

2014 Exhibitor Kit

Thank you for participating in the 2014 AASLH Annual Meeting in St. Paul, Minnesota! Attached is the **Exhibitor Kit** with information to help you in your conference planning. Please read through it carefully as it contains detailed information on shipping, exhibiting, and contacts for specific questions. AASLH Exhibitors are responsible for adhering to all terms and conditions as set forth in the Exhibitor Prospectus.

LOCATION OF EXHIBIT HALL: (Not a shipping address):

Crowne Plaza, St Paul-Riverfront
Minnesota Ballroom
11 East Kellogg Boulevard
St. Paul, MN 55101

AASLH STAFF CONTACT

Rebecca Price, price@aslh.org, 615.320.3203

EXHIBIT HALL SCHEDULE

Conference Dates: September 17-20

Exhibit Hall Dates: September 18-19

Installation: Wednesday, September 17, 2:00–6:00pm
Thursday, September 18, 6:30–8:00am

Dismantle: Friday, September 19, 4:00–6:00pm

Exhibit Hall Hours: September 18: 9am–5:15pm
September 19: 9am–4:00pm

- The Exhibit Hall opens each day at 9:00am. All exhibitors are expected to have their booths installed and ready by opening hours, and at least one person must staff the booth during opening hours.
- The Exhibit Hall closes at 4:00pm on Friday, September 19. Dismantle begins at 4:00pm.

HOTEL INFORMATION

Note: If there are no rooms left at these hotels, you will need to make your own hotel arrangements. You can also contact the St. Paul CVB if you are unfamiliar with the city:

<http://www.visitsaintpaul.com/>

Headquarter Hotel

Crowne Plaza, St Paul-Riverfront

11 East Kellogg Boulevard

St. Paul, MN 55101

Phone: (651) 292-1900

Group Code: Z6D

[Reservation Link for Crowne Plaza](#)

The single/double room rate is \$135 plus local taxes.

Room block cut-off date is August 26 or when block is full.

Overflow Hotels

DoubleTree Hotel by Hilton Hotel, St Paul Downtown

411 Minnesota Street

St. Paul, Minnesota 55101

Phone: (651) 291-8800

Fax: (651) 605-0263

[Reservation Link for DoubleTree by Hilton Hotel](#)

Room Rate: \$142 plus local taxes

Room block will close on August 17 or when the block is full.

The hotel is within walking distance of the Crowne Plaza Hotel.

Holiday Inn St. Paul Downtown

175 W 7th St.

St. Paul, MN 55102

Phone: (877) 834-3613

[Reservation Link for Holiday Inn](#)

Group Code: Group Code AAS or American Association for State and Local History.

Room Rate: \$127 plus local taxes

Room block will close on August 22 or when the room block is full.

The hotel has a complimentary shuttle van to take you to the Crowne Plaza Hotel.

The hotel is about 9 blocks from the Crowne Plaza Hotel.

- See more at: <http://about.aaslh.org/am-travel/#sthash.UHbM8AFb.dpuf>

EXHIBITOR QUICK FACTS

Exhibit Booths and Materials

The 2014 AASLH Exhibit Hall will be installed by Hubbell/Tyner. Please note the following for this year's show:

- The Exhibit Hall is carpeted and will be in a hotel ballroom.
- Your booth will already include:
 - 8 deep x 10 wide exhibit booth with company sign
 - One (1) skirted 6 foot table
 - Backdrop and side drapes dividers
 - Two chairs
 - One wastebasket

If you need additional material and services, contact the decorator service directly:

Angie Thompson

Exhibitor Service Representative

651-280-4935 | Direct

651-917-2658 | Fax

athompson@hubbelltyner.com

Electricity and Internet

Electrical order forms are in this kit. **If you need Internet, please contact Rebecca Price to arrange service. rprice@aslh.org.**

Shipping & Installation

Exhibitors are responsible for arranging all of their own delivery, installation, shipping, and drayage charges. AASLH does not provide any delivery services or equipment to move your material into your exhibit booth. If you need to ship your booth to St. Paul, AASLH recommends two options.

1. Decorator Service – Forms included in this kit.
2. Hotel - Contact the Hotel where you will be staying to discuss any shipping services and fees *they may offer to guests*. You must make direct arrangements with your hotel before shipping, as they may not be able to accommodate packages and material over a certain size. You are still responsible for bringing your material to the exhibit hall.

