hubbell/Tyner
 RiverCentre
 310 Eagle Street
 St. Paul, MN 55102

Warehouse Advance Shipments (200 lb. Minimum)

*Receiving cut-off date: Thursday, August 6

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

Exhibit Hall Direct Shipments (200 lb. Minimum)

**Receiving Date and Time: August 10 - 11

Shipment Weight _____ ÷ 100 = _____ x \$75.00 per 100 lbs =

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

Shipment Weight _____ ÷ 100 = _____ x \$117.00 per 100 lbs =

Late Freight (200 lb. Minimum)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ 100 = _____ x \$26.00 per 100 lbs =

Overtime Freight (200 lb. Minimum)

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

Shipment Weight _____ ÷ 100 = _____ x \$20.00 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

SuperValu National Sales Conference 2015

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

SuperValu – National Sales Conference 2015

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

SuperValu – National Sales Conference 2015

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

D

c/o :RiverCentre
310 Eagle Street
St. Paul, MN 55102

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

SuperValu National Sales Conference 2015

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

D

c/o: RiverCentre
310 Eagle Street
St. Paul, MN 55102

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



Forklift Service

Important 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.

Hours

Straight Time (ST): Mon – Fri 8:00 am – 4:00 pm

Overtime (OT): Mon – Fri 4:00 pm – 8:00 am
 All day Sat, Sun and Holidays

Rates (1 hr. minimum)	Discount	Standard	Show Site
ST 5000# Forklift (3 Stage)	\$185.00	\$231.00	\$277.00
OT 5000# Forklift (3 Stage)	\$259.00	\$323.00	\$388.00
ST 5000# Forklift (4 Stage)	\$229.00	\$286.00	\$343.00
OT 5000# Forklift (4 Stage)	\$320.00	\$400.00	\$480.00

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.

	# of Forklifts	Weight of Heaviest Piece	Date	# Hours (1 hr. minimum)
Install:	_____	_____	_____	_____
Dismantle:	_____	_____	_____	_____

Are fork extensions, straps, chains or any other equipment needed, if yes what is needed? _____

Forklift Service Information

- 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

Total Estimated Forklift Service \$

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

Company Name: _____ Booth # _____

Labor

Important Information

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

	Discount	Standard	Onsite
Straight Time: per man hour (8:00 am – 4:30 pm, Monday – Friday)	\$84.00	\$105.00	\$126.00
Overtime: per man hour (Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays)	\$143.00	\$172.00	\$206.00

	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 Tradeshow 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 # _____



2015 FACILITY RATES ELECTRICAL

ORDER FACILITY SERVICES ONLINE AT RIVERCENTRE.ORG

STANDARD ELECTRICAL – 120 VOLT

SERVICE	RATES	ADVANCED RATE DEADLINE
120 volt, 20 amp (2400 watts) <i>*most common electrical order</i>	\$95 (advanced rate) \$135 (floor rate)	3 days prior to first day of event

208 VOLT – SINGLE PHASE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
208 volt, 30 amp (5,201 – 6,240 watts)	\$125 (advanced rate) \$165 (floor rate)	3 days prior to first day of event
208 volt, 40 amp (6,241 – 8,320 watts)	\$145 (advanced rate) \$185 (floor rate)	3 days prior to first day of event
208 volt, 50 amp (8,321 – 10,400 watts)	\$160 (advanced rate) \$200 (floor rate)	3 days prior to first day of event
208 volt, 60 amp (10,401 – 12,480 watts)	\$175 (advanced rate) \$215 (floor rate)	3 days prior to first day of event

208 VOLT – THREE PHASE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
208 volt, 10 amp, 3PHz (TBD watts)	\$130 (advanced rate) \$170 (floor rate)	3 days prior to first day of event
208 volt, 20 amp, 3PHz (3,601 – 7,200 watts)	\$155 (advanced rate) \$195 (floor rate)	3 days prior to first day of event
208 volt, 30 amp, 3PHz (7,201 – 10,800 watts)	\$170 (advanced rate) \$210 (floor rate)	3 days prior to first day of event
208 volt, 40 amp, 3PHz (10,801 – 14,400 watts)	\$195 (advanced rate) \$235 (floor rate)	3 days prior to first day of event

RENTAL EQUIPMENT – Accessories do not include power. Be sure to order power as needed. Accessories are for RENT only

SERVICE	ADVANCED RATE	FLOOR RATE	ADVANCED RATE DEADLINE
Extension Cord	\$20 - plus tax	\$25 - plus tax	3 days prior to first day of event
Power Strip	\$25 - plus tax	\$30 - plus tax	
Power Strip with Surge Protector	\$40 - plus tax	\$45 - plus tax	

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or exhibit@rivercentre.org

S A I N T P A U L RIVERCENTRE™



2015 FACILITY RATES AUDIO/ VISUAL

ORDER FACILITY SERVICES ONLINE AT RIVERCENTRE.ORG

**Please note the advanced rate deadline is in effect 3 days prior to first day of the event.
Prices do not have tax included and are subject to change per event.**

