

Exhibitor Service Kit

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 **People of Color Career Fair**. 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,

Bret Bubany

Exhibitor Service Representative
651-280-4926 | Direct
651-917-2658 | Fax
bbubany@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

HUBBELL/TYNER EXHIBITOR SERVICES

Bret Bubany
 Phone | 651-280-4926
 Fax | 651-917-2658
 Email | bbubany@hubbelltyner.com

2110 Old Highway 8 NW
 New Brighton, MN 55112

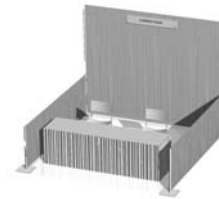
EXHIBIT BOOTH DESCRIPTION

Each 10' x 10' Booth Includes:

- 8' High Back Drape
- 3' High Side Drape
- 1 – 6' x 30" Draped Table
- 2 – Side Chairs
- 1 – ID Sign

Drape Colors – White

Carpet Colors – The show is set up on the existing facility carpet.



EXHIBITOR SCHEDULE

Exhibitor Move In:	Tuesday	October 10, 2017	8:00 am
Event Hours:	Tuesday	October 10, 2017	10:00 am – 3:00 pm
Exhibitor Move Out:	Tuesday	October 10, 2017	3:00 pm
Carrier Check-in:	Tuesday	October 10, 2017	5:00 pm

**Freight may be forced if carrier is not checked in by deadline.*

MATERIAL HANDLING

Advance to Warehouse: (Sep. 11 – Oct. 5)

TO: (Exhibiting Company Name and Booth #)
 FOR: People of Color Career Fair
 Hubbell/Tyner
 2110 Old Hwy 8 NW
 New Brighton, MN 55112

Direct to Show Site: (Oct. 10)

TO: (Exhibiting Company Name and Booth #)
 FOR: People of Color Career Fair
 Hubbell/Tyner
 Minneapolis Convention Center – Room 200
 1301 2nd Ave. South
 Minneapolis, MN 55403

PAYMENT & PRICING INFORMATION

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 & Furnishing Rentals Oct. 2
- Advance Freight Receiving Sep. 11 – Oct. 5

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: bbubany@hubbelltyner.com
Faxed: 651-917-2658
Mailed: Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

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.

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.

MISCELLANEOUS

- Should rental items be found in your booth that have not been ordered, they will be invoiced 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.....	\$ _____
7.775% 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).....	\$ _____
Grand Total	\$ _____

METHOD OF PAYMENT

- Company Check (Please reference Job #10975)**

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

EXHIBITING COMPANY INFORMATION

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

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 _____

THIRD PARTY COMPANY INFORMATION

Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____
Email Address _____

THIRD PARTY COMPANY INFORMATION

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

Item	Qty	Discount	Standard	Extended
Plastic Side Chair	_____ x	\$33.25	\$43.25 =	\$_____
Padded Side Chair.....	_____ x	\$58.75	\$76.50 =	\$_____
Padded Arm Chair.....	_____ x	\$62.00	\$80.75 =	\$_____
High Stool	_____ x	\$79.25	\$103.00 =	\$_____
Poster Board (vert / horiz).....	_____ x	\$100.25	\$130.47 =	\$_____
Showcase.....	_____ x	\$357.75	\$465.00 =	\$_____
Wastebasket.....	_____ x	\$23.00	\$29.75 =	\$_____
Easel.....	_____ x	\$36.75	\$48.00 =	\$_____
Chrome Bag Holder	_____ x	\$55.25	\$72.00 =	\$_____
22" x 28" Chrome Sign Holder.....	_____ x	\$85.75	\$111.25 =	\$_____
Chrome Stanchion	_____ x	\$65.50	\$85.25 =	\$_____
Velour Stanchion Rope.....	_____ x	\$28.86	\$37.50 =	\$_____
Retractable Stanchion	_____ x	\$32.25	\$42.00 =	\$_____
Literature Rack	_____ x	\$84.50	\$109.75 =	\$_____
Sales Counter w/ Graphics	_____ x	\$320.75	\$417.00 =	\$_____
4' Tabletop Riser.....	_____ x	\$50.25	\$65.25 =	\$_____
6' Tabletop Riser.....	_____ x	\$70.50	\$91.50 =	\$_____
8' Tabletop Riser.....	_____ x	\$91.50	\$119.00 =	\$_____
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	\$17.50	\$20.50 =	\$_____
Color Selection				
<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	\$15.00	\$17.50 =	\$_____
Color Selection				
<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. 4th 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

30" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
4' L x 24" W	_____ x	\$111.75	\$145.25 =	\$ _____
6' L x 24" W	_____ x	\$125.00	\$163.50 =	\$ _____
8' L x 24" W	_____ x	\$143.25	\$186.25 =	\$ _____
4 th Side Draping.....	_____ x	\$45.75	\$59.50 =	\$ _____

