

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

Recap of Orders

MN Deer Classic
MN State Fairgrounds
March 12 - 14, 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

**Minnesota Deer Classic
MN State Fairgrounds - Coliseum**

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

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Exhibiting Company _____ Booth #: _____

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Tables & Drape Form

Minnesota Deer Classic
MN State Fairgrounds - Coliseum

DRAPED DISPLAY TABLES

QTY	Discount Price	Standard Price	QTY	Discount Price	Standard Price
<u>30" Draped Tables</u>			<u>42" Draped Tables</u>		
___ 4' Long x 30" High	\$ 82.70	\$107.45	___ 4' Long x 42" High	\$ 99.25	\$129.00
___ 6' Long x 30" High	\$ 93.30	\$121.30	___ 6' Long x 42" High	\$111.95	\$145.50
___ 8' Long x 30" High	\$104.95	\$136.45	___ 8' Long x 42" High	\$112.36	\$146.00
___ Fourth Side Drape 30"	\$ 35.00	\$ 45.50	___ 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 Price	Standard Price	QTY	Discount Price	Standard Price
<u>30" Undraped Tables</u>			<u>42" Undraped Tables</u>		
___ 4' Long x 30" High	\$ 34.00	\$ 42.00	___ 4' Long x 42" High	\$ 37.00	\$ 44.00
___ 6' Long x 30" High	\$ 37.00	\$ 44.00	___ 6' Long x 42" High	\$ 42.00	\$ 49.00
___ 8' Long x 30" High	\$ 42.00	\$ 49.00	___ 8' Long x 42" High	\$ 48.00	\$ 53.00

SPECIAL DRAPING

Please indicate Special Drape color from the table color selections _____

___ 8' High Masking Drape (p/ft)	\$ 11.50	\$15.50
___ 3' High Masking Drape (p/ft)	\$ 9.50	\$13.50

Subtotal \$ _____

*See Recap for tax

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BOOTH FURNITURE

Qty.	Item	Discount Price	Standard Price
_____	Upholstered Arm Chair	\$ 42.00	\$ 55.00
_____	Padded Side Chair	\$ 40.00	\$ 47.00
_____	Plastic Side Chair	\$ 24.00	\$ 36.00
_____	High Stool w/ Back	\$ 61.00	\$ 77.00
_____	18" Coffee Table (Round)	\$ 37.00	\$ 61.00
_____	30"h x 30"w Ped Table (Round)	\$ 58.00	\$ 80.00
_____	42"h x 30"w Ped Table (Round)	\$ 63.00	\$ 92.00
_____	30"h x 40"w Ped Table (Round)	\$ 68.00	\$ 97.00
_____	4' x 8' Perfboard (Vert) (Horiz)	\$ 85.00	\$109.00
_____	4' x 8' Tackboard (Vert) (Horiz)	\$ 89.00	\$113.00
_____	6' Showcase	\$312.00	\$417.00
_____	Security Cage	\$ 99.00	\$150.00
_____	Sales/Storage Counter	\$225.00	\$279.00
_____	Wastebasket	\$ 16.00	\$ 21.00
_____	Floor Easel	\$ 26.00	\$ 38.00
_____	Chrome Stanchion	\$ 50.00	\$ 63.00
_____	8' Black Velvet Stanchion Rope	\$ 24.00	\$ 24.00
_____	Literature Rack (6 Slot)	\$ 68.00	\$ 90.00
_____	Bag Holder	\$ 39.00	\$ 50.00
_____	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	\$ 39.00	\$ 47.00
_____ 6' Long	\$ 48.00	\$ 60.00
_____ 8' Long	\$ 66.00	\$ 73.00

Subtotal \$ _____

*See Recap for tax

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Booth Carpet (All Carpet is 10' Wide)	<u>Discount</u> <u>Price</u>	<u>Standard</u> <u>Price</u>	<u>Total</u>
_____ 10' x 10' Carpet	\$ 110.00 / \$55.00	\$ 145.00	\$ _____
_____ 10' x 20' Carpet	\$ 220.00 / \$110.00	\$ 290.00	\$ _____
_____ 10' x 30' Carpet	\$ 330.00 / \$165.00	\$ 435.00	\$ _____

Please make color selection: _____Red _____Hunter Green _____Royal Blue _____Silver-Grey _____Burgundy _____Black _____Teal _____Tan

If a carpet color is not selected, Silver Grey will be provided.
 Custom Cut Carpet is required for carpets over 50 feet in length. See Custom Cut Carpet below for pricing.

Carpet Padding:

	<u>Discount</u>	<u>Standard</u>	<u>Total</u>
Booth Size _____ x _____ = _____ sq.ft. @ \$0.60	\$0.99	\$ _____	\$ _____

Custom Cut Carpet:

	<u>Discount</u>	<u>Standard</u>	<u>Total</u>
Booth Size _____ x _____ = _____ sq.ft. @ \$2.00	\$2.85	\$ _____	\$ _____

Protective Covering:

	<u>Discount</u>	<u>Standard</u>	<u>Total</u>
Booth Size _____ x _____ = _____ sq.ft. @ \$0.50	\$0.65	\$ _____	\$ _____

Plush Custom Carpet: (28 oz.)

- Plush Custom Carpet must be ordered 14 days prior to the first move in day
- Once an order has been placed for Plush Custom Carpet and it is canceled it is subject to a 100% cancellation.
- Plush Custom Carpet orders require a 100 square foot minimum order
- All Plush Custom Carpet orders come with Protective Covering during move in

Booth Size _____ x _____ = _____ sq.ft. @ \$3.00	\$5.50	\$ _____
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Subtotal \$ _____

Please make color selection: _____Beige _____Berry _____Black _____Charcoal _____Burgundy _____Cobalt _____Emerald _____Gold _____Ice _____Colony _____Royal Blue _____Purple _____White _____Silver Cloud _____Navy _____NuBlue _____Yellow _____Pewter _____Soft Ivory _____Peacock _____Red _____Platinum *See Recap for tax

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Exhibiting Company _____ Booth #: _____

- Please see the General Information 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 General Information 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 	\$60.00	\$120.00
<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 	\$63.00	\$126.00
<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>	\$20.75	\$40.50
<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>	\$14.00	\$28.00
<p>Small Package Rate: Cartons/Envelopes weighing less than 30 lbs per shipment</p>	\$40.00 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)

Receiving Hours: Mon – Fri 8:00 am – 4:30pm

Please see the **General Information Page for Receiving Deadlines**

Advance Shipments

To: Your Company Name/Booth #

For: Show Name

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

Warehouse Advance Shipments Crated (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$60.00 per 100 lbs = \$ _____

Exhibit Hall Direct Shipments Crated (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$63.00 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 \$20.75 per 100 lbs = \$ _____

Overtime Freight (200 lb. Minimum)

Shipment Weight _____ ÷ 100 = _____ X \$14.00 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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**Minnesota Deer Classic
MN State Fairgrounds - Coliseum**

Exhibiting Company Name _____

Booth Number _____

Name of Show _____



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 _____

Name of Show _____



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**

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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.

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Labor Order Form

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MN State Fairgrounds - Coliseum

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

- **Straight Time:** \$61.00 per man-hour 8:00 a.m. – 4:30 p.m., Monday – Friday.
- **Overtime:** \$101.50 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: \$ _____

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Exhibiting Company _____ Booth #: _____