



August 26, 2015

Dear INSalon2015 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 <https://sspa.memberclicks.net/insalon-exhibitor-page-2015> . 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 INSalon2015 exhibit hall and educational classrooms there is another way to support the SSPA Education Fund (see the enclosed letter asking for a silent auction donation).

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

Sincerely,

Susan Brinkhaus, CAE  
Executive Director

Kelly Thompson  
Chairman



**EXHIBITOR CHECK-IN**  
**Saturday, October 18, 2015**  
**10am-1pm**

The official contact person or at least one representative from your company **MUST** check in to receive important information about exhibiting.

If you paid for your space with a credit card please bring the card with you for verification and to receive delivery of your exhibit space.

At check-in you will be able to:

- ▶ Pick up worker badges. Make changes and/or additions to your worker list.
- ▶ Find out what you need to know about the exhibit hall layout.
- ▶ If you have guest artists teaching classes this will be your opportunity to check out your classroom, make adjustments and ask questions.
- ▶ Get your questions answered.
- ▶ Find out what's happening during the INsalon weekend!

We look forward to seeing you at INsalon2015!



## **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 24, 2015.**

**Mail to: INsalon/SSPA**

**6950 France Avenue South**

**Suite 18**

**Edina, MN 55435**

**Fax to: 952.925.4245**



# 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.

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**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

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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](http://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](http://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.

## 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 \$50.00 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 \$10 on-site print fee for any names not on this list or for reissues.
- **The deadline for this completed list is October 1, 2015**

**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 17**

**SUNDAY, OCTOBER 18**

- |           |           |
|-----------|-----------|
| 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 (\$50 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:**  
 INsalon2015  
 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 24, 2015**

**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 INSalon2015. Please take a moment to carefully review the enclosed information. To help in your planning we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment as soon as possible in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

I am happy to serve as your exhibitor service representative. If you have any questions at all please feel free to contact me.

Sincerely,

**Mike Marigold**

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



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**\*ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL, INTERNET AND AUDIO VISUAL FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS. PLEASE NOTE: ALL PAYMENTS AND QUESTIONS SHOULD BE HANDLED DIRECTLY WITH THE 3RD PARTY. SEE 3RD PARTY ORDER FORMS FOR CONTACT INFORMATION.**

## EVENT DETAILS

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### HUBBELL/TYNER EXHIBITOR SERVICES

Mike Marigold  
 Phone | 651-280-4928  
 Fax | 651-917-2632  
 Email | mmarigold@hubbelltyner.com

2110 Old Highway 8 NW  
 New Brighton, MN 55112

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### EXHIBIT BOOTH DESCRIPTION

**Each 8' x 10' Booth Include**

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

**Drape Colors** – Black and White

**Carpet Colors** – The Marriott Minneapolis NW is carpeted.




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### MATERIAL HANDLING

Advance to Warehouse

TO: Exhibiting Company Name and Booth #  
 FOR: INsalon 2015  
 Hubbell/Tyner  
 2110 Old Hwy. 8 N.W.  
 New Brighton, MN 55112

Direct to Show Site

TO: Exhibiting Company Name and Booth #  
 FOR: INsalon 2015  
 c/o: Hubbell/Tyner  
 Marriott Minneapolis N.W.  
 7025 Northland Dr. N.  
 Brooklyn Park, MN 55428

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### EXHIBITOR SCHEDULE

<b>Exhibitor Move In:</b>	Saturday	October 17, 2015	10:00 am – 2:00 pm
<b>Event Hours:</b>	Saturday	October 17, 2015	3:00 pm – 8:00 pm
	Sunday	October 18, 2015	9:00 am – 5:00 pm
<b>Exhibitor Move Out:</b>	Sunday	October 18, 2015	5:00 pm – 8:00 pm

## PAYMENT & PRICING INFORMATION

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### ADVANCE DEADLINES

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

- Carpet & Furnishings                      Wednesday, October 7, 2015
- Advance Freight Receiving                Monday, October 12, 2015

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### PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express, Discover
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Hubbell/Tyner services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:  
Emailed:            mmarigold@hubbelltyner.com  
Faxed:              651-248-2658  
Mailed:             Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

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### TAX EXEMPTION

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

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### THIRD PARTY BILLING

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

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### MISCELLANEOUS

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

## RECAP OF ORDERS

### SERVICES ORDERED

**Taxable Services**

Furnishings & Accessories.....	\$ _____
Tables.....	\$ _____
Floor Covering.....	\$ _____
Booth Package.....	\$ _____
Executive Furnishings.....	\$ _____
Rental Displays.....	\$ _____
Booth Cleaning.....	\$ _____
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).....	\$ _____

