

## Event Information

### Booth Equipment

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

### Show Colors

- Drape: Green & White  
Carpet: Aisle carpet is tan.

### Discount Price Deadlines

Tuesday, February 9, 2016

### Advance Freight Receiving Deadline

Monday, February 15, 2016



### Event Schedule

#### Exhibitor Move In

Tuesday, February 16, 2016      Move in times posted by Porchlight Productions

#### Exhibit Hours

Friday, February 19, 2016	2:00 pm – 8:00 pm
Saturday, February 20, 2016	10:00 am – 6:00 pm
Sunday, February 21, 2016	10:00 am – 4:00 pm

#### Exhibitor Move Out

Sunday, February 21, 2016      4:00 pm

## Exhibitor Information

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

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

## Recap of Orders

### Important Information

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

Orders received without payment will not be processed.

Please include the exhibitor information page with all orders.

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.....	\$
7.775% 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).....	\$
<b>Method of Payment</b>	<b>Grand Total.....</b>

### ☐ 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"/>	
Ex Date:		CCID #:	
Card Holder Name:			
Card Holder Signature:			
Card Billing Address:			
City/State/Zip:		Phone #:	

## 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.

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

### Empty Containers

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

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

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

Please see the following page to estimate your Material Handling needs

## Estimated Material Handling

### Shipping Addresses

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

### \*Advance Shipments

To: Your Company Name / Booth #

For: **Lake Home & Cabin**

Hubbell/Tyner  
2110 Old Hwy 8 NW  
New Brighton, MN 55112

### Warehouse Advance Shipments (200 lb. Minimum)

\*Receiving cut-off date: Monday, February 15, 2016

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

### Late Freight (200 lb. Minimum)

Freight received at Advance warehouse after advance deadline

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

### Overtime Freight (200 lb. Minimum)

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

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

Total Estimated Material Handling

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

## Material Handling Information

### Freezable/Controlled Environment Shipments

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

### Overtime

Overtime charges apply to shipments that meet the following guidelines:

#### Inbound Freight

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

#### Outbound Freight

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

### Late Freight

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

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

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

### Return Shipping

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

### Outbound Shipping Information

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

## Advance Shipping Labels

### Advance Shipment

Mpls. Lake Home and Cabin Show

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

c/o: 2110 Old Hwy 8 NW  
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

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## 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 exhibitors materials after same have been delivered to the exhibitors 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 exhibitors materials after the same have been delivered to exhibitors booth, and Hubbell/Tyner shall not be liable for exhibitors 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 exhibitors 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.