The only service that will receive and deliver your material directly to your exhibit booth is the Decorator Service. If you ship your booth to the Crown Plaza Hotel Address on your own, it will not be delivered to the exhibit hall.

Delivering Yourself?

If you plan to carry in and pick up your booth material yourself and need a loading dock, there is a loading dock and ramp at the hotel. The load dock is an elevated dock that requires special equipment and we do not recommend using that. There is a ramp next to the loading dock that you can use to transport your material, and then use a freight elevator to the exhibit hall. Exhibitors are responsible for any loading equipment they need to get their material to the booth.

Location of Ramp: Corner of Cedar and 4th Avenue, St. Paul, MN 55101

NOTE: Do not arrive before 2:00pm on September 17.

*AASLH recommends using a tracking service for your shipments.

Welcome

Dear Exhibitor:

Hubbell/Tyner is pleased to inform you that we have been selected by show management to serve as the official service contractor for the AASLH. 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.



Angie Thompson

Exhibitor Service Representative
651-280-4935 | Direct
651-917-2658 | Fax
athompson@hubbelltyner.com

Event Information

Booth Equipment

Each 8' x 10' Booth will consist of:

- 8' high back drape
- 3' high side drape
- (1) Identification Sign (7" x 44")
- (1) 6' x 30" Draped Table
- (2) Chairs
- (1) Wastebasket

Show Colors

Drape: Green

Carpet: Minnesota Ballroom is carpeted.

Discount Price Deadlines

Monday, September 8, 2014

Advance Freight Receiving Deadline

Friday, September 12, 2014



Event Schedule

Exhibitor Move In

Wednesday, September 17, 2014 2:00 pm - 6:00 pm

Thursday, September 18, 2014 6:30 am - 8:00 am

Exhibit Hours

Thursday, September 18, 2014 9:00 am - 5:15 pm

Friday, September 19, 2014 9:00 am - 4:00 pm

Exhibitor Move Out

Friday, September 19, 2014 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 complete your order summary below along with payment information and return to Hubbell/Tyner via fax.

Services Ordered

Taxable Services

Furnishings & Accessories.....	\$
Tables.....	\$
Floor Covering.....	\$
Booth Package.....	\$
Executive Furnishings.....	\$
Rental Displays.....	\$
Booth Cleaning.....	\$
7.625% Sales Tax*.....	\$

* All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.





Non-Taxable Services

Signs & Banners.....	\$
Material Handling/Forklift Service (must have cc on file).....	\$
Labor (must have cc on file).....	\$
Method of Payment	Grand Total.....
<input type="checkbox"/> Company Check	\$

Make Checks Payable to Hubbell/Tyner

Mail to: Hubbell/Tyner
 2110 Old Hwy 8
 New Brighton, MN 55112

Please reference the 4-Digit code in the bottom right corner of this page on all check payments made.

Exhibiting Company:		Booth #:	
Account Number:			
Card Type: <input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Card Holder Name:		Ex Date:	CCID #:
Card Holder Signature:			
Card Billing Address:			
City/State/Zip:		Phone #:	

Please include the exhibitor information page with all orders.

Third Party Payment Authorization

Acknowledgement of Third Party Credit Authorization.

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

EXHIBITING COMPANY INFORMATION

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

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

THIRD PARTY COMPANY INFORMATION

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

THIRD PARTY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

SERVICES TO BE CHARGED TO THIRD PARTY

- All H/T Services
- Booth Furnishings
- Material Handling
- Booth Labor
- Other _____

Hubbell/Tyner must be notified of a Third Party Payment 14 days prior to exhibitor move in

Furnishings & Accessories

- A. Plastic Side Chair
- B. Padded Side Chair
- C. Padded Arm Chair
- D. High Stool
- E. Posterboard
- F. Showcase
- G. Wastebasket
- H. Easel
- I. Chrome Bag Holder
- J. Chrome Stanchion
- K. 8' Velour Rope
- L. Literature Rack
- M. Sales Counter
- N. 4' Table Riser
- O. 6' Table Riser
- P. 8' Table Riser
- Q. 8' High Drape
- R. 3' High Drape

A.



B.



C.



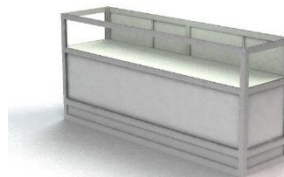
D.



E.



F.



G.



H.



I.



J/K.



L.



M.



N/O/P.



Q.



R.