Color Selection

Black Blue Burgundy Gold Green Grey Purple Red Teal White

42" High Draped Tables (on 3 sides)	Qty	Discount	Standard	Extended
4' L x 24" W	_____ x	\$123.75	\$160.89 =	\$ _____
6' L x 24" W	_____ x	\$139.25	\$181.25 =	\$ _____
8' L x 24" W	_____ x	\$151.75	\$197.25 =	\$ _____
4 th Side Draping.....	_____ x	\$45.75	\$59.50 =	\$ _____

Color Selection

Black Blue Burgundy Gold Green Grey Purple Red Teal White

30" High Undraped Tables	Qty	Discount	Standard	Extended
4' L x 24" W	_____ x	\$47.75	\$62.25 =	\$ _____
6' L x 24" W	_____ x	\$51.50	\$67.00 =	\$ _____
8' L x 24" W	_____ x	\$57.25	\$74.25 =	\$ _____

42" High Undraped Tables	Qty	Discount	Standard	Extended
4' L x 24" W	_____ x	\$51.50	\$67.00 =	\$ _____
6' L x 24" W	_____ x	\$57.00	\$74.00 =	\$ _____
8' L x 24" W	_____ x	\$63.25	\$82.00 =	\$ _____

Pedestal Tables	Qty	Discount	Standard	Extended
18" H x 30" Round.....	_____ x	\$63.50	\$82.50 =	\$ _____
30" H x 30" Round.....	_____ x	\$93.00	\$120.75 =	\$ _____
42" H x 30" Round.....	_____ x	\$97.00	\$126.00 =	\$ _____
42" H x 30" Round – with black cover.....	_____ x	\$129.25	\$168.00 =	\$ _____
30" H x 42" Round – (conference Table).....	_____ x	\$91.75	\$119.25 =	\$ _____

Total Estimated Tables \$ _____

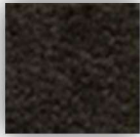
The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

FLOOR COVERING

STANDARD CARPET

10 oz NYLON CARPET



Black



Blue



Burgundy



Green



Grey



Red



Tan



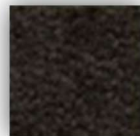
Teal

PREMIUM CARPET

28 oz NYLON CARPET



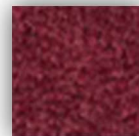
Berry



Black



Blue



Burgundy



Charcoal



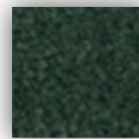
Cobalt



Emerald



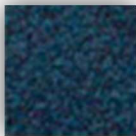
Gold



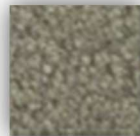
Green



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	\$160.00	\$208.00 =	\$_____
10' x 20'	_____ x	\$308.00	\$416.00 =	\$_____
10' x 30'	_____ x	\$480.00	\$624.00 =	\$_____
10' x 40'	_____ x	\$640.00	\$832.00 =	\$_____

Custom Size – Standard Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$1.60	\$2.08 =	\$_____

Color Selection

Black Blue Burgundy Green Grey Red Tan

**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 \$5.30	\$6.90 =	\$_____

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 \$1.14	\$1.49 =	\$_____

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	x \$0.93	\$1.20 =	\$_____

Total Estimated Floor Covering \$ _____

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.

EXECUTIVE LOUNGE FURNISHINGS

Item	Qty	Discount	Standard	Extended
Lounge Chair	_____ x	\$257.00	\$334.00 =	\$ _____
Sofa	_____ x	\$362.00	\$470.00 =	\$ _____
Coffee Table	_____ x	\$132.00	\$172.00 =	\$ _____
End Table	_____ x	\$99.00	\$129.00 =	\$ _____
Table Lamp	_____ x	\$56.75	\$73.75 =	\$ _____
Floor Lamp	_____ x	\$93.75	\$122.00 =	\$ _____

OFFICE STYLE FURNISHINGS

Item	Qty	Discount	Standard	Extended
Executive Desk 72" x 42"	_____ x	\$430.00	\$559.00 =	\$ _____
Credenza 72" x 24"	_____ x	\$325.25	\$422.75 =	\$ _____
Hutch 72" x 44"	_____ x	\$297.75	\$387.00 =	\$ _____
Desk 72" x 36"	_____ x	\$308.50	\$401.25 =	\$ _____
Bookcase 72" High	_____ x	\$121.25	\$157.75 =	\$ _____
Bookcase 48" High	_____ x	\$103.00	\$133.75 =	\$ _____
Executive Leather Office Chair	_____ x	\$196.00	\$246.00 =	\$ _____
Leather Guest Chair	_____ x	\$203.00	\$264.00 =	\$ _____
Chair – Executive Task Chair	_____ x	\$197.00	\$256.00 =	\$ _____
Chair – Conference Chair	_____ x	\$121.00	\$158.00 =	\$ _____
Chair – Stackable Guest Chair	_____ x	\$88.00	\$114.50 =	\$ _____
Table – 36" x 72" Conference Table	_____ x	\$189.00	\$245.00 =	\$ _____
Table – 48" Round Conference Table	_____ x	\$115.00	\$150.00 =	\$ _____

