



1810 Como Avenue, St. Paul, MN 55108
Phone: 651-280-4926 Fax: 651-917-2658
www.hubbelltyner.com

**FPA Symposium
Minneapolis Convention Center -
Mezzanine Level
October 19 - 20, 2010**

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 FPA Symposium.

To help you in your planning we have included all the show service forms necessary for ordering the items that you need.

If you wish to take advantage of our discount prices, your order along with full payment must be received on or before the deadline for ordering. Any orders sent to Hubbell/Tyner without full payment will be processed with Standard Price applied.

Sales Tax of 7.775% must be included with your payment.

You are also requested to clear up your account at the Hubbell/Tyner service desk prior to the show closing. Please make arrangements for your on-site personnel to handle this. Any discrepancies with your bill for services provided by Hubbell/Tyner must be cleared up on show site before the close of the show.

All orders must be paid in full prior to the close of the show. A credit card authorization form is enclosed for your use and must accompany ALL ORDERS before goods and services will be rendered.

A Hubbell/Tyner service desk will be available to you in the exhibit area to answer any questions along with assisting you with any additional requirements you may have.

If you need additional assistance, please contact our Exhibitor Services Department at:

1810 Como Avenue
St. Paul, MN 55108
Phone: 651-917-2632
Fax: 651-917-2658

Chandra Shaw Carlson
Exhibitor Services Representative
cshaw@hubbelltyner.com

For questions that do not relate to special needs of the exhibitor, feel free to contact Bonnie Stanley, FPA of Minnesota, 763-781-1212

Each Booth Consists of: 8' High Background Drape
3' High Side Divider Drape
1 – 7" x 44" Company Sign
1 – 8' x 30" Draped Table
2 Chairs

Booth Drape Colors: Burgundy

Carpet: The exhibit hall is carpeted.

Upper Level Exhibit Hall Hours

Exhibitor Installation: Monday, October 18, 2010 ~ 6:00pm – 8:30pm
Tuesday, October 19, 2010 ~ 6:15am - 7:15am

Show Hours: Tuesday, October 19, 2010 ~ 7:00am - 6:30pm
Wednesday, October 20, 2010 ~ 7:15am – 4:00pm

Exhibitor Dismantle: Wednesday, October 20, 2010: Although we prefer you stay for the entire conference, if you must catch a flight, take down is allowed AFTER 1:30 pm on Wednesday. **Take down before 1:30 pm will not be permitted.** Take down must be completed by 5:30 pm.

Hubbell/Tyner Deadline Dates

Furniture Orders (discount prices) Monday, October 11, 2010

Advance Freight Shipments Thursday, October 14, 2010

1810 Como Avenue, St. Paul, MN 55108
 Phone: 800-947-9750 Fax: 651-917-2658
 www.hubbelltyner.com

Recap of Orders

FPA Symposium
Minneapolis Convention Center -
Mezzanine Level
October 19-20, 2010

Taxable Services

Booth Furniture ----- \$ _____
 Booth Carpeting ----- \$ _____
 Specialty Furniture ----- \$ _____
 Signs & Banners ----- \$ _____
 Custom Rental Exhibits ----- \$ _____
 Booth Cleaning ----- \$ _____
7.775% Sales Tax ----- \$ _____

Non-Taxable Services

Material Handling/Drayage (Must include credit card on file) ----- \$ _____
 Booth Labor (Must include credit card on file) ----- \$ _____
Taxable Services Total----- \$ _____
Non-Taxable Services Total ----- \$ _____
TOTAL AMOUNT DUE (U.S. FUNDS ONLY) ----- \$ _____

(Make Checks Payable to Hubbell/Tyner)

Payment Terms:

- Payment in full must accompany your order to qualify for discount rates
- Hubbell/Tyner accepts the following payment types: CHECK, MONEY ORDER OR CREDIT CARD
- Hubbell/Tyner will not accept purchase orders
- Orders received without payment WILL NOT be processed
- Any dispute with your bill for services must be cleared at show site before show closing
- Published Prices are subject to change without notification
- Full payment must accompany orders. Hubbell/Tyner does not accept phone orders
-

All outstanding invoices not paid in full upon presentation will be charged a monthly late fee of 1.5% or 18% annually on the unpaid balance with a minimum charge of \$3.00 per month.