Furnishings & Accessories

Furnishings & Accessories	Quantity	Discount	Standard	Extended
A. Plastic Side Chair.....	<input type="text"/> x	\$31.00	\$47.25 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$54.75	\$62.00 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$58.00	\$65.00 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$74.00	\$93.50 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$93.75	\$114.50 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$344.00	\$438.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$22.00	\$26.00 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$33.50	\$39.50 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$53.25	\$57.50 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$59.75	\$73.50 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$27.75	\$27.75 =	\$ <input type="text"/>
L. Literature Rack.....	<input type="text"/> x	\$81.25	\$95.50 =	\$ <input type="text"/>
M. Sales Counter w/graphics.....	<input type="text"/> x	\$299.50	\$330.25 =	\$ <input type="text"/>
Table Risers				
O. 4' Table Riser.....	<input type="text"/> x	\$48.25	\$57.75 =	\$ <input type="text"/>
P. 6' Table Riser.....	<input type="text"/> x	\$67.75	\$70.25 =	\$ <input type="text"/>
Q. 8' Table Riser.....	<input type="text"/> x	\$88.00	\$97.00 =	\$ <input type="text"/>
R. 8' High Masking Drape (p/ft).....	<input type="text"/> x	\$16.75	\$19.75 =	\$ <input type="text"/>
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White <i>Drape color selection please check one</i>				
S. 3' High Masking Drape (p/ft).....	<input type="text"/> x	\$14.50	\$17.00 =	\$ <input type="text"/>
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White <i>Drape color selection please check one</i>				
T. 8' Upright with Base.....	<input type="text"/> x	\$25.25	\$33.00 =	\$ <input type="text"/>
U. 6'-10' Crossbar.....	<input type="text"/> x	\$17.75	\$23.00 =	\$ <input type="text"/>

Total Estimated Furnishings & Accessories \$

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

Company Name: _____ Booth # _____

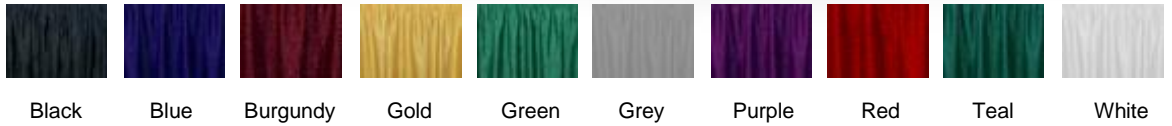
Tables

Skirted Tables

- A. 4' L x 24"W x 30"H
- B. 6' L x 24"W x 30"H
- C. 8' L x 24"W x 30"H

- D. 4' L x 24"W x 42"H
- E. 6' L x 24"W x 42"H
- F. 8' L x 24"W x 42"H

Skirted tables include a white vinyl top and skirting on 3 sides. 4th sided skirting can be ordered at an additional cost.



Unskirted Tables

- G. 4' L x 24"W x 30"H
- H. 6' L x 24"W x 30"H
- I. 8' L x 24"W x 30"H

- J. 4' L x 24"W x 42"H
- K. 6' L x 24"W x 42"H
- L. 8' L x 24"W x 42"H

Unskirted tables include a white vinyl top.



Pedestal Tables

- M. 18" H x 30" Round
- N. 30" H x 30" Round
- O. 42" H x 30" Round

- P. 30" H x 42" Round

- Q. 42" H x 30" Round Cover



Tables

30" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
A. 4' L x 24" W.....	<input type="text"/>	x \$104.50	\$123.50 =	<input type="text"/>
B. 6' L x 24" W.....	<input type="text"/>	x \$118.00	\$139.75 =	<input type="text"/>
C. 8' L x 24" W.....	<input type="text"/>	x \$133.75	\$158.00 =	<input type="text"/>
4 th Side Skirting.....	<input type="text"/>	x \$43.00	\$52.75 =	<input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

42" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
D. 4' L x 24" W.....	<input type="text"/>	x \$116.00	\$137.00 =	<input type="text"/>
E. 6' L x 24" W.....	<input type="text"/>	x \$130.25	\$153.25 =	<input type="text"/>
F. 8' L x 24" W.....	<input type="text"/>	x \$141.75	\$167.00 =	<input type="text"/>
4 th Side Skirting.....	<input type="text"/>	x \$43.00	\$52.75 =	<input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

30" High Unskirted	Quantity	Discount	Standard	Extended
G. 4' L x 24" W.....	<input type="text"/>	x \$44.75	\$52.25 =	<input type="text"/>
H. 6' L x 24" W.....	<input type="text"/>	x \$48.00	\$56.75 =	<input type="text"/>
I. 8' L x 24" W.....	<input type="text"/>	x \$53.50	\$63.00 =	<input type="text"/>