Total Estimated Executive Furnishings \$ _____

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

Exhibiting Company _____ **Booth #** _____

INLINE RENTAL EXHIBITS – 10’ X 10’

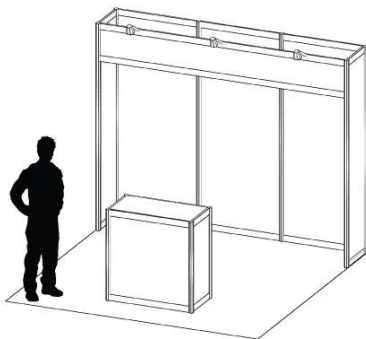
What’s included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

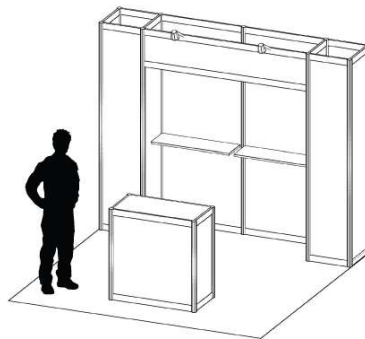
Order Deadline

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

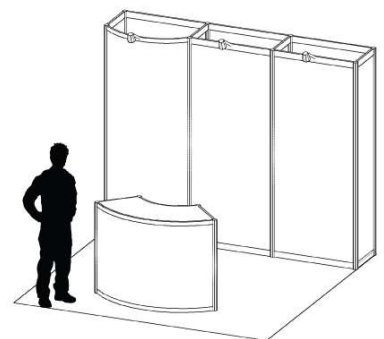
MODEL 100



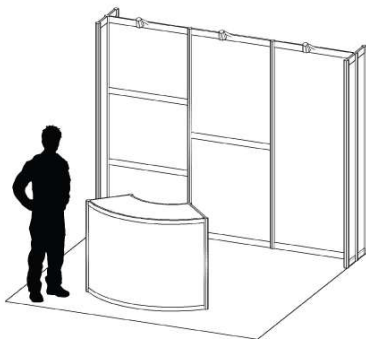
MODEL 105



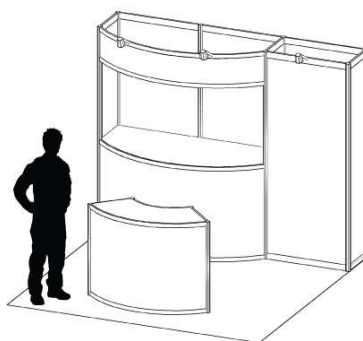
MODEL 110



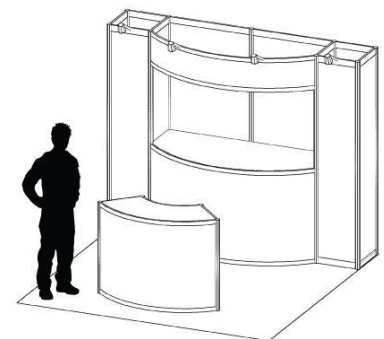
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

INLINE RENTAL EXHIBITS – 10’ X 20’

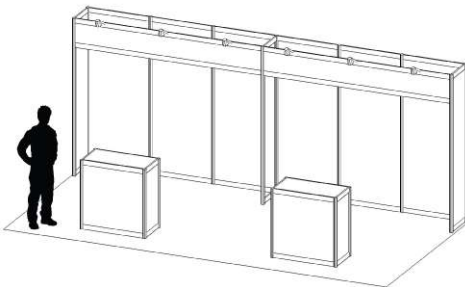
What’s included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