HUBBELL/TYNER DOES NOT ACCEPT PHONE ORDERS

Exhibiting Company _____ Booth #: _____

Address _____

City _____ State _____ Zip Code _____

Ordered By (please print) _____

Signature _____ Phone _____

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Credit Card Authorization

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In order to process any orders, this form must be on file regardless of your preferred method of payment. (Declined cards will be processed at Standard Rates.)

CREDIT CARD: VISA ____ MASTERCARD ____ DISCOVER ____ AMERICAN EXPRESS ____

CREDIT CARD NUMBER: _____ - _____ - _____ - _____

EXPIRATION DATE: ____ - ____

CREDIT CARD BILLING ADDRESS: _____

CARD HOLDERS NAME: (PLEASE PRINT) _____

CARD HOLDERS PHONE NUMBER: _____

CARD HOLDERS SIGNATURE: _____

- If you claim **tax-exempt status**, you **MUST** provide Hubbell/Tyner with a copy of your Tax Exempt Certificate issued by the federal government or the state in which the event is taking place.
- If a third party is to pay for services, please complete the Hubbell/Tyner **Third Party Payment Authorization Form** and return to Hubbell/Tyner.
- Please note: No credits will be issued after close of show.

PUBLISHED PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

Full payment must accompany orders. PLEASE, NO PHONE ORDERS.

Exhibiting Company _____ Booth #: _____

Furniture & Accessories



1810 Como Avenue, St. Paul, MN 55108
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 www.hubbelltyner.com

Tables & Drape Form

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DRAPED DISPLAY TABLES

QTY	Discount	Standard	QTY	Discount	Standard
<u>30" Draped Tables</u>	Price	Price	<u>42" Draped Tables</u>	Price	Price
___ 4' Long x 30" High	\$ 90.25	\$117.33	___ 4' Long x 42" High	\$100.25	\$130.33
___ 6' Long x 30" High	\$102.25	\$132.93	___ 6' Long x 42" High	\$112.25	\$145.93
___ 8' Long x 30" High	\$115.60	\$149.50	___ 8' Long x 42" High	\$122.36	\$159.07
___ Fourth Side Drape 30"	\$ 41.60	\$ 54.08	___ Fourth Side Drape 42"	\$ 49.00	\$ 63.70

COLOR SELECTION PLEASE CHECK

___ Red ___ Green ___ Gold ___ Blue
 ___ White ___ Black ___ Grey ___ Teal
 ___ Purple ___ Burgundy

COLOR SELECTION PLEASE CHECK

___ Red ___ Green ___ Gold ___ Blue
 ___ White ___ Black ___ Grey ___ Teal
 ___ Purple ___ Burgundy

If color is not specified, show color will prevail
 Draped table includes white plastic top & pleated skirt on 3 sides

UNDRAPED DISPLAY TABLES

QTY	Discount	Standard	QTY	Discount	Standard
<u>30" Undraped Tables</u>	Price	Price	<u>42" Undraped Tables</u>	Price	Price
___ 4' Long x 30" High	\$ 38.40	\$ 49.92	___ 4' Long x 42" High	\$ 41.50	\$ 53.95
___ 6' Long x 30" High	\$ 41.50	\$ 53.95	___ 6' Long x 42" High	\$ 46.00	\$ 59.80
___ 8' Long x 30" High	\$ 46.25	\$ 60.13	___ 8' Long x 42" High	\$ 51.00	\$ 66.30