42" High Unskirted	Quantity	Discount	Standard	Extended
J. 4' L x 24" W.....	<input type="text"/>	x \$48.00	\$56.75 =	<input type="text"/>
K. 6' L x 24" W.....	<input type="text"/>	x \$53.25	\$63.00 =	<input type="text"/>
L. 8' L x 24" W.....	<input type="text"/>	x \$59.00	\$69.25 =	<input type="text"/>

Pedestal Tables	Quantity	Discount	Standard	Extended
M. 18"H x 30" Round.....	<input type="text"/>	x \$59.25	\$70.00 =	<input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/>	x \$86.75	\$102.50 =	<input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/>	x \$90.50	\$115.50 =	<input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/>	x \$85.75	\$102.50 =	<input type="text"/>
Q. 42"H x 30" Round – with black cover.....	<input type="text"/>	x \$120.50	\$156.75 =	<input type="text"/>

Total Estimated Tables

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

Company Name: _____ Booth # _____

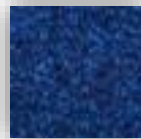
Floor Covering

Standard Carpet

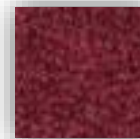
10 oz. nylon carpeting



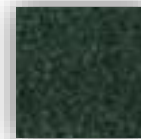
Black



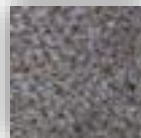
Blue



Burgundy



Green



Grey



Red



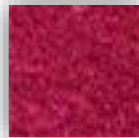
Tan



Teal

Premium Carpet

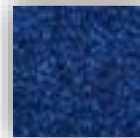
28 oz. nylon carpeting



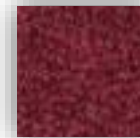
Berry



Black



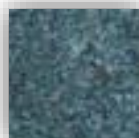
Blue



Burgundy



Charcoal



Cobalt



Emerald



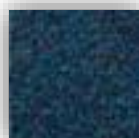
Gold



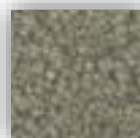
Green



Ice



Navy



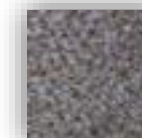
Platinum



Purple



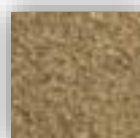
Red



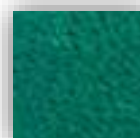
Silver



Soft Ivory



Tan



Teal



White

Floor Covering

Standard Carpet (10oz. nylon)	Quantity	Discount	Standard	Extended
10' x 10'.....	<input type="text"/>	\$154.00	\$201.00 =	\$ <input type="text"/>
10' x 20'.....	<input type="text"/>	\$308.00	\$402.00 =	\$ <input type="text"/>
10' x 30'.....	<input type="text"/>	\$462.00	\$603.00 =	\$ <input type="text"/>
10' x 40'.....	<input type="text"/>	\$616.00	\$804.00 =	\$ <input type="text"/>

Standard Carpet – Custom Size (10oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$1.54 / sq ft	\$2.01/ sq ft =	\$ <input type="text"/>

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one (if carpet color is not selected, grey will be provided)

Premium Carpet (28oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$4.75	\$6.05 =	\$ <input type="text"/>

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

Carpet color selection please check one

- Premium carpet must be ordered 14 days prior to the first day of move in
- Once an order for premium carpet has been place it is subject to a 100% cancellation fee
- Premium carpet orders require a 100 square foot minimum
- Premium carpet orders come with protective covering

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$1.05	\$1.35 =	\$ <input type="text"/>

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.89	\$1.16 =	\$ <input type="text"/>

Total Estimated Floor Covering \$

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

Company Name: _____ Booth # _____

Booth Cleaning

Important Information

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

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

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended
Vacuuming.....	<input type="text"/>	x \$0.41 / sq ft	x <input type="text"/>	= \$ <input type="text"/>

Total Estimated Booth Cleaning \$

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

Company Name: _____ Booth # _____

Executive Furnishings

Hubbell/Tyner offers a wide variety of lounge furnishings as well as several office furniture options. If you would like to see images or request a specific model or color please contact us for pictures and availability. A neutral colored item will be provided for you should you not contact us to request a specific style or color.

Executive Lounge Furnishings	Quantity	Discount	Standard	Extended
Lounge Chair.....	<input type="text"/> x	\$140.75	\$183.00 =	\$ <input type="text"/>
Sofa.....	<input type="text"/> x	\$240.50	\$312.75 =	\$ <input type="text"/>
Loveseat.....	<input type="text"/> x	\$220.50	\$286.50 =	\$ <input type="text"/>
Coffee Table.....	<input type="text"/> x	\$126.00	\$163.75 =	\$ <input type="text"/>
End Table.....	<input type="text"/> x	\$94.50	\$122.75 =	\$ <input type="text"/>
Table Lamp.....	<input type="text"/> x	\$54.00	\$70.25 =	\$ <input type="text"/>
Floor Lamp.....	<input type="text"/> x	\$89.25	\$116.00 =	\$ <input type="text"/>
Office Style Furnishings				
Executive Desk 72" x 42".....	<input type="text"/> x	\$409.50	\$532.00 =	\$ <input type="text"/>
Credenza 72" x 24".....	<input type="text"/> x	\$309.75	\$402.75 =	\$ <input type="text"/>
Hutch 72" x 44".....	<input type="text"/> x	\$283.50	\$368.50 =	\$ <input type="text"/>
Desk 72" x 36".....	<input type="text"/> x	\$294.00	\$382.25 =	\$ <input type="text"/>
Bookcase 72" High.....	<input type="text"/> x	\$115.50	\$150.00 =	\$ <input type="text"/>
Bookcase 48" High.....	<input type="text"/> x	\$98.00	\$127.50 =	\$ <input type="text"/>
Executive Leather Office Chair.....	<input type="text"/> x	\$125.00	\$162.50 =	\$ <input type="text"/>
Leather Guest Chair.....	<input type="text"/> x	\$104.00	\$135.25 =	\$ <input type="text"/>
Chair – Executive Task Chair.....	<input type="text"/> x	\$115.50	\$135.25 =	\$ <input type="text"/>
Chair – Conference Chair.....	<input type="text"/> x	\$102.00	\$132.75 =	\$ <input type="text"/>
Chair – Guest Chair.....	<input type="text"/> x	\$84.00	\$109.25 =	\$ <input type="text"/>
Chair – Simple Task Chair.....	<input type="text"/> x	\$97.00	\$116.00 =	\$ <input type="text"/>
Table – 36" x 72" Conference Table.....	<input type="text"/> x	\$180.00	\$234.00 =	\$ <input type="text"/>
Table – 48" Round Conference Table.....	<input type="text"/> x	\$110.00	\$143.00 =	\$ <input type="text"/>

Total Estimated Executive Furnishings \$

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

Company Name: _____ Booth # _____

Rental Displays

What's Included?

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

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

Custom Rental Displays

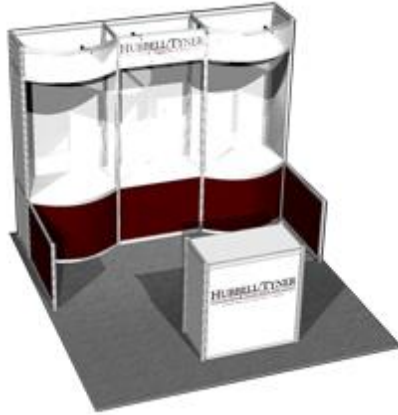
Please note that custom display options are available upon request. Please call us at 651-917-2632 to discuss your custom rental display.

Order Deadline

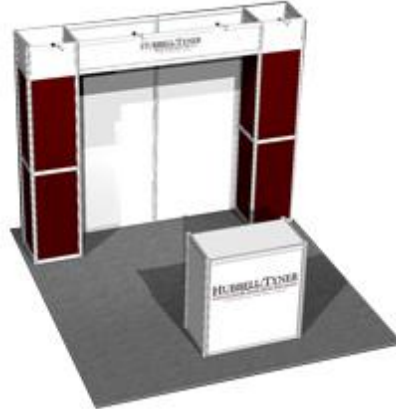
All rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

10' x 10' Rental Displays

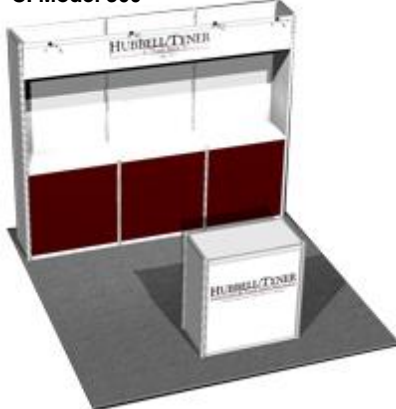
A. Model 100



B. Model 200

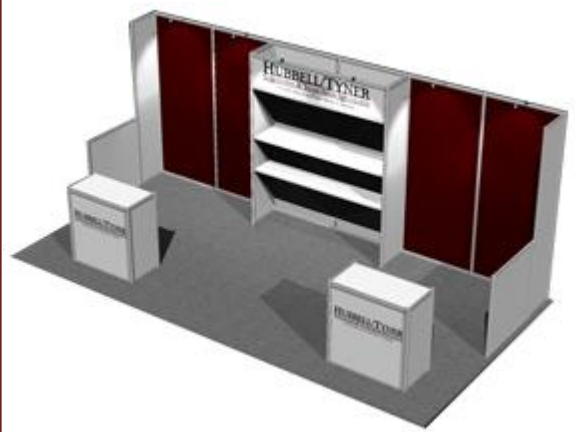


C. Model 300

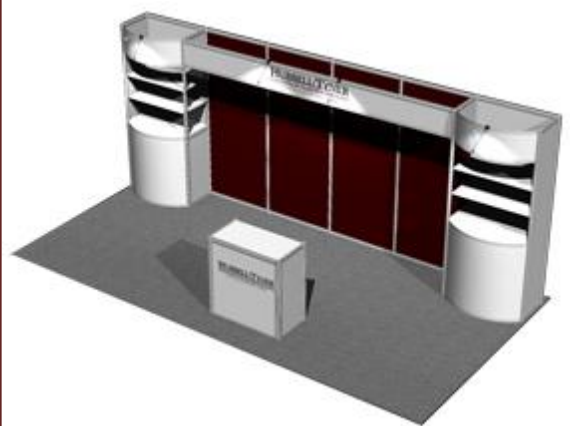


10' x 20' Rental Displays

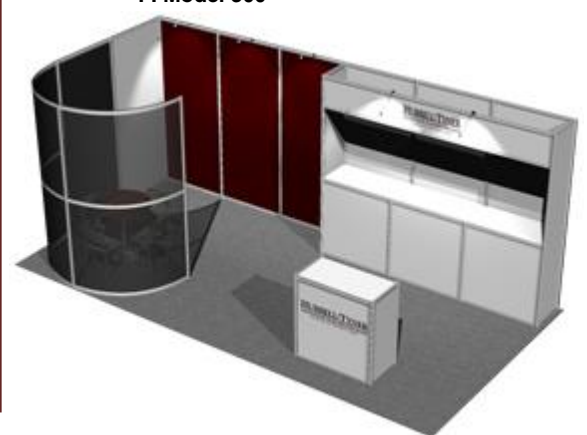
D. Model 100



E. Model 200



F. Model 300



Rental Displays

Important Information

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

10' x 10' Display **Discount** **Standard** **Extended**
 A. Model 100..... \$1,027.00 \$1272.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

B. Model 200..... \$1,027.00 \$1272.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

C. Model 300..... \$1,027.00 \$1272.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

10' x 20' Display **Discount** **Standard** **Extended**
 D. Model 100..... \$2,108.00 \$2,369.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

E. Model 200..... \$2,108.00 \$2,369.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

F. Model 300..... \$2,108.00 \$2,369.00 = \$

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

Total Estimated Rental Displays \$

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

Company Name: _____ **Booth #** _____

Signs & Banners

Important Information

- All signs are mounted on 3/16" foam. Other substrates are available upon request.
- Hubbell/Tyner can accept image files via e-mail. Please contact Exhibitor Services at 651-917-2632 for instructions.

Standard Size Signs	Quantity	Discount	Standard	Extended
11" x 14".....	<input type="text"/> x	\$15.85	\$20.60 =	\$ <input type="text"/>
14" x 22".....	<input type="text"/> x	\$31.75	\$39.65 =	\$ <input type="text"/>
22" x 28" (Standard easel sign).....	<input type="text"/> x	\$63.50	\$79.35 =	\$ <input type="text"/>
28" x 44".....	<input type="text"/> x	\$127.00	\$158.65 =	\$ <input type="text"/>

Custom Size Signs	Quantity	Discount	Standard	Extended
$\frac{\text{---}}{\text{L}}$ " x $\frac{\text{---}}{\text{W}}$ " = <input type="text"/> sq in.....	<input type="text"/> x	\$0.10 sq in	\$0.13 sq in =	\$ <input type="text"/>

Banners	Quantity	Discount	Standard	Extended
$\frac{\text{---}}{\text{L}}$ ' x $\frac{\text{---}}{\text{W}}$ ' = <input type="text"/> sq ft.....	<input type="text"/> x	\$14.80 sq ft	\$19.30 sq ft =	\$ <input type="text"/>

Order Deadline

All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in.