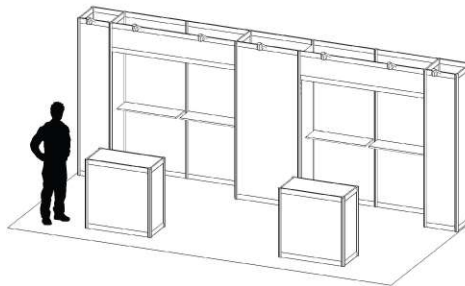
Order Deadline

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

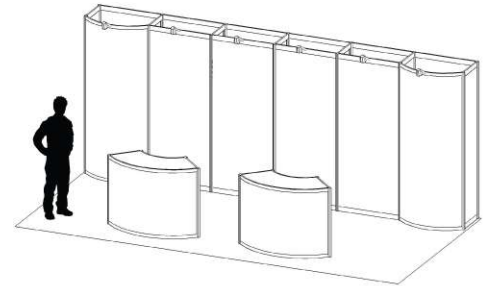
MODEL 100



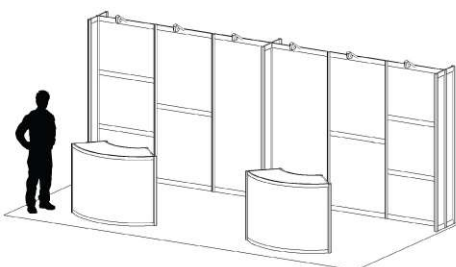
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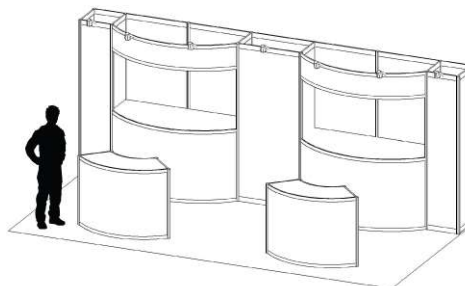
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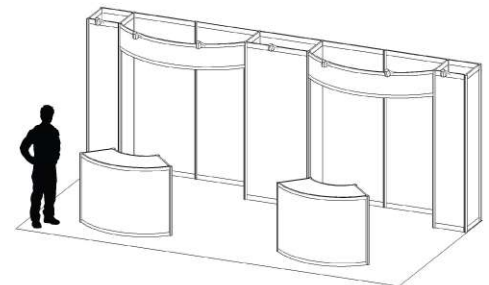
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____ Booth # _____

ISLAND RENTAL EXHIBITS – 20’ X 20’

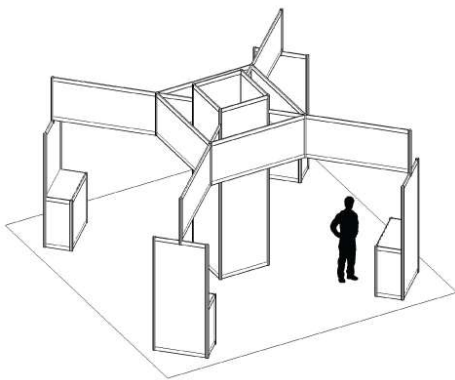
What’s included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

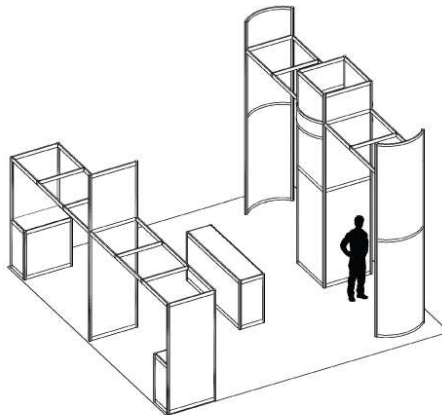
Order Deadline

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

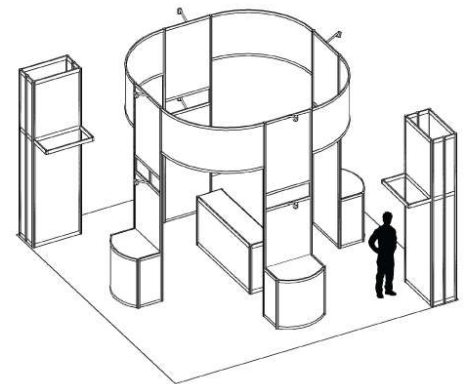
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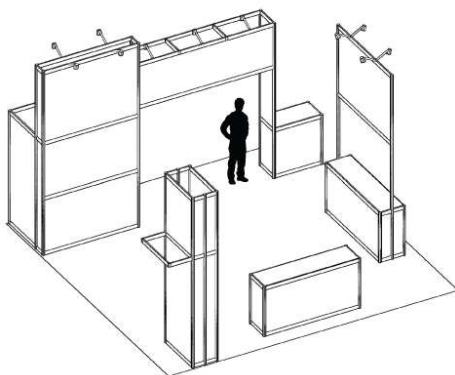
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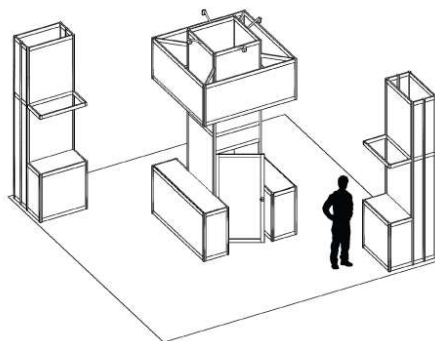
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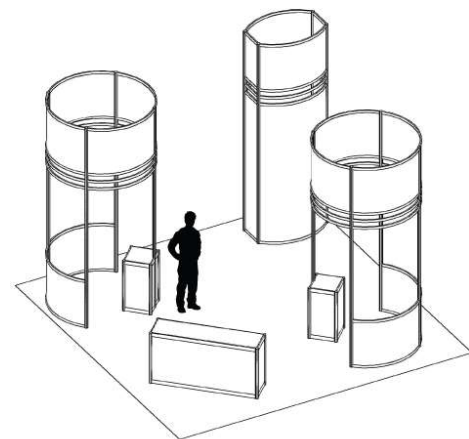
MODEL 115