**Grand Total**.....\$ \_\_\_\_\_

### METHOD OF PAYMENT

**Company Check**

Payable To: Hubbell/Tyner  
 Mail To: Hubbell/Tyner  
 2110 Old Highway 8 NW  
 New Brighton, MN 55112

**Credit Card**

Card Number \_\_\_\_\_  
 Card Type  Visa  Master Card  Discovery  American Express Exp \_\_\_\_\_ CVV \_\_\_\_\_  
 Card Holder Name \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

### EXHIBITING COMPANY

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

## THIRD PARTY PAYMENT AUTHORIZATION

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### EXHIBITING COMPANY INFORMATION

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Representative Name \_\_\_\_\_ Signature \_\_\_\_\_

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### EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discovery  American Express Exp \_\_\_\_\_ CVV \_\_\_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

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### THIRD PARTY COMPANY INFORMATION

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Representative Name \_\_\_\_\_ Signature \_\_\_\_\_

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### EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discovery  American Express Ex \_\_\_\_\_ CVV \_\_\_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

### Services to be charged to Third Party

All Services  Booth Furnishings  Booth Labor  Material Handling  Other \_\_\_\_\_

### Acknowledgement of Third Party Credit Authorization

By completing and returning this document to Hubbell/Tyner we agree that we the exhibiting firm are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

## FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase  
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Draper Easel

**FURNISHINGS & ACCESSORIES**

<b>Item .....</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
Plastic Side Chair .....	_____ x	\$32.00	\$38.50 =	\$_____
Padded Side Chair.....	_____ x	\$56.50	\$67.75 =	\$_____
Padded Arm Chair.....	_____ x	\$59.75	\$71.75 =	\$_____
High Stool .....	_____ x	\$76.25	\$93.50 =	\$_____
Poster Board (vert / horiz).....	_____ x	\$96.50	\$115.75 =	\$_____
Showcase .....	_____ x	\$344.00	\$438.00 =	\$_____
Wastebasket.....	_____ x	\$22.00	\$26.00 =	\$_____
Easel.....	_____ x	\$34.50	\$41.50 =	\$_____
Chrome Bag Holder .....	_____ x	\$53.25	\$57.50 =	\$_____
22" x 28" Chrome Sign Holder.....	_____ x	\$85.75	\$111.25 =	\$_____
Chrome Stanchion .....	_____ x	\$61.50	\$74.00 =	\$_____
Velour Stanchion Rope.....	_____ x	\$27.75	\$27.75 =	\$_____
Retractable Stanchion .....	_____ x	\$31.00	\$47.25 =	\$_____
Literature Rack .....	_____ x	\$81.25	\$95.50 =	\$_____
Sales Counter w/ Graphics .....	_____ x	\$308.50	\$370.25 =	\$_____
4' Tabletop Riser.....	_____ x	\$48.25	\$57.75 =	\$_____
6' Tabletop Riser.....	_____ x	\$67.75	\$70.25 =	\$_____
8' Tabletop Riser.....	_____ x	\$88.00	\$97.00 =	\$_____
8' Upright w/ Base.....	_____ x	\$25.25	\$33.00 =	\$_____
6' – 10' Adjustable Cross Bar .....	_____ x	\$17.75	\$23.00 =	\$_____
8' High Masking Drape (price / ft).....	_____ x	\$16.75	\$19.75 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
3' High Masking Drape (price / ft).....	_____ x	\$14.50	\$17.00 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				

**Total Estimated Furnishings & Accessories \$\_\_\_\_\_**

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

**Exhibiting Company\_\_\_\_\_ Booth #\_\_\_\_\_**

## TABLES

### DRAPED TABLES

4' L x 24"W x 30"H  
6' L x 24"W x 30"H  
8' L x 24"W x 30"H

4' L x 24"W x 42"H  
6' L x 24"W x 42"H  
8' L x 24"W x 42"H

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



### UNDRAPED TABLES

4' L x 24"W x 30"H  
6' L x 24"W x 30"H  
8' L x 24"W x 30"H

4' L x 24"W x 42"H  
6' L x 24"W x 42"H  
8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



### PEDESTAL TABLES

18" H x 30" Round  
30" H x 30" Round  
42" H x 30" Round  
30" H x 42" Round  
42" H x 30" Cover





**TABLES**

<b>30" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$107.50	\$129.00 =	\$ _____
6' L x 24" W .....	_____ x	\$121.00	\$145.00 =	\$ _____
8' L x 24" W .....	_____ x	\$137.75	\$165.00 =	\$ _____
4 <sup>th</sup> Side Draping.....	_____ x	\$44.00	\$53.00 =	\$ _____

**Color Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White

<b>42" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$119.00	\$143.50 =	\$ _____
6' L x 24" W .....	_____ x	\$134.00	\$175.75 =	\$ _____
8' L x 24" W .....	_____ x	\$146.00	\$175.25 =	\$ _____
4 <sup>th</sup> Side Draping.....	_____ x	\$44.00	\$53.00 =	\$ _____

**Color Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White

<b>30" High Undraped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$46.00	\$55.00 =	\$ _____
6' L x 24" W .....	_____ x	\$49.50	\$59.50 =	\$ _____
8' L x 24" W .....	_____ x	\$55.00	\$66.00 =	\$ _____

<b>42" High Undraped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$49.50	\$59.25 =	\$ _____
6' L x 24" W .....	_____ x	\$54.75	\$65.75 =	\$ _____
8' L x 24" W .....	_____ x	\$60.75	\$73.00 =	\$ _____

<b>Pedestal Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
18" H x 30" Round.....	_____ x	\$61.00	\$73.00 =	\$ _____
30" H x 30" Round.....	_____ x	\$89.25	\$107.00 =	\$ _____
42" H x 30" Round.....	_____ x	\$93.25	\$112.00 =	\$ _____
42" H x 30" Round – with black cover.....	_____ x	\$124.25	\$149.00 =	\$ _____
30" H x 42" Round – (conference Table).....	_____ x	\$88.25	\$106.00 =	\$ _____

**Total Estimated Tables**                      \$ \_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## FLOOR COVERING

### STANDARD CARPET

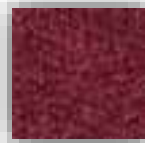
### 10 oz NYLON CARPET



Black



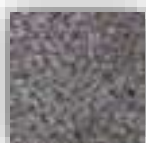
Blue



Burgundy



Green



Grey



Red



Tan



Teal

### PREMIUM CARPET

### 28 oz NYLON CARPET



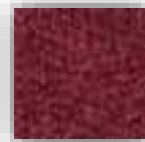
Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



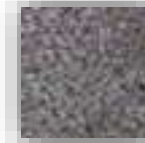
Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

**STANDARD CARPET (10 oz NYLON)**

Item.....	Qty	Discount	Standard	Extended
10' x 10' .....	_____ x	\$154.00	\$201.00 =	\$_____
10' x 20' .....	_____ x	\$308.00	\$402.00 =	\$_____
10' x 30' .....	_____ x	\$462.00	\$603.00 =	\$_____
10' x 40' .....	_____ x	\$616.00	\$804.00 =	\$_____

**Custom Size – Standard Carpet**

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$1.54	\$2.01 =	\$_____

**Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  White

*\*If no color is selected, grey will be provided*

**PREMIUM CARPET (28 oz NYLON)**

**Premium Carpet**

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$4.75	\$6.05 =	\$_____

**Color Selection**

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

- Premium carpet must be ordered 14 days prior to the first day of exhibitor move in.
- Once an order for premium carpet has been placed it is subject to a 100% cancellation fee.
- Premium carpet orders require a 100 square foot minimum.
- Premium carpet orders come with protective covering at no charge.

**PADDING & PROTECTIVE COVERING**

**Carpet Padding**

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$1.10	\$1.42 =	\$_____

**Protective Covering**

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$0.89	\$1.16 =	\$_____

**Total Estimated Floor Covering \$\_\_\_\_\_**

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

**Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_**

## BOOTH PACKAGE

### SAVE UP TO 20% BY ORDERING A BOOTH PACKAGE



Item .....	Discount	Standard	Extended
Package 1* .....	x \$328.25	\$412.50	= \$_____

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

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

**6' x 30" Table Drape Color Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White



Item .....	Discount	Standard	Extended
Package 2* .....	x \$370.00	\$459.75	= \$_____

- Booth Carpet, 1- 6' x 42" Draped Table, 2 – High Stool, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

**6' x 30" Table Drape Color Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White



Item .....	Discount	Standard	Extended
Package 3* .....	x \$337.50	\$420.75	= \$_____

- Booth Carpet, 42"H x 30" Rounds Pedestal Table, 2 – High Stools, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal



Item .....	Discount	Standard	Extended
Package 4* .....	x \$448.50	\$552.50	= \$_____

- Booth Carpet, Sales Counter, 1 – High Stool, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

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

**Total Estimated Tables**      \$\_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **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.

