

## 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 Optum's 22<sup>nd</sup> Annual National Conference. 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.



**Mike Marigold**

Exhibitor Service Representative  
651-280-4928 | Direct  
651-917-2658 | Fax  
mmarigold@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) 8' x 30" Draped Table
  - (1) Wastebasket
  - (2) Chairs (provided by hotel)

### Show Colors

Drape: Black

### Discount Price Deadline

Friday, September 13, 2013

### Advance Freight Receiving Deadline

Thursday, September 19, 2013

### Event Schedule

#### Exhibitor Move In:

**Tuesday, September 24<sup>th</sup>**  
 7:30 am - 3:30 pm

#### Exhibit Hours:

**Tuesday, September 24<sup>th</sup>**  
 Exhibit Hall Grand Opening: 5:00 pm - 7:00 pm

**Wednesday, September 25<sup>th</sup>**  
 11:30 am - 1:00 pm  
 5:00 pm - 6:30 pm

#### Exhibitor Move Out:

**Wednesday, September 25<sup>th</sup>**  
 6:30 pm - 9:30 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.....	\$
7.775% Sales Tax*.....	\$

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

### Non-Taxable Services

Signs & Banners.....	\$
Material Handling/Forklift Service (must have cc on file).....	\$
Labor (must have cc on file).....	\$
<b>Method of Payment</b>	<b>Grand Total.....</b>
<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"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> DISCOVER	Ex Date:	CCID #:
Card Holder Name:		
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	\$28.00	\$36.50 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$49.75	\$64.75 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$52.50	\$68.25 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$70.25	\$91.25 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$89.25	\$116.00 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$312.00	\$417.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$20.00	\$26.00 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$30.50	\$39.75 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$44.00	\$57.25 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$54.00	\$70.25 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$25.25	\$32.75 =	\$ <input type="text"/>
L. Literature Rack.....	<input type="text"/> x	\$73.50	\$95.00 =	\$ <input type="text"/>
M. Sales Counter w/graphic.....	<input type="text"/> x	\$273.00	\$355.00 =	\$ <input type="text"/>
<b>Table Risers</b>				
O. 4' Table Riser.....	<input type="text"/> x	\$44.25	\$57.50 =	\$ <input type="text"/>
P. 6' Table Riser.....	<input type="text"/> x	\$54.00	\$70.25 =	\$ <input type="text"/>
Q. 8' Table Riser.....	<input type="text"/> x	\$74.50	\$97.00 =	\$ <input type="text"/>
R. 8' High Masking Drape (p/ft).....	<input type="text"/> x	\$15.25	\$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	\$13.25	\$17.25 =	\$ <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	\$24.00	\$29.00 =	\$ <input type="text"/>
U. 6'-10' Crossbar.....	<input type="text"/> x	\$17.00	\$21.00 =	\$ <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. 4<sup>th</sup> 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

<b>30" High Skirted (on 3 Sides)</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
A. 4' L x 24" W.....	<input type="text"/> x	\$94.75	\$123.25 =	\$ <input type="text"/>
B. 6' L x 24" W.....	<input type="text"/> x	\$107.25	\$139.50 =	\$ <input type="text"/>
C. 8' L x 24" W.....	<input type="text"/> x	\$121.25	\$157.50 =	\$ <input type="text"/>
4 <sup>th</sup> Side Skirting.....	<input type="text"/> x	\$43.50	\$56.50 =	\$ <input type="text"/>

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

<b>42" High Skirted (on 3 Sides)</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
D. 4' L x 24" W.....	<input type="text"/> x	\$105.25	\$137.00 =	\$ <input type="text"/>
E. 6' L x 24" W.....	<input type="text"/> x	\$118.00	\$153.50 =	\$ <input type="text"/>
F. 8' L x 24" W.....	<input type="text"/> x	\$128.50	\$167.00 =	\$ <input type="text"/>
4 <sup>th</sup> Side Skirting.....	<input type="text"/> x	\$51.50	\$67.00 =	\$ <input type="text"/>

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

<b>30" High Unskirted</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
G. 4' L x 24" W.....	<input type="text"/> x	\$40.50	\$52.75 =	\$ <input type="text"/>
H. 6' L x 24" W.....	<input type="text"/> x	\$43.50	\$56.50 =	\$ <input type="text"/>
I. 8' L x 24" W.....	<input type="text"/> x	\$48.50	\$63.00 =	\$ <input type="text"/>

<b>42" High Unskirted</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
J. 4' L x 24" W.....	<input type="text"/> x	\$43.50	\$56.50 =	\$ <input type="text"/>
K. 6' L x 24" W.....	<input type="text"/> x	\$48.25	\$62.75 =	\$ <input type="text"/>
L. 8' L x 24" W.....	<input type="text"/> x	\$53.50	\$69.50 =	\$ <input type="text"/>

<b>Pedestal Tables</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
M. 18"H x 30" Round.....	<input type="text"/> x	\$53.75	\$69.75 =	\$ <input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/> x	\$78.75	\$102.25 =	\$ <input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/> x	\$88.75	\$115.50 =	\$ <input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/> x	\$78.75	\$102.50 =	\$ <input type="text"/>
Q. 42"H x 30" Round – with black cover.....	<input type="text"/> x	\$114.75	\$149.25 =	\$ <input type="text"/>