MODEL 120



MODEL 125



Exhibiting Company _____

Booth # _____

RENTAL EXHIBITS

10' x 10' Inline Exhibit	Qty	Discount	Standard	Extended
Model 100	_____ x	\$1500.00	\$1950.00 =	\$ _____
Model 105	_____ x	\$1750.00	\$2275.00 =	\$ _____
Model 110	_____ x	\$1750.00	\$2275.00 =	\$ _____
Model 115	_____ x	\$1500.00	\$1950.00 =	\$ _____
Model 120	_____ x	\$2100.00	\$2730.00 =	\$ _____
Model 125	_____ x	\$1900.00	\$2470.00 =	\$ _____

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

10' x 20' Inline Exhibit	Qty	Discount	Standard	Extended
Model 100	_____ x	\$2475.00	\$3215.00 =	\$ _____
Model 105	_____ x	\$2890.00	\$3755.00 =	\$ _____
Model 110	_____ x	\$2890.00	\$3755.00 =	\$ _____
Model 115	_____ x	\$2475.00	\$3220.00 =	\$ _____
Model 120	_____ x	\$3465.00	\$4505.00 =	\$ _____
Model 125	_____ x	\$3135.00	\$4075.00 =	\$ _____

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

20' x 20' Island Exhibit	Qty	Discount	Standard	Extended
Model 100	_____ x	\$8600.00	\$11180.00 =	\$ _____
Model 105	_____ x	\$8750.00	\$11375.00 =	\$ _____
Model 110	_____ x	\$9200.00	\$11960.00 =	\$ _____
Model 115	_____ x	\$9000.00	\$11700.00 =	\$ _____
Model 120	_____ x	\$7800.00	\$10140.00 =	\$ _____
Model 125	_____ x	\$8300.00	\$10790.00 =	\$ _____

Carpet Color Selection

Black Blue Burgundy Green Grey Red Tan Teal

A Hubbell/Tyner service representative will contact you to discuss your Rental Exhibit 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 =	\$ _____
38" x 84" (Meter Board)	_____ x	\$319.20	\$414.96 =	\$ _____

All signs are mounted on 3/16" foam core and priced as single sided. Other substrates are available upon request. Meter Boards are mounted on 1/2" board.

CUSTOM SIZE SIGNS

Item	Qty	Discount	Standard	Extended
Sign Single Sided _____ x _____ = _____ sq in	_____ x	\$0.10	\$0.13 =	\$ _____
L W				
Sign Double Sided _____ x _____ = _____ sq in	_____ x	\$0.15	\$0.20 =	\$ _____
L W				

BANNERS

Item	Qty	Discount	Standard	Extended
Banner Single Sided _____ x _____ = _____ sq ft	_____ x	\$14.80	\$19.30 =	\$ _____
L W				
Banner Double Sided _____ x _____ = _____ sq ft	_____ x	\$22.20	\$28.95 =	\$ _____
L W				

Please note:

- All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in.
- Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document.
- The submission of digital files is required with all graphic orders, please see the following graphic guidelines for submission methods.
- All sign orders are subject to a 100% cancellation fee.

Total Estimated Rental Displays \$ _____

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

Exhibiting Company _____ **Booth #** _____

DIGITAL GRAPHIC GUIDELINES

To ensure your printed graphics meet the highest quality standards the following information will help guide you in the preparation of your files. Hubbell/Tyner's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below. Please note InDesign files are accepted but not preferred for large format printing.

Program	File Format
• Adobe Illustrator CS6 or below	.ai .eps
• Adobe Photoshop CS6 or below	.psd .tiff .jpg
• Adobe InDesign CS6 or below	.indd (all links must be included)
• Adobe Acrobat	.pdf (please refrain from using crop marks)

COLOR & RESOLUTION

Resolution

All files must be a minimum of 100 dpi at 100%.

Color

All files are printed as CMYK format. When possible please convert RGB to CMYK.

If Pantone colors are to be matched please specify all coated or uncoated swatches.