SPECIAL DRAPING

Please indicate Special Drape color from the table color selections _____

___ 8' High Masking Drape (p/ft)	\$ 14.45	\$18.79
___ 3' High Masking Drape (p/ft)	\$ 12.40	\$16.12

Subtotal \$ _____

*See Recap for tax

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BOOTH FURNITURE

Qty.	Item	Discount Price	Standard Price
_____	Padded Arm Chair	\$ 50.00	\$ 65.00
_____	Padded Side Chair	\$ 44.50	\$ 57.85
_____	Plastic Side Chair	\$ 26.75	\$ 34.78
_____	High Stool w/ Back	\$ 67.10	\$ 87.23
_____	18" Coffee Table (Round)	\$ 51.25	\$ 66.63
_____	30"h x 30"w Ped Table (Round)	\$ 75.00	\$ 97.50
_____	42"h x 30"w Ped Table (Round)	\$ 84.50	\$109.85
_____	30"h x 40"w Conference Table (Round)	\$ 75.00	\$ 97.50
_____	4' x 8' Perfboard (Vert) (Horiz)	\$ 85.00	\$109.00
_____	4' x 8' Tackboard (Vert) (Horiz)	\$ 89.00	\$113.00
_____	Small Refrigerator (electricity not included)	\$145.00	\$181.00
_____	6' Showcase	\$312.00	\$417.00
_____	Security Cage	\$ 99.00	\$150.00
_____	Sales/Storage Counter	\$231.75	\$301.28
_____	Wastebasket	\$ 19.00	\$ 24.70
_____	Floor Easel	\$ 29.00	\$ 37.70
_____	Chrome Stanchion	\$ 51.50	\$ 66.95
_____	8' Black Velvet Stanchion Rope	\$ 24.00	\$ 24.00
_____	Literature Rack (6 Slot)	\$ 70.00	\$ 91.00
_____	Bag Holder	\$ 42.00	\$ 54.60
_____	8' Upright w/ Base	\$ 15.00	\$ 23.00
_____	6'-10' Crossbar	\$ 15.00	\$ 23.00

DISPLAY RISERS (12"W x 12" H w/white plastic covering)

QTY	Discount Price	Standard Price
_____ 4' Long	\$ 42.25	\$ 54.93
_____ 6' Long	\$ 51.50	\$ 66.95
_____ 8' Long	\$ 71.00	\$ 92.30

Subtotal \$ _____

*See Recap for tax

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Exhibiting Company _____ Booth #: _____

HUBBELL/TYNER

CONVENTION & TRADE SHOW SPECIALISTS

A North American Trade Shows Company

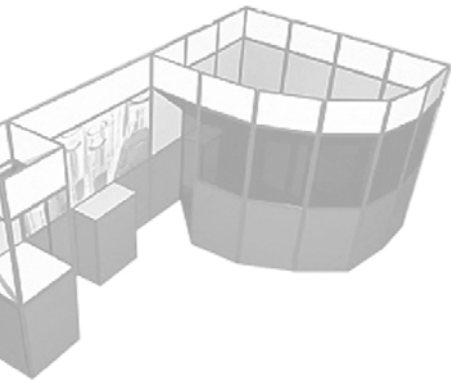
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Signs, Graphics & Displays



Full Color Digital Printing, Photo Quality

- All signs and banners are computer generated, large format printing.
- All signs are mounted on foam core with exception of banners. (Other substrates are available)
- Hubbell/Tyner can accept image files via e-mail. Please contact Exhibitor Services for instructions.

Standard Size Signs

Sign Size	Discount Price	Standard Price	Quantity	Sign Amount
11" x 14"	\$15.40	\$20.00	_____	\$_____
14" x 22"	\$30.80	\$38.50	_____	\$_____
22" x 28"	\$61.60	\$77.00	_____	\$_____
28" x 44"	\$123.20	\$154.00	_____	\$_____

Custom Size Signs

Custom Size Signs: $\frac{\quad}{L} \times \frac{\quad}{W}$	\$0.10 sq. in.	\$0.13 sq. in.	_____	\$_____
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Banners

Banner Size	Discount Price	Standard Price	Quantity	Banner Amount
Custom Size Banners: $\frac{\quad}{L} \times \frac{\quad}{W}$	\$14.40 sq. ft.	\$18.75 sq. ft.	_____	\$_____

Total Signs & Banners: \$_____

*See Recap for tax

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Exhibiting Company _____ Booth #: _____

1810 Como Avenue, St. Paul, MN 55108
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10' x 10' Rental Units

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Model 100



Discount = \$800 Standard = \$1000

Model 200



Discount = \$725 Standard = \$945

Model 300



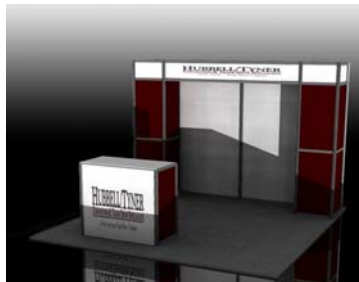
Discount = \$950 Standard = \$1235

Model 400



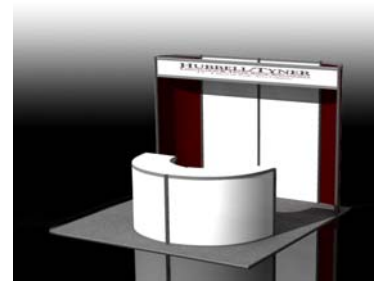
Discount = \$950 Standard = \$1235

Model 500



Discount = \$950 Standard = \$1235

Model 600



Discount = \$950 Standard = \$1235

Model 700



Discount = \$1100 Standard = \$1430

Model 800



Discount = \$1100 Standard = \$1430

Model 900



Discount = \$950 Standard = \$1235

*Please select model # and a HT representative will be in touch with you to discuss graphic printing
 All orders must be placed 10 days prior to show move in date*

Visit www.hubbelltyner.com/displays to view larger images
All units come with options & graphic panels shown

Model # _____ **Subtotal \$** _____

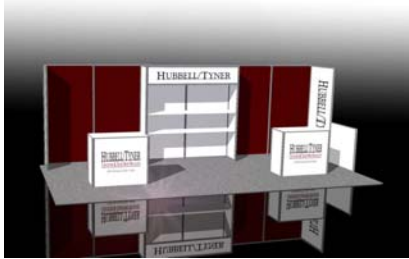
Exhibiting Company _____ **Booth #:** _____