Rental Rates

SERVICE	1 Day Rental Rate	2 Day Rental Rate	3-5 Day Rental Rate
37" Video Monitor with cart	\$175.00 (advanced rate) \$218.75 (floor rate)	\$262.50 (advanced rate) \$328.13 (floor rate)	\$350.00 (advanced rate) \$437.50 (floor rate)
50" Video Monitor with cart	\$350.00 (advanced rate) \$437.50 (floor rate)	\$525.00 (advanced rate) \$656.25 (floor rate)	\$700.00 (advanced rate) \$875.00 (floor rate)
60" Video Monitor with cart	\$450.00 (advanced rate) \$562.50 (floor rate)	\$675.00 (advanced rate) \$843.75 (floor rate)	\$900.00 (advanced rate) \$1125.00 (floor rate)
DVD Player	\$50.00 (advanced rate) \$62.50 (floor rate)	\$75.00 (advanced rate) \$93.75 (floor rate)	\$100.00 (advanced rate) \$125.00 (floor rate)
VGA Cable	\$20.00 (advanced rate) \$20.00 (floor rate)	\$20.00 (advanced rate) \$20.00 (floor rate)	\$20.00 (advanced rate) \$20.00 (floor rate)
HDMI Cable	\$30.00 (advanced rate) \$30.00 (floor rate)	\$30.00 (advanced rate) \$30.00 (floor rate)	\$30.00 (advanced rate) \$30.00 (floor rate)
Cable TV Connection	\$150.00 (advanced rate) \$200.00 (floor rate)	\$150.00 (advanced rate) \$200.00 (floor rate)	\$150.00 (advanced rate) \$200.00 (floor rate)
In-House Cable Patch	\$300.00 (advanced rate) \$350.00 (floor rate)	\$300.00 (advanced rate) \$350.00 (floor rate)	\$300.00 (advanced rate) \$350.00 (floor rate)

Rentals do not include power. Be sure to order power as needed.

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or exhibit@rivercentre.org



2015 FACILITY RATES INTERNET & TELEPHONE

ORDER FACILITY SERVICES ONLINE AT RIVERCENTRE.ORG

INTERNET SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
Wireless Internet	Free	No ordering required. <i>Service intended for attendee or light exhibitor use, such as checking email, browsing the internet, or displaying web sites.</i>
Wired Internet Line	\$500 (advanced rate) \$600 (floor rate)	10 days prior to first day of event
Technician Support	\$150 / 30 minutes	No deadline. \$150 minimum charge

Additional services such as bridges, adjacent connections, hubs, available for rent. Log onto service order website for details.

TELEPHONE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
Telephone Line (does not include phone handset)	\$150 (advanced rate) \$200 (floor rate)	3 days prior to first day of event <i>All long distance calls will need to be made using the user's personal calling card. User must dial "9" for outside calls.</i>
Telephone Handset (does not include phone line)	\$15 + tax (advanced & floor rate)	No deadline
ISDN Line	\$300 (advanced rate) \$600 (floor rate)	3 days prior to first day of event

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or exhibit@rivercentre.org



2015 FACILITY RATES

WATER, DRAIN & COMPRESSED AIR

Water, drain and compressed air services are available in 11 fixed locations in Ex Hall A & B.
 Contact our event services team in advance to confirm placement and availability - 651-265-4875 or exhibit@rivercentre.org

SERVICE	ADVANCED RATE	FLOOR RATE	ADVANCED RATE DEADLINE
Water Connection <i>Single Connection</i> <i>Adjacent Connections</i>	\$175 \$50 (adjacent connection) <i>Additional fees required if your booth is not over an existing location.</i>	\$200 \$75 (adjacent connection) <i>Additional fees required if your booth is not over an existing location.</i>	10 days prior to first day of event
Drain Connection <i>First Connection</i> <i>Additional Connection</i>	\$175 (1 st connection) \$50 (additional connection) <i>Additional fees required if your booth is not over an existing location.</i>	\$200 (1 st connection) \$75 (additional connection) <i>Additional fees required if your booth is not over an existing location.</i>	10 days prior to first day of event
Water Fill & Drain <i>One Time – 500 gallons</i> <i>Daily Refill</i>	\$75 (each 500 gallons) \$20 (each 500 gallons)	\$100 (each 500 gallons) \$30 (each 500 gallons)	10 days prior to first day of event
Compressed Air <i>First Connection</i> <i>Each Additional Connection</i> <i>Additional run to fixed port location</i>	\$175 (1 st connection) \$75 (each additional connection) \$10 (\$10 / foot from port)	\$200 (1 st connection) \$100 (each additional connection) \$20 (\$20 / foot from port)	10 days prior to first day of event

ORDER FACILITY SERVICES ONLINE AT RIVERCENTRE.ORG

[Saint Paul RiverCentre ONLY accepts credit cards as payment](http://RIVERCENTRE.ORG)

Contact our exhibitor services team with questions at 651-265-4875 or exhibit@rivercentre.org

BACHMAN'S™

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

Audio Visual - Computer - Video

Exhibitor Booth Order Form

Video Equipment			
Qty	Description	Day rate	Total
	VHS w/repeat	\$ 35.00	
	DVD Player	\$ 35.00	
	Video Distro	\$ 35.00	
	DVD Blu-ray Player	\$ 90.00	
	20" LCD/DVD	\$ 75.00	
	30" Flat LCD Monitor	\$ 75.00	
	50" DLP Monitor	\$ 150.00	
	60" DLP Monitor	\$ 250.00	
	42" Plasma w/table stand	\$ 250.00	
	50" Plasma w/table stand	\$ 350.00	
	60" Plasma w/table stand	\$ 550.00	
	LCD Projector	\$ 250.00	
	MiniDV Camcorder	\$ 100.00	

Computer Equipment			
Qty	Description	Day rate	Total
	VGA Distro	\$ 35.00	
	PowerPoint Remote	\$ 25.00	
	17" Flat XGA LCD	\$ 50.00	
	20" Flat XGA LCD	\$ 50.00	
	30" Flat XGA LCD	\$ 75.00	
	50" DLP Monitor	\$ 150.00	
	60" DLP Monitor	\$ 250.00	
	42" Plasma w/table stand	\$ 250.00	
	50" Plasma w/table stand	\$ 350.00	
	60" Plasma w/table stand	\$ 550.00	
	LCD Projector 4000 Lumen	\$ 250.00	
	PC Laptop	\$ 150.00	
	MAC Laptop	\$ 150.00	

Sound Equipment		
	90w Speaker/Stand	\$ 35.00
	300w PA System	\$ 125.00
	Microphone	\$ 10.00
	Wireless Mic	\$ 60.00
	Wireless Headset	\$ 85.00
	CD Player	\$ 25.00
	Cassette Deck	\$ 25.00
	Mic Stand	\$ 10.00

Miscellaneous	
	Overhead Projector \$ 35.00
	Slide Projector \$ 35.00
	Short Cart (30"-40") \$ 15.00
	48" Cart w/drape \$ 15.00
	Jumbo Cart \$ 25.00
	Plasma/LCD Floor Stand \$ 100.00
	Portable Screen 6' \$ 20.00
	Portable Screen 7' \$ 25.00
	Laser Pointer \$ 25.00

Many other items available. Please Call for availability and Pricing.

Exhibitor Information

Notes:

Show Name: _____

Contact: _____

Show Location: _____

Company Name: _____

Address: _____

Phone: _____ **Fax:** _____ **Booth:** _____

Total Costs

Delivery/Payment Information

Equipment Price: _____

Delivery Date: _____

of Days **X** _____

Delivery Time: _____

Delivery/Set/Strike: \$70 _____

Show End Time/Date: _____

Sub Total: _____

Check Enclosed (payable to AVVR) Visa/MC/Am Ex

7.775% Sales Tax: _____

Card # _____ Exp. _____

Total: _____

Signature: _____

Mail or Fax to:

Audio Visual & Video Resources	
ATTN: Carlyle Kramer	Phone: 952.814.9898
801 American Blvd. E	Fax: 952.814.9907
Bloomington, MN 55420	

HT

*Exhibitor must be present upon delivery and is liable for all equipment once delivered. Orders must be received and paid for two weeks prior to delivery. Orders placed and canceled less than 48 hours before delivery will be charged in full. Orders placed after cut off are subject to a late fee. Equipment may be substituted for similar equipment. Equipment will be picked up within one hour of show close. Call with any special instructions or needs.

Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Type or print	Name of purchaser _____			
	Business address _____		City _____	State _____ Zip code _____
	Purchaser's tax ID number _____		State of issue _____	
	If no tax ID number, enter one of the following:	FEIN _____	Driver's license number/State issued ID number state of issue _____ number _____	
	Name of seller from whom you are purchasing, leasing or renting _____			
	Seller's address _____		City _____	State _____ Zip code _____

Type of business. Circle the number that describes your business.

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

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

Reason for exemption	A Federal government (department) _____	I Agricultural production
	B Specific government exemption (from list on back) _____	J Industrial production/manufacturing
	C Tribal government (name) _____	K Direct pay authorization
	D Foreign diplomat # _____	L Multiple points of use (services, digital goods, or computer software delivered electronically)
	E Charitable organization # _____	M Direct mail
	F Educational organization # _____	N Other (enter number from back page) _____
	G Religious organization # _____	O Percentage exemption
	H Resale	<input type="checkbox"/> Advertising (enter percentage) _____ %
		<input type="checkbox"/> Utilities (enter percentage) _____ %
		<input type="checkbox"/> Electricity (enter percentage) _____ %

Sign here I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser _____	Print name here _____	Title _____	Date _____
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