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

- Hubbell/Tyner is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Hubbell/Tyner representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive
Hubbell/Tyner
Attn: Event Name
2110 Old Highway 8 NW
New Brighton, MN 55112

MATERIAL HANDLING RATES

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

• Storage at our advance warehouse up to 30 days prior to show opening	CWT Charge	200 lb. Minimum
• Delivery to show site and placement at your booth	\$80.00	\$160.00
• Removal & return of empty containers		
• Loading of outbound shipments from show site		

EXHIBIT HALL DIRECT SHIPMENTS

• Placement of materials at your booth	CWT Charge	200 lb. Minimum
• Removal & return of empty containers	\$77.00	\$154.00
• Loading of outbound shipments from show site		
• Must have a certified weight ticket		
• Must be sent during scheduled exhibitor install hours		

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

• Loose or pad wrapped materials can only be received at show site during exhibitor setup hours	CWT Charge	200 lb. Minimum
	\$120.00	\$240.00

LATE FREIGHT

• Freight received at warehouse less than 5 days prior to show move in times	CWT Charge	200 lb. Minimum
• Late freight is an additional charge to the appropriate drayage rate	\$27.00	\$54.00

OVERTIME

• Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays	CWT Charge	200 lb. Minimum
• Overtime is an additional charge to the appropriate drayage rates	\$21.00	\$42.00

SMALL PACKAGE/SHIPMENT RATE

• Cartons/Envelopes weighing less than 30 lbs. per shipment	\$47.00 / 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:

\$20.00 / each – Any fiber case, box or carton

\$43.00 / 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 dates: Sept. 11 – Oct. 5
 Receiving hours: Mon – Friday 8:00am – 4:00pm
To: Exhibiting Company Name / Booth #
For: People of Color Career Fair
 Hubbell/Tyner
 2110 Old Hwy 8 N.W.
 New Brighton, MN 55112

Direct Shipments:

Receiving Dates and Times: Tuesday, Oct. 10, 2017
To: Exhibiting Company Name / Booth #
For: People of Color Career Fair
 c/o Hubbell/Tyner
 Minneapolis Convention Center – Room 200
 1301 2nd Ave. South
 Minneapolis, MN 55403

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

<p>Warehouse Advance Shipments (*200 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$80.00 per 100 lbs = _____</p>
<p>Exhibit Hall Direct Shipments (*200 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$77.00 per 100 lbs = _____</p>
<p>Uncrated or Specialized Carrier Shipments Direct (*300 lb. Minimum Handling Charge) Shipment Weight _____ ÷ *100 = _____ x \$120.00 per 100 lbs = _____</p>
<p>Late Freight (200 lb. Minimum Handling Charge) Freight received at Advance warehouse after advance deadline Shipment Weight _____ ÷ *100 = _____ x \$27.00 per 100 lbs = _____</p>
<p>Overtime Freight (200 lb. Minimum Handling Charge) Freight loaded or received after 4:30 pm Mon – Fri or weekends Shipment Weight _____ ÷ *100 = _____ x \$21.00 per 100 lbs = _____</p>

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____ 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.

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Oct. 5, 2017

People of Color Career Fair

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. 5, 2017

People of Color Career Fair

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. 10, 2017

People of Color Career Fair

To: Minneapolis Convention Center – Room 200

c/o: Hubbell/Tyner
1301 2nd Ave. South
Minneapolis, MN 55403



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. 10, 2017

People of Color Career Fair

To: Minneapolis Convention Center – Room 200

c/o: Hubbell/Tyner
1301 2nd Ave. South
Minneapolis, MN 55403



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 exhibitor's 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	\$86.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

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 #** _____



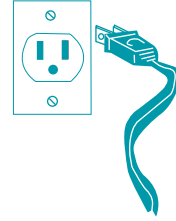
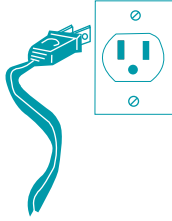
Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2017

Prices effective
1/1/17 thru 12/31/17



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500

ELECTRICAL SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **“Minneapolis Convention Center”**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Cleaning and Porter Service



Plumbing/Compressed Air Service



Guest Services



Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045
[and online @ www.kelber.com](http://www.kelber.com)



Questions
Contact Exhibitor Services
(612) 335-6550



Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Electrical Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____	E-Mail Address _____	
<input type="checkbox"/> Check if new address		
Street Address _____	Contact Person _____	
City _____	State _____	Zip _____ Phone # _____

Payment Notice: Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

24 hour Service Required? Add 50% to Service Connection Charge \$ _____

Special Electrical Service (Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase- per single connection

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00	10 amp (3600 watts) _____	173.00	\$217.00
20 amp (4160 watts) _____	198.00	240.00	20 amp (7200 watts) _____	309.00	388.00
30 amp (6240 watts) _____	226.00	280.00	30 amp (10,800 watts) _____	346.00	436.00
40 amp (8320 watts) _____	294.00	365.00	40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

Total \$ _____

Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

Rate * Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	118.00/hr.	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	177.00/hr.	
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	236.00/hr.	

Non-Taxable

Total \$ _____

Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.	
Extension Cord (25 Feet)	_____	35.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	35.00

Total

Tax 7.775%

\$ _____
 \$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Amer. Express Company Check or Money Order # _____

Discover Credit Card # _____ Exp Date _____

MasterCard Cardholders Name _____

Visa Authorized Signature _____

Order Total \$ _____

For MCC Use Only	
ID No.	\$ _____
Entered	Date _____
P.O. No. _____	
P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Electrical Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

Standard Electrical Services.....	120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request	480 Volt, A.C., Three Phase, 60 Cycle 240 Volt, A.C., Three Phase, 60 Cycle



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Email • Surfing the Internet <p>Supports 1 device only</p>
---	--	--

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	

Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.

3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	

4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	

5. Special Quote – Attachment A or Statement of Work (if applicable)

6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)

For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.

Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com	SUBTOTAL
	ESTIMATED 10% TAX / FEES
	GRAND TOTAL

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 024 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Minneapolis CC (024) - MN

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2017 - 024 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Minneapolis CC (024) - MN
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 024 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.



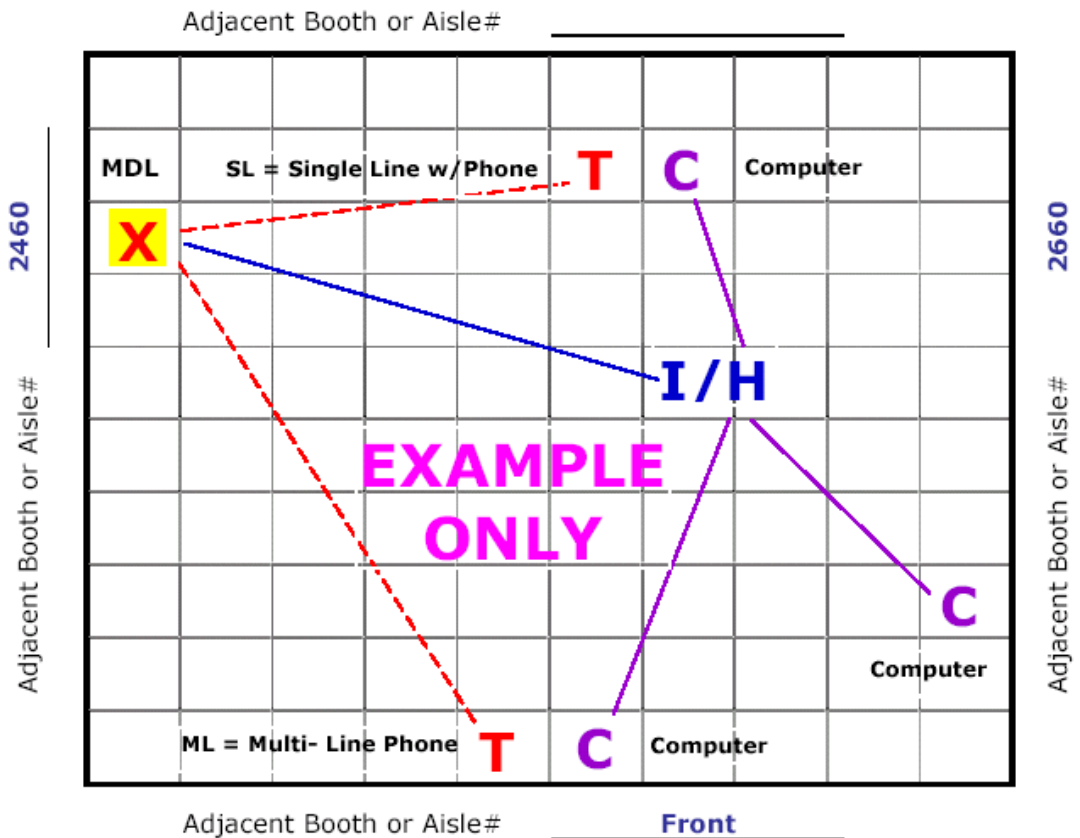
Floor Plan – Communications Cable

Center: Minneapolis CC (024) - MN
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2017 - 024 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



AUDIO VISUAL & VIDEO RESOURCES

Event Name:

Show Date:

Location:

AUDIO / VISUAL SERVICES

CONSULTING FOR LARGE EXHIBITS OR CUSTOM DISPLAYS PLEASE CALL (952)-814-9898

Video / Computer Equipment				BOOTH LIGHTING			
Qty	Description	Show rate	Total	Qty	Description	Show rate	Total
	DVD Blu-ray Player	\$ 50.00			Color Changing LED Light Fixture Small	\$ 45.00	
	20" LCD w/ table stand	\$ 75.00			Color Changing LED Light Fixture Medium	\$ 60.00	
	30" LCD w/ table stand	\$125.00			LED 3' Strip Light	\$ 75.00	
	40" LCD w/table stand	\$250.00			Adjustable focus light fixture	\$ 35.00	
	50" LCD w/table stand	\$350.00			General Light Fixture	\$ 35.00	
	60" LCD w/table stand	\$550.00			GOBO (**CALL**)	\$ 100.00	
	70" LCD w/table stand	\$650.00			LED Mini Mover Lights	\$ 100.00	
	80" LCD w/table stand	\$750.00			25' AC cable	\$ 5.00	
	LCD Projector (5000 Lumen)	\$250.00			Power Strip	\$ 5.00	
	Digital Camcorder	\$200.00					
	PowerPoint Remote	\$ 25.00					
	PC Laptop	\$200.00					
	MAC Laptop	\$200.00					
	VGA / HDMI Distro	\$ 50.00					
Sound Equipment				Miscellaneous			
	90w Speaker/Stand	\$ 35.00			Chain Motor	\$ 250.00	
	300w PA System	\$ 175.00			Portable Screen 6'	\$ 50.00	
	Microphone	\$ 15.00			Portable Screen 7'	\$ 55.00	
	Mic Stand	\$ 10.00			Portable Screen 8'	\$ 60.00	
	Wireless Mic	\$ 100.00			Plasma / LCD Stand (30-50")	\$ 50.00	
	Wireless Headset	\$ 145.00			Plasma / LCD Stand (50-80")	\$ 100.00	
	CD Player	\$ 35.00			Truss (10',5',Corner,Base)	\$ 50.00	
					Charging Station w/ 50" LCD Monitor	\$ 500.00	
					Custom Graphics Available		
COMMON PACKAGES							
Qty	Description	Price					Total
	30" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 175.00			40" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 300.00	
	50" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 400.00			60" LCD with floor stand, connection cables, AC cables, and power strip	\$ 650.00	
	Add external sound to any of above packages (Video or computer audio Playback)	\$ 75.00			Add DVD player and shelf to any of above packages	\$ 50.00	
	2 Speaker pa system with wireless Countryman headset mic and all cables	\$ 300.00			PC Laptop with 20" LCD Monitor and all cables	\$ 250.00	
	Add 2nd 20" monitor and VGA splitter to above package and all cables	\$ 75.00			8 Fixture Lighting Package – 4 LED lights, 1 Focus Light Fixture, 3 General Lights, Cables, and Controller	\$ 450.00	
MANY OTHER ITEMS AVAILABLE. PLEASE CALL FOR AVAILABILITY AND PRICING							
COMPANY NAME: _____				BOOTH # _____			
Total Costs			Delivery / Payment Information				
Equipment Price:			Delivery Date:				
Delivery / Set / Strike:		\$ 70.00	Delivery Time:				
Sub Total:			Show End Time / Date:				
7.875% Sales Tax:			<input type="checkbox"/> Check Enclosed (payable to AVVR)		<input type="checkbox"/> Visa/MC/AmEx		
TOTAL:			Card # :		Exp.		
			Signature:				

*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.

E-MAIL OR FAX TO:

Audio Visual & Video Resources

ATTN: Carlyle Kramer
801 American Blvd. E
Bloomington, MN 55420

Phone: 952.814.9898
Fax: 952.814.9907
sales@avvr.com

AUDIO VISUAL SERVICES CONTACT:

AVVR Inc.

801 American Blvd E, Bloomington, MN 55420

(952) 814-9898 · www.avvr.com



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2017

Prices effective
1/1/17 thru 12/31/17



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center
Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **“Minneapolis Convention Center”**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms
Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Plumbing/Compressed Air Service



Guest Services



Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045
and online @ www.kelber.com



Questions
Contact Exhibitor Services
(612) 335-6550



Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Cleaning and Porter Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____	E-Mail Address _____	
<input type="checkbox"/> Check if new address		
Street Address _____	Contact Person _____	
City _____	State _____	Zip _____ Phone # _____

Payment Notice: **Advance Rates** apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Notice: Cost of vacuuming will be invoiced on the total area of your booth. **100 sq. ft. minimum**
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.
 Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.
 Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	
COST PER DAY	Advance Rate 27¢/sq. ft.
	Standard Rate 32¢/sq. ft.
Number of Days _____ x _____ sq. ft. x rate \$ _____	Total \$ _____
	(100 sq. ft. min.)

Damp Mop

COST PER SQUARE FOOT	Advance Rate 45¢	Standard Rate 55¢
	_____ sq. ft. x rate \$ _____	
	(100 sq. ft. min.)	
Number of Days _____ x _____ sq. ft. x rate \$ _____	Total \$ _____	
	(100 sq. ft. min.)	

Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.

	COST PER DAY	
	Advance Rate	Standard Rate
<input type="checkbox"/> 0-600 sq. ft.	\$ 52.00 per day	\$ 57.00 per day
<input type="checkbox"/> 600+ sq. ft.	\$ 100.00 per day	\$ 110.00 per day
Specify dates for service & number of days _____ x rate \$ _____	Total \$ _____	

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Amer. Express Company Check or Money Order # _____

Discover Credit Card # _____ Exp Date _____

MasterCard Cardholders Name _____

Visa Authorized Signature _____

Order Total \$ _____	
For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Cleaning and Porter Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service completion.
 - d. No service will be completed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After service - **NO REFUND.**
 2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.

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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