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 www.hubbelltyner.com

10' x 20' Rental Units

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Model 100



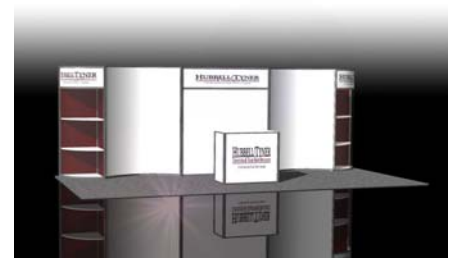
Discount = \$1770 Standard = \$2300

Model 200



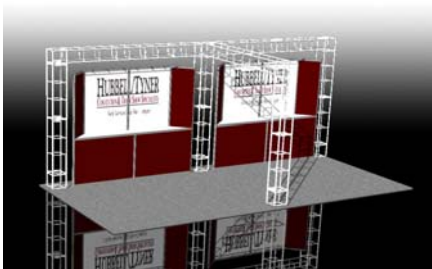
Discount = \$1770 Standard = \$2300

Model 300



Discount = \$1950 Standard = \$2535

Model 400



Discount = \$2700 Standard = \$3500

Model 500



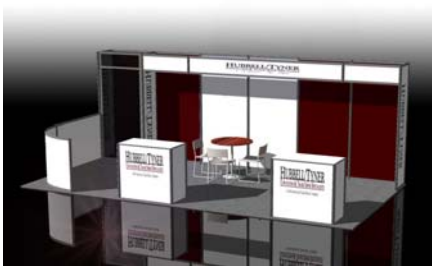
Discount = \$2180 Standard = \$2830

Model 600



Discount = \$2180 Standard = \$2830

Model 700



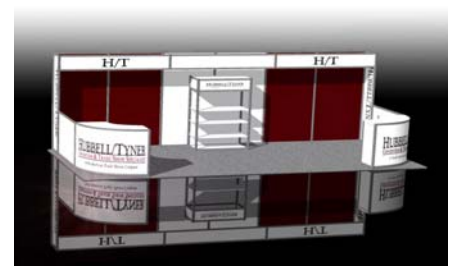
Discount = \$2680 Standard = \$3480

Model 800



Discount = \$2970 Standard = \$3860

Model 900



Discount = \$2970 Standard = \$3860

*Please select model # and a HT representative will be in touch with you to discuss graphic printing
 All orders must be placed 10 days prior to show move in date*

Visit www.hubbelltyner.com/displays to view larger images
All units come with options & graphic panels shown

Model # _____ Subtotal \$ _____

Exhibiting Company _____ Booth #: _____

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Retractable Banner Stands

<u>Model</u>	<u>Price Each</u>	<u>Quantity</u>
Imagine (Single Sided)	\$350.00	_____
Advance (Double Sided)	\$515.00	_____



Advance



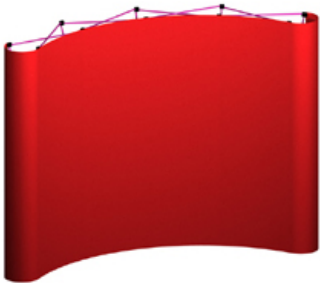
Imagine

A Hubbell/Tyner representative will be in contact with you in regards to all H/T Easy Up Displays ordered. Please allow a minimum of 15 days lead time on all displays ordered.

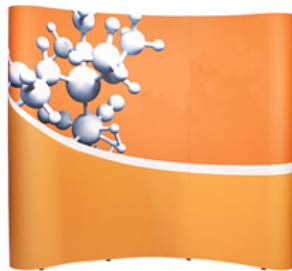
Call us today at **651-917-2632** and ask for a HT Easy Up Sales Representative with any questions.

Popup Display

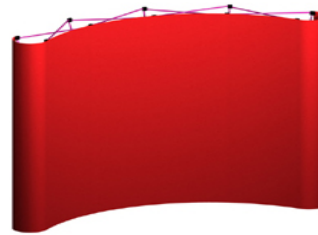
<u>Model</u>	<u>Price Each</u>	<u>Quantity</u>
10' Coyote Full Fabric	\$1315.00	_____
10' Coyote Full Graphic	\$2330.00	_____
8' Coyote Table Top Full Fabric	\$615.00	_____
8' Coyote Table Top Full Graphic	\$910.00	_____



Coyote Full Fabric



Coyote Full Graphic



8' Coyote Table Top Full Fabric



8' Coyote Table Top Full Graphic

Visit the website below to view or entire catalog!
 Many more items available!

www.theexhibitorshandbook.com

Subtotal \$ _____

*See Recap for tax

Exhibiting Company _____ Booth #: _____

Material Handling & Labor



- Please see the Estimated Material Handling page for advance freight shipments dates to avoid any late freight charges
- Direct to show shipments will only be accepted during the scheduled exhibitor move in hours posted on the Estimated Material Handling Page.
- All shipments must be sent pre-paid. Hubbell/Tyner will not accept C.O.D shipments.
- If shipping materials, this form as well as the Recap of Orders and Credit Card Authorization forms must be filled out and mailed/faxed to: **Hubbell/Tyner, 1810 Como Avenue, St. Paul, MN 55108 – Fax: (651) 917-2658**

	CWT Charge	200lb. Minimum
<p>Warehouse Advance Shipments Crated: (8:00 am – 4:30 pm Mon – Fri)</p> <ul style="list-style-type: none"> • Storage at 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 	\$62.00	\$124.00
<p>Exhibit Hall – Direct Shipments Crated:</p> <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 	\$65.00	\$130.00
<p>Uncrated Material/ Specialized Carrier Shipments: Loose or pad wrapped materials can only be received at show site during exhibitor Setup hours. (show site only) *300 lb Minimum Charge.</p>	\$94.75	\$284.25
<p>Late Freight: 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</p>	\$21.25	\$42.50
<p>Overtime: 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</p>	\$15.00	\$30.00
<p>Small Package Rate: Cartons/Envelopes weighing less than 30 lbs per shipment</p>	\$41.00 for 1 st package, each additional package at \$20.00 each	

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:

\$12.00 / each – Any fiber case, box, or carton

\$36.00 / each – Empty wooden crates and skids/pallets

Please see the Estimated Material Handling Order Form

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Inbound Shipping Information

Advanced Shipments (please use freight labels included in kit on following pages)
 Advance Warehouse receiving hours: Mon – Fri 8:00 am – 4:30pm

***Advance Shipments**

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

****Direct Shipments**

Your Company Name/Booth #
 Minneapolis Convention Center
 FPA Symposium
 c/o Hubbell/Tyner
 1301 2nd Ave S
 Minneapolis, MN 55403

Warehouse Advance Shipments Crated (200 lb. Minimum)

*Receiving cut-off date: **Thursday, October 14, 2010**

Shipment Weight _____ ÷ 100 = _____ X \$62.00 per 100 lbs = \$ _____

Exhibit Hall Direct Shipments Crated (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$65.00 per 100 lbs = \$ _____

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

Shipment Weight _____ ÷ 100 = _____ X \$94.75 per 100 lbs = \$ _____

Late Freight (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$21.25 per 100 lbs = \$ _____

Overtime Freight (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$15.00 per 100 lbs = \$ _____

Total Estimated Freight Charges \$ _____

CONTACT NAME _____ PHONE # _____

SHIPPED FROM CITY _____ STATE _____

What is the weight of the single heaviest piece (if over 3,000 lbs)? _____

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.

Exhibiting Company _____ Booth #: _____

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 4:00 pm on weekdays or delivered anytime on weekends or holidays.

Outbound Freight

Shipments loaded after 4:00 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.

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.

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Exhibiting Company Name _____

Booth Number _____
FPA Symposium



Advance

**C/O YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337**

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

Exhibiting Company Name _____

Booth Number _____
FPA Symposium



Advance

**C/O YRCW/STP
12400 Dupont Avenue South
Burnsville, MN 55337**

**ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING
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Exhibiting Company Name _____

Booth Number _____

FPA Symposium



Direct

C/O Hubbell/Tyner
1301 2nd Ave S
Minneapolis, MN 55403

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

Exhibiting Company Name _____

Booth Number _____

FPA Symposium



Direct

C/O Hubbell/Tyner
1301 2nd Ave S
Minneapolis, MN 55403

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

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 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 \$.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's materials after same have been delivered to the exhibitor's 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's materials after the same have been delivered to Exhibitor's booth, and Hubbell/Tyner shall not be liable for Exhibitor's 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 Exhibitor's 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 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 its materials, that Hubbell/Tyner will provide these services as the Exhibitor's 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's materials or equipment when forklift operator is under the supervision of the Exhibitor or the Exhibitor's representative.

Forklifts 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.

1810 Como Avenue, St. Paul, MN 55108
 Phone: 800-947-9750 Fax: 651-917-2658
 www.hubbelltyner.com

Labor Order Form

FPA Symposium
Minneapolis Convention Center -
Mezzanine Level
October 19-20, 2010

Labor Rates: (Rates are Per Hour, One hour minimum per man):

- **Straight Time:** \$66.60 per man-hour 8:00 a.m. – 4:30 p.m., Monday – Friday.
- **Overtime:** \$105.60 per man-hour before 8:00a.m. and after 4:30p.m. Monday – Friday, and all day Saturday and Sunday along with Holidays.
- All rates are charged with a one-hour minimum.
- Orders placed on show site will be charged an additional 20% to the hourly rates.
- There will be a 100% cancellation fee, for labor canceled on show site.
- There will be a 1 hour minimum charge per man applied to exhibitors that cancel labor requests within 48 hours of labor start time.