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### EXECUTIVE LOUNGE FURNISHINGS

Item .....	Qty	Discount	Standard	Extended
Lounge Chair .....	_____ x	\$232.00	\$290.00 =	\$ _____
Sofa .....	_____ x	\$291.00	\$364.00 =	\$ _____
Coffee Table .....	_____ x	\$126.00	\$163.75 =	\$ _____
End Table .....	_____ x	\$94.50	\$122.75 =	\$ _____
Table Lamp .....	_____ x	\$54.00	\$70.25 =	\$ _____
Floor Lamp .....	_____ x	\$89.25	\$116.00 =	\$ _____

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### OFFICE STYLE FURNISHINGS

Item .....	Qty	Discount	Standard	Extended
Executive Desk 72" x 42" .....	_____ x	\$409.50	\$532.00 =	\$ _____
Credenza 72" x 24" .....	_____ x	\$309.75	\$402.75 =	\$ _____
Hutch 72" x 44" .....	_____ x	\$283.50	\$368.50 =	\$ _____
Desk 72" x 36" .....	_____ x	\$294.00	\$382.25 =	\$ _____
Bookcase 72" High .....	_____ x	\$115.50	\$150.00 =	\$ _____
Bookcase 48" High .....	_____ x	\$98.00	\$127.50 =	\$ _____
Executive Leather Office Chair .....	_____ x	\$163.00	\$203.75 =	\$ _____
Leather Guest Chair .....	_____ x	\$131.00	\$176.00 =	\$ _____
Chair – Executive Task Chair .....	_____ x	\$121.00	\$151.00 =	\$ _____
Chair – Conference Chair .....	_____ x	\$102.00	\$132.75 =	\$ _____
Chair – Stackable Guest Chair .....	_____ x	\$84.00	\$109.25 =	\$ _____
Table – 36" x 72" Conference Table .....	_____ x	\$180.00	\$234.00 =	\$ _____
Table – 48" Round Conference Table .....	_____ x	\$110.00	\$143.00 =	\$ _____

**Total Estimated Executive Furnishings**      \$ \_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## RENTAL DISPLAYS

### What's included?

All rental units come with the booth carpet, lighting and full color graphics for the burgundy shaded panels shown below. Additional graphic panels are available at the rates listed on our Signs & Banners order form. Panel dimensions will be provided upon request.

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

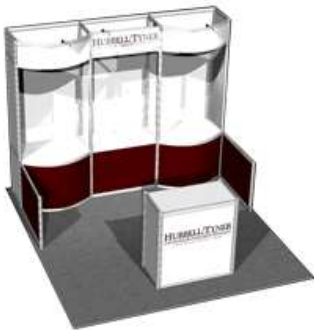
### Order Deadline

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

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### 10' X 10' RENTAL DISPLAYS

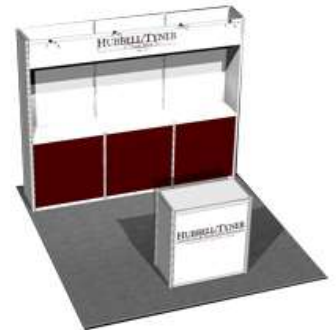
Model 100



Model 200



Model 300



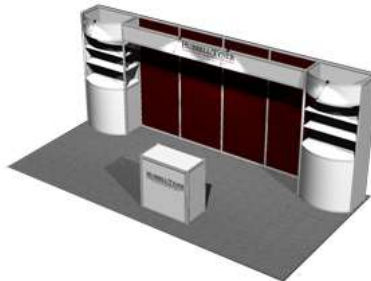
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### 10' X 20' RENTAL DISPLAYS

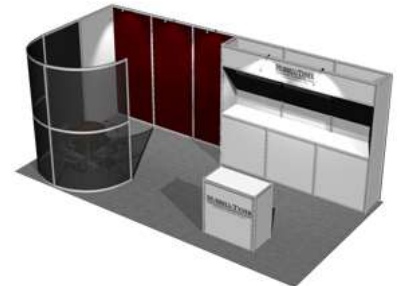
Model 100



Model 200



Model 300



**RENTAL DISPLAYS**

<b>10' x 10' Display.....</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
Model 100.....	_____ x	\$1027.00	\$1272.00 =	\$_____
Model 200.....	_____ x	\$1027.00	\$1272.00 =	\$_____
Model 300.....	_____ x	\$1027.00	\$1272.00 =	\$_____