Total Estimated Signs & Banners \$

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

Company Name: _____ Booth # _____

Material Handling Rates

Important Information

Direct to show shipments will only be accepted during the scheduled exhibitor move in hours posted on the Event Information page

All shipments must be sent pre-paid. Hubbell/Tyner will not accept C.O.D. shipments.

	CWT Charge	200lb. Minimum
Warehouse Advance Shipments (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> Storage at our advance warehouse up to 30 days prior to show opening Delivery to show site and placement at your booth Removal & Return of empty containers Loading of outbound shipments from show site 	\$70.00	\$140.00
Exhibit Hall – Direct Shipments <ul style="list-style-type: none"> Placement of materials at your booth Removal & return of empty containers Loading of outbound shipments from show site Must have certified weight ticket 	\$73.00	\$146.00
Uncrated Material / Specialized Carrier Shipments <ul style="list-style-type: none"> Loose or pad wrapped materials can only be received at show site during exhibitor setup hours 	\$112.00	\$224.00
Late Freight <ul style="list-style-type: none"> Freight received at warehouse less than 5 days prior to show move in times Late freight is an additional charge to the appropriate drayage rate 	\$25.00	\$50.00
Overtime <ul style="list-style-type: none"> Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat & Sun, & Holidays Overtime is an additional charge to the appropriate drayage rate 	\$19.50	\$39.00
Small Package Rate <ul style="list-style-type: none"> Cartons/Envelopes weighing less than 30 lbs per shipment 	\$45.50 per small package shipment.	

Empty Containers

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

\$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 – 4:30 pm

*Advance Shipments

To: Your Company Name / Booth #
For: AASLH
 Hubbell/Tyner
 c/o YRC/STP
 12400 Dupont Avenue South
 Burnsville, MN 55337-1682

** Direct Shipments

To: Your Company Name / Booth #
For: AASLH
 c/o Hubbell/Tyner
 Crowne Plaza
 11 East Kellogg Blvd
 St. Paul, MN 55101

Warehouse Advance Shipments (200 lb. Minimum)

*Receiving cut-off date: Friday, Sept. 12, 2014

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

Exhibit Hall Direct Shipments (200 lb. Minimum)

**Receiving Date and Time: Wednesday, Sept. 17, 2014

Shipment Weight _____ ÷ 100 = _____ x \$73.00 per 100 lbs =

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

Shipment Weight _____ ÷ 100 = _____ x \$112.00 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

AASLH

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

c/o: YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Advance Shipment

AASLH

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

c/o: YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337-1682

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Direct Shipping Labels

Direct Shipment

AASLH

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

D

c/o :Hubbell/Tyner
11 East Kellogg Blvd
St. Paul, MN 55101

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

AASLH

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

D

c/o: Hubbell/Tyner
11 East Kellogg Blvd
St. Paul, MN 55101

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 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.

Labor

Important Information

On-Site orders will be charged an additional 20%

There will be a 100% cancellation fee, for labor canceled on show site.

There will be a 1 hour charged per man to exhibitors that cancel their labor request within 48 hours of the start time.

Labor Rates

Straight Time: \$82.00 per man hour
 (8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$136.00 per man hour
 (Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays)

	Date & Time	# Laborers	# Hours	Hourly Rate	Total Cost
Installation	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
Dismantle	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>

Labor Supervision Options (check one)

Exhibitor Supervision

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

Representative Name/Company: _____
 Cell Phone #: _____

Hubbell/Tyner Supervision

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

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

Ship To: _____

Bill To: _____

Total Estimated Labor \$

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

Company Name: _____ Booth # _____

Exhibitor Appointed Non-Official Contractor

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

Exhibiting Company: _____

Exhibitor Appointed Contractor

Company _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Work Being Performed: _____

The EAC must provide Hubbell/Tyner with the following information

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

Company Name: _____ Booth # _____



**Expositions
Simplified**



Take advantage of our newest service “HT Logistics” designed to help simplify your move out experience and reduce your overall costs of exhibiting.