Plan A (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 minimum charge will be assessed.

Show Site Representative: _____ **Phone Number:** _____

Plan B (Hubbell/Tyner Supervision)

All work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of 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 with this order. Exhibitor must also provide outbound shipping instructions with this labor order.

Setup: Date: _____ Time: _____ # of men: _____ Total Hours: _____ Total Cost: \$ _____

Dismantle: Date: _____ Time: _____ # of men: _____ Total Hours: _____ Total Cost: \$ _____

(One-hour minimum) Total Labor Cost: \$ _____

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

SHIP TO: _____

BILL TO: _____

Total Labor Cost (from Plan A above) ----- \$ _____

Hubbell/Tyner Supervision charge (Total Labor Cost x 30%) ----- \$ _____

Total Booth Labor: \$ _____

PUBLISHED PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

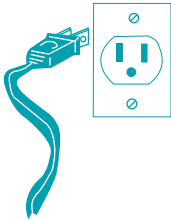
Full payment must accompany orders. PLEASE, NO PHONE ORDERS.

Exhibiting Company _____ Booth #: _____

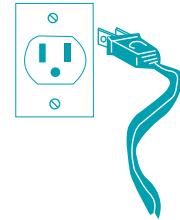


MINNEAPOLIS
CONVENTION CENTER

2010
Prices effective
1/1/10 thru 12/31/10



1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000
Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



ELECTRICAL SERVICE ORDER FORM

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) 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:

 Telephone Service

 Cleaning and Porter Service

 Plumbing/Compressed Air Service

 AV Services/Cable Service

 Guest Services



See enclosed forms

 **Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045**

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035


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 1/1/10 thru 12/31/10 **2010**

Name of Event _____ Date of Event _____

Firm Name _____ Booth Number(s) _____

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 15 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) _____	98.00	122.00	20 amp (2200 watts) _____	125.00	155.00

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) _____	132.00	\$165.00	10 amp (3600 watts) _____	150.00	\$188.00
20 amp (4160 watts) _____	165.00	200.00	20 amp (7200 watts) _____	267.50	335.50
30 amp (6240 watts) _____	195.50	243.00	30 amp (10,800 watts) _____	299.50	377.00
40 amp (8320 watts) _____	254.50	315.50	40 amp (14,400 watts) _____	376.00	468.00

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, 7:00 a.m. - 4:30 p.m. (except Holidays) 101.00/hr.

Monday through Friday, 4:30 p.m. - Midnight (except Holidays) 151.50/hr.

Monday through Friday, Midnight - 7:00 a.m., all day Saturday & Sunday 202.00/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)	_____	30.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	30.00

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.

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

Money Order # _____ Company Check # _____

MasterCard Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express 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 15 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.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎(612) 335-6550 📠

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



MINNEAPOLIS

CONVENTION CENTER

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

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

2010

Prices effective
1/1/10 thru 12/31/10



CLEANING AND PORTER SERVICE ORDER FORM

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) 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
- Telephone Service
- Plumbing/Compressed Air Service
- AV Services/Cable Service
- Guest Services



See enclosed forms

Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035

**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 1/1/10 thru 12/31/10 **2010**

Name of Event _____			Date of Event _____		
Firm Name _____			Booth Number(s) _____		
<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 15 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 and / or shampooing 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	Standard Rate
	27¢/sq. ft.	32¢/sq. ft.

Number of Days _____ x _____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Total \$ _____

Damp Mop

COST PER SQUARE FOOT	Advance Rate	Standard Rate
	30¢	45¢

_____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Number of Days _____ x _____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

Total \$ _____

Shampooing

COST PER SQUARE FOOT	Advance Rate	Standard Rate
	45¢	55¢

_____ sq. ft. x rate \$ _____
(100 sq. ft. min.)

NOTICE: Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying.

Total \$ _____

Convention Center staff will remove trash from Convention Center aisle containers on an daily basis.
Should you require trash removal from your booth during show hours, please order porter service below.

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.

Tax 7.775% _____

Grand Total _____

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

Money Order # _____ Company Check # _____

MasterCard Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express 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 15 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.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 ☎

Audio Visual/Computer/Video Booth Order Form

Hubbell Tyner

Video Equipment			
Qty	Description	Day rate	Total
	VHS w/repeat	\$ 50.00	
	DVD Player	\$ 50.00	
	27" Monitor	\$ 50.00	
	32" Flat LCD Monitor	\$ 150.00	
	32" CRT Monitor	\$ 90.00	
	36" CRT Monitor	\$ 250.00	
	50" DLP Monitor	\$ 150.00	
	60" DLP Monitor	\$ 250.00	
	42" Plasma w/table stand	\$ 350.00	
	50" Plasma w/table stand	\$ 450.00	
	60" Plasma w/table stand	\$ 650.00	
	LCD Projector	\$ 250.00	
	42" 1080p LCD	\$ 450.00	
	52" 1080p LCD	\$ 550.00	
	20" LCD/DVD Combo	\$ 75.00	
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	

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	\$ 75.00	
	30" Flat XGA LCD	\$ 150.00	
	50" DLP Monitor	\$ 150.00	
	60" DLP Monitor	\$ 250.00	
	42" Plasma w/table stand	\$ 350.00	
	50" Plasma w/table stand	\$ 450.00	
	60" Plasma w/table stand	\$ 650.00	
	LCD Projector 3000 Lumen	\$ 250.00	
	PC Laptop	\$ 150.00	
	MAC Laptop	\$ 150.00	
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:

Sub Total:

Show End Time/Date:

7% Sales Tax:

Check Enclosed (payable to AVVR)

Visa/MC/Am Ex

Delivery/Set/Strike: \$70

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

*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 cutoff 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'S

Commercial Services

Green Plant Rental	Quantity	Unit Cost	Total
Green Plants (For Rental Only) Rental includes decorative containers and removal at end of event.			
3 Foot Green Plant		35.00	0.00
4 Foot Green Plant		45.00	0.00
5 Foot Green Plant		55.00	0.00
6 Foot Green Plant		65.00	0.00
7 Foot Green Plant		90.00	0.00
Small Fern 6" Pot		20.00	0.00
Large Fern 8" Pot		30.00	0.00
Ivy 6" Pot		20.00	0.00
 Blooming Plants (For Purchase Only)			
Chrysanthemum, White		19.99	0.00
Chrysanthemum, Yellow		19.99	0.00
Chrysanthemum, Lavender/Rust (Seasonal)		19.99	0.00
Azaleas		30.00	0.00
 Fresh Floral Service (For Purchase Only)			
Cut Flower Arrangement 18" High		50.00	0.00
Cut Flower Arrangement 24" High		65.00	0.00
Tropical Arrangement		75.00	0.00
Delivery Charge			10.99
Service Fee*			
*Forget something? Late orders accepted after move in, are subject to a \$25.00 special service fee.		Subtotal:	10.99
		7.775% tax	0.85
		Total:	\$11.84

Show Information:

Show Name _____		Convention Location: _____	
Exhibitor _____		Booth #: _____	
Address _____		City _____	State _____ ZIP _____
Telephone #: _____	Fax # _____	Cell # during Show _____	
Move in Date:	Vendor Setup Hours:		
Pick up Date:	Date & Time		
	Show Opens:		

Billing Information: (Payment Policy - All orders must be paid in full prior to event.)

Credit Card # _____	Exp. Date: _____	CVC Code: _____
Name on Credit Card _____		
Signature: _____		

For Special Services Call Bachman's ~ 612-861-7697 or fax 612-861-7749

6010 Lyndale Ave. So., Minneapolis, MN 55419-2289

Special Services available (call for quotation):

Corsages	Boutonnieres	Hospitality Suites
Luncheons, Banquets	Fountains, Ponds	Exotic Plants