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

<b>10' x 20' Display.....</b>	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
Model 100.....	_____ x	\$2108.00	\$2369.00 =	\$_____
Model 200.....	_____ x	\$2108.00	\$2369.00 =	\$_____
Model 300.....	_____ x	\$2108.00	\$2369.00 =	\$_____

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

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

**Total Estimated Rental Displays**      \$\_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## SIGNS & BANNERS

### STANDARD SIZE SIGNS

Item .....	Qty	Discount	Standard	=	Extended
11" x 14" .....	_____	x \$15.85	\$20.60	=	\$ _____
14" x 22" .....	_____	x \$31.75	\$39.65	=	\$ _____
22" x 28" .....	_____	x \$63.50	\$79.35	=	\$ _____
28" x 44" .....	_____	x \$127.00	\$158.65	=	\$ _____

All signs are mounted on 3/16" foam core. Other substrates are available upon request.

### CUSTOM SIZE SIGNS

Item .....	Qty	Discount	Standard	=	Extended
_____ x _____ = _____ sq in .....	_____	x \$0.10	\$0.13	=	\$ _____
L                  W					

### BANNERS

Item .....	Qty	Discount	Standard	=	Extended
_____ x _____ = _____ sq ft.....	_____	x \$14.80	\$19.30	=	\$ _____
L                  W					

**Please note:** All sign/banner orders must be placed 14days prior to the 1<sup>st</sup> day of exhibitor move in.

**Total Estimated Signs & Banners**    \$ \_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_



## MATERIAL HANDLING RATES

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### WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:30 PM MON – FRI)

• Storage at our advance warehouse up to 30 days prior to show opening	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• Delivery to show site and placement at your booth	\$78.00	\$156.00
• Removal & return of empty containers		
• Loading of outbound shipments from show site		

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### EXHIBIT HALL DIRECT SHIPMENTS

• Placement of materials at your booth	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• Removal & return of empty containers	\$75.00	\$150.00
• Loading of outbound shipments from show site		
• Must have a certified weight ticket		
• Must be sent during scheduled exhibitor install hours		

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### UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

• Loose or pad wrapped materials can only be received at show site during exhibitor setup hours	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
	\$117.00	\$234.00

---

### LATE FREIGHT

• Freight received at warehouse less than 5 days prior to show move in times	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• Late freight is an additional charge to the appropriate drayage rate	\$26.26	\$52.50

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### OVERTIME

• Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays	<b>CWT Charge</b>	<b>200 lb. Minimum</b>
• Overtime is an additional charge to the appropriate drayage rates	\$20.25	\$40.50

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### SMALL PACKAGE RATE

• Cartons/Envelopes weighing less than 30 lbs per shipment	\$45.75 / small package shipment
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### EMPTY CONTAINERS

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

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

**\$42.00 / each – Empty wooden crates and skids/pallets**

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

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

## ESTIMATED MATERIAL HANDLING

### SHIPMENT ADDRESSES

**Advance Shipments:**

Receiving cut-off date: Monday, Oct. 12, 2015  
 Receiving hours: Mon – Friday 8:00am – 4:00pm

**To:** Your Company Name / Booth #

**For:** Event Name  
 c/o Hubbell/Tyner  
 2110 Old Hwy 8 N.W.  
 New Brighton, MN 55112

**Direct Shipments:**

Receiving Dates and Times:  
 Saturday, Oct. 17, 2015 ~ 8:00am – 2:30pm

**To:** Your Company Name / Booth #

**For:** Event Name  
 c/o Hubbell/Tyner  
 Marriott Minneapolis N.W.  
 7025 Northland Dr.  
 Brooklyn Park, MN 55428

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

**Warehouse Advance Shipments** (200 lb. Minimum)  
 Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$78.00 per 100 lbs = \_\_\_\_\_

**Exhibit Hall Direct Shipments** (200 lb. Minimum)  
 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 \$26.25 per 100 lbs = \_\_\_\_\_

**Overtime Freight** (200 lb. Minimum)  
 Freight loaded or received after 4:30 pm Mon – Fri or weekends  
 Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$20.25 per 100 lbs = \_\_\_\_\_

**Total Estimated Material Handling \$** \_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

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## **MATERIAL HANDLING INFORMATION**

### **Freezable/Controlled Environment Shipments**

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

### **Overtime**

Overtime charges apply to shipments that meet the following guidelines:

#### **Inbound Freight**

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

#### **Outbound Freight**

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

### **Late Freight**

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

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

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

### **Return Shipping**

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk. Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

### **Outbound Shipping Information**

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

## SHIPPING LABELS

**Advance Shipment** \* late warehouse charges apply after: Oct. 12, 2015

INsalon 2015

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

**2110 Old Hwy. 8 N.W.  
New Brighton, MN 55112**

A

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

**Advance Shipment** \* late warehouse charges apply after: Oct. 12, 2015

INsalon 2015

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

**2110 Old Hwy. 8 N.W.  
New Brighton, MN 55112**

A

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

**Direct Shipment** \* Shipments will not be received before Oct. 17, 2015

INsalon 2015

To: **Marriott Minneapolis N.W.**

c/o: **Hubbell/Tyner**  
**7025 Northland Dr.**  
**Brooklyn Park, MN 55428**



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

**Direct Shipment** \* Shipments will not be received before Oct. 17, 2015

INsalon 2015

To: **Marriott Minneapolis N.W.**

c/o: **Hubbell/Tyner**  
**7025 Northland Dr.**  
**Brooklyn Park, MN 55428**



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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

## LIMITS OF LIABILITY

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

## LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$84.00	\$105.00	\$126.00
Overtime Labor	\$143.00	\$172.00	\$206.00

**Straight Time:** 8:00 am – 4:30 pm, Monday – Friday

**Overtime:** Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

### LABOR SCHEDULE

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

### LABOR SUPERVISION OPTIONS (please check one)

**Exhibitor Supervision**

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

Representative Name/Company: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**Hubbell/Tyner Supervision**

Work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of the total bill for this service. In order for Hubbell/Tyner to perform the work without the exhibitor present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

### OUTBOUND FREIGHT

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

Ship To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bill To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IMPORTANT INFORMATION

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

**Total Estimated Labor** \$ \_\_\_\_\_

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

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## BOOTH CLEANING

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

---

### DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

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

**Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday**

Cleaning Service	Area	Price	# Days	Extended
Vacuuming	_____ x	\$0.41 / sq ft x	_____ =	\$ _____

**Total Estimated Booth Cleaning \$ \_\_\_\_\_**

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

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)

Exhibitors may contract the services of non-official independent contractors to install and dismantle their exhibits. Should an exhibitor wish to use the services of an Exhibitor Appointed Contractor (EAC) instead of the Official Show Contractor (Hubbell/Tyner), the following information must be received by Hubbell/Tyner no less than 30 days prior to the first day of move-in.

**Exhibiting Company:** \_\_\_\_\_

**Exhibitor Appointed Contractor**

**Company** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Work Being Performed:** \_\_\_\_\_

**The EAC must provide Hubbell/Tyner with the following information**

Thirty days prior to the first exhibitor move-in day, a certificate of insurance with the following minimum coverage limits. Comprehensive General Liability not less than \$100,000 with respect to injuries to anyone person in occurrence; \$200,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming North American Tradeshows Inc., DBA, Hubbell/Tyner as additional insured

**The EAC must abide by the following**

Union Rules and Regulations

Rules and Regulations provided by Show Management

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_



# ELECTRICAL ORDER FORM

<b>Exhibitor:</b>	_____	<b>Name of Event:</b>	INsalon
<b>Address:</b>	_____	<b>Date of Event:</b>	October 17 & 18, 2015
<b>City, State, Zip:</b>	_____	<b>Marriott Contact:</b>	Lisa Medici
<b>Phone Number:</b>	_____	<b>Phone Number:</b>	763-971-5572
<b>Email:</b>	_____	<b>Fax Number:</b>	763-536-8790
<b>On-Site Contact:</b>	_____	<b>Email:</b>	lisa.medici@marriott.com

The Minneapolis Marriott Northwest offers non-refundable electrical service by **PREPAID request only.**  
*Additional fee of \$30.00 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)	\$100.00 /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**.

## HOTEL RESERVATIONS



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

763.536.8300

\$119 suite by 9/28/15

Ask for the INsalon Room Block

For online reservations go to [www.sspatoday.com](http://www.sspatoday.com)

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