Visit our Exhibitor Service Center

Our onsite staff is available to help you arrange your outbound shipments through HT Logistics and can provide you with a shipping quote on the spot.

- **Standard Gound**
- **Any Size Shipment**
- **Time Critical**

We are making every effort to continually make your exhibiting experience as easy as possible. HT Logistics is just one more service that will help simplify your overall experience.

Simplify your outbound shipping with





Crowne Plaza Riverfront - St. Paul
Exhibit Order Form



Company: _____ Date: _____

Billing Address: _____

Contact Name: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Conference Name: _____ Date: _____ Booth # _____

Table with 5 columns: Item, Charge, Qty, # Days, =Total. Rows include Electrical Charges (AC Devices, 100-300 amp power), High Speed Internet (Single Wired, Wireless, Static IP), and Televisions and LCD Monitors (17", 32", 50").

This is an abridged list of services - if you need something specific or need audio visual equipment, please contact PSAV Presentation Services at 651-605-0182.

Sub Total: _____
Labor: \$70.00
Tax (7.625%): _____
Grand Total: _____

All services must be paid by credit card in advance of show. The hotel or PSAV Presentations Services is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or PSAV Presentation Services is not responsible for lost or stolen articles in any exhibit booth or conference room.

Method of Payment: Major Credit Card _____ (Receipt will be sent via e-mail)

Type of Card _____ Credit Card # _____ Expiration Date _____

Signature _____ E-mail Address _____

E-Mail or Fax to: Crowne Plaza Riverfront - St. Paul
C/O PSAV Presentation Services
11 East Kellogg Boulevard
St. Paul, MN 551101

Phone: 651-605-0182
Fax: 651-605-0161
jwgordon@psav.com
nbrekken@psav.com

Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders. All charges are subject to applicable state taxes. Any cancellation within 72 hours prior to event will be charged at full rate.

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 _____	Country 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 Multi-employer pension plan for computer software MPJ exemption is no longer valid; repealed March 8, 2008 |
| | 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) _____% |

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 _____

Audio Visual - Computer - Video

Exhibitor Booth Order Form

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

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

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

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

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

Exhibitor Information

Notes:

Show Name: _____

Contact: _____

Show Location: _____

Company Name: _____

Address: _____

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

Total Costs

Delivery/Payment Information

Equipment Price: _____

Delivery Date: _____

of Days **X** _____

Delivery Time: _____

Delivery/Set/Strike: **\$70** _____

Show End Time/Date: _____

Sub Total: _____

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

7.775% Sales Tax: _____

Card # _____ Exp. _____

Total: _____

Signature: _____

Mail or Fax to:

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

HT

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

BACHMAN'STM

Commercial Plant Services

Green Plants (Purchase only)	Quantity	Unit Cost	Total
Small Fern 6" Pot	[]	20.00	[]
Large Fern 8" Pot	[]	30.00	[]
Blooming Plants (Purchase Only)			
Chrysanthemum 6.5" Pot	[]	20.00	[]
Azaleas 6" Pot	[]	30.00	[]
Orchid 5" Pot	[]	30.00	[]
Cyclamen 6" Pot	[]	30.00	[]
Fresh Floral Service (Purchase Only)			
Cut Flower Arrangement 18" High	[]	50.00	[]
Cut Flower Arrangement 24" High	[]	65.00	[]
Tropical Arrangement	[]	75.00	[]
Delivery Charge (for up to 10 plants)	[]		[10.99]
Call for orders over 10 plants			
Service Fee	[]		[]
Subtotal:			[]
7.775% Tax			[]
Total:			[]

Green Plant
Price Includes:
Decorative Containers

Orders placed after move in
are subject to \$25.00
Special Service Fee

Payment Policy
All Orders Must Be
Paid in Full Prior to Event

Special Services
Call For Quotation
Corsages, Boutonnieres
Hospitality Suites/ Flowers

Please fill out completely:

Show Name _____ Convention Location _____

Exhibitor _____ Booth # _____

E-mail _____ Main Contact _____

Address _____ City _____ State _____ Zip _____

Telephone # _____ Fax # _____ Cell # During Show _____

Delivery Date _____ A.M. _____ P.M. _____ Vendor Set-Up Hours _____

Pick-up Date _____ A.M. _____ P.M. _____ Date & Time Show Opens _____

Credit Card # _____ Exp. Date _____ CVC Code _____

Name on Credit Card _____

Signature _____

For Special Services Contact Bachman's
Fax 612-861-7766 or www.comserv@bachmans.com