**Total Estimated Tables**   \$

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

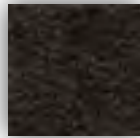
**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_



# Floor Covering

## Standard Carpet

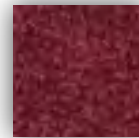
## 10 oz. nylon carpeting



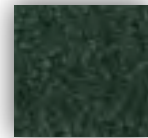
Black



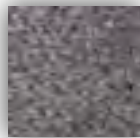
Blue



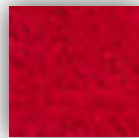
Burgundy



Green



Grey



Red



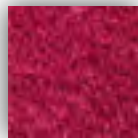
Tan



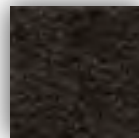
Teal

## Premium Carpet

## 28 oz. nylon carpeting



Berry



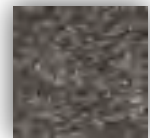
Black



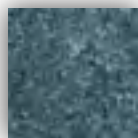
Blue



Burgundy



Charcoal



Cobalt



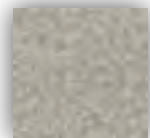
Emerald



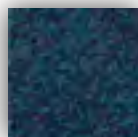
Gold



Green



Ice



Navy



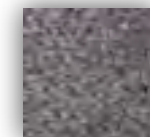
Platinum



Purple



Red



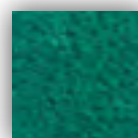
Silver



Soft Ivory



Tan



Teal



White

## Floor Covering

Standard Carpet (10oz. nylon)	Quantity	Discount	Standard	Extended
10' x 10'.....	<input type="text"/>	\$142.00	\$184.00 =	\$ <input type="text"/>
10' x 20'.....	<input type="text"/>	\$284.00	\$368.00 =	\$ <input type="text"/>
10' x 30'.....	<input type="text"/>	\$426.00	\$552.00 =	\$ <input type="text"/>
10' x 40'.....	<input type="text"/>	\$568.00	\$736.00 =	\$ <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.....		\$1.42 / sq ft	\$1.84 / 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.....		\$4.15	\$5.40 =	\$ <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.....		\$0.95	\$1.25 =	\$ <input type="text"/>

### Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.80	\$1.00 =	\$ <input type="text"/>

Total Estimated Floor Covering \$

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

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

## Booth Packages

Save up to 20% by ordering a booth package



	Discount	Standard	Extended
Package 1*.....	\$295.00	\$383.00	= \$ <input type="text"/>

~ Booth Carpet, 1 - 6' x 30" Skirted Table, 2 Padded Side Chairs, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

**6' x 30" Table Skirt Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White

*Skirt color selection please check one*



	Discount	Standard	Extended
Package 2*.....	\$336.00	\$436.00	= \$ <input type="text"/>

~ Booth Carpet, 1 - 6' x 42" Skirted Table, 2 High Stools, 1 Waste Basket

**Carpet Color Selection**

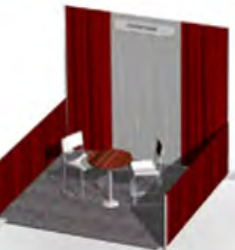
Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

**6' x 42" Table Skirt Selection**

Black  Blue  Burgundy  Gold  Green  Grey  Purple  Red  Teal  White

*Skirt color selection please check one*



	Discount	Standard	Extended
Package 3*.....	\$272.00	\$353.00	= \$ <input type="text"/>

~ Booth Carpet, 1-30" high Pedestal Table, 2 Padded Side Chairs, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*



	Discount	Standard	Extended
Package 4*.....	\$404.00	\$525.00	= \$ <input type="text"/>

~ Booth Carpet, 1 Sales Counter with custom graphics, 1 High Stool, 1 Waste Basket

**Carpet Color Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

*Note: A Hubbell/Tyner exhibitor services representative will touch base with you to discuss your sales counter graphic.*

Total Estimated Booth Package \$

**\*Please Note: There are no substitutions on Booth Package orders.**

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

## Executive Furnishings

Premium Lounge Furnishings	Quantity	Discount	Standard	Extended
A. Leather Chair.....	<input type="text"/>	x \$236.25	\$307.00 =	\$ <input type="text"/>
B. Leather Sofa.....	<input type="text"/>	x \$399.00	\$515.75 =	\$ <input type="text"/>
C. Leather Loveseat.....	<input type="text"/>	x \$315.00	\$409.00 =	\$ <input type="text"/>
<b>Executive Lounge Furnishings</b>				
D. Chair.....	<input type="text"/>	x \$140.75	\$183.00 =	\$ <input type="text"/>
E. Sofa.....	<input type="text"/>	x \$240.50	\$312.75 =	\$ <input type="text"/>
F. Loveseat.....	<input type="text"/>	x \$220.50	\$286.50 =	\$ <input type="text"/>
G. Coffee Table.....	<input type="text"/>	x \$126.00	\$163.75 =	\$ <input type="text"/>
H. End Table.....	<input type="text"/>	x \$94.50	\$122.75 =	\$ <input type="text"/>
I. Table Lamp.....	<input type="text"/>	x \$54.00	\$70.25 =	\$ <input type="text"/>
J. Floor Lamp.....	<input type="text"/>	x \$89.25	\$116.00 =	\$ <input type="text"/>
<b>Office Style Furnishings</b>				
K. Lacasse Executive Desk 72" x 42".....	<input type="text"/>	x \$409.50	\$532.00 =	\$ <input type="text"/>
L. Lacasse Credenza 72" x 24".....	<input type="text"/>	x \$309.75	\$402.75 =	\$ <input type="text"/>
M. Lacasse Hutch 72" x 44".....	<input type="text"/>	x \$283.50	\$368.50 =	\$ <input type="text"/>
N. Executive Desk 72" x 36".....	<input type="text"/>	x \$294.00	\$382.25 =	\$ <input type="text"/>
O. Bookcase 72" High.....	<input type="text"/>	x \$115.50	\$150.00 =	\$ <input type="text"/>
P. Bookcase 48" High.....	<input type="text"/>	x \$98.00	\$127.50 =	\$ <input type="text"/>
Q. Chair – Karizma Executive Leather Chair....	<input type="text"/>	x \$125.00	\$162.50 =	\$ <input type="text"/>
R. Chair – Karizma Leather Guest Chair.....	<input type="text"/>	x \$104.00	\$135.25 =	\$ <input type="text"/>
S. Chair – Savvy Executive Task Chair.....	<input type="text"/>	x \$115.50	\$135.25 =	\$ <input type="text"/>
T. Chair – Savvy Conference Chair.....	<input type="text"/>	x \$102.00	\$132.75 =	\$ <input type="text"/>
U. Chair – Savvy Guest Chair.....	<input type="text"/>	x \$84.00	\$109.25 =	\$ <input type="text"/>
V. Chair – Savvy Simple Task Chair.....	<input type="text"/>	x \$97.00	\$116.00 =	\$ <input type="text"/>
W. Table – 36" x 72" Conference Table.....	<input type="text"/>	x \$180.00	\$234.00 =	\$ <input type="text"/>
X. Table – 48" Round.....	<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

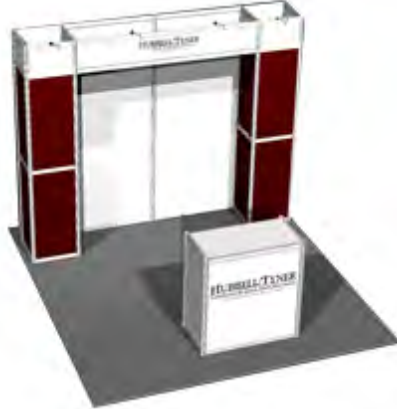
All rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

## 10' x 10' Rental Displays

A. Model 100



B. Model 200

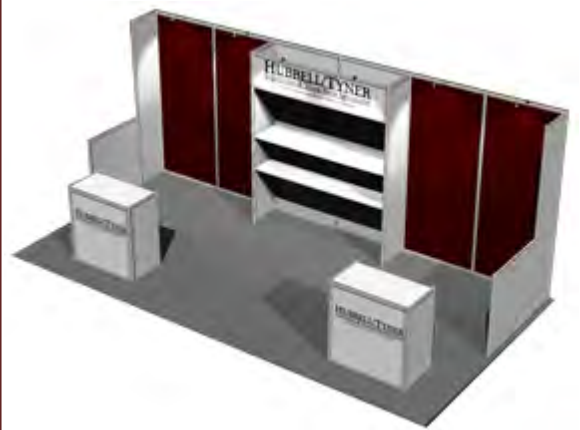


C. Model 300



## 10' x 20' Rental Displays

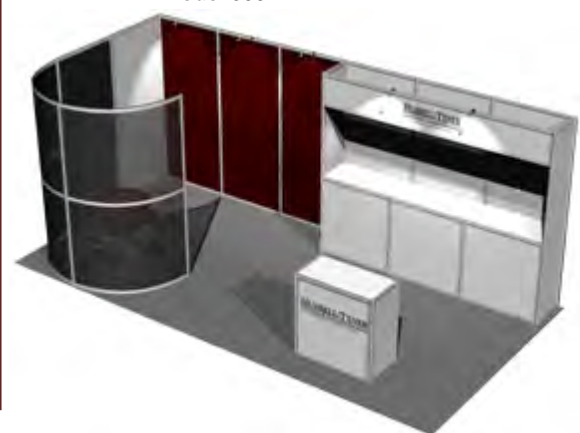
D. Model 100



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..... \$997.00 \$1296.00 = \$

**Carpet Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

B. Model 200..... \$997.00 \$1296.00 = \$

**Carpet Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

C. Model 300..... \$997.00 \$1296.00 = \$

**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..... \$2047.50 \$2661.75 = \$

**Carpet Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

E. Model 200..... \$2047.50 \$2661.75 = \$

**Carpet Selection**

Black  Blue  Burgundy  Green  Grey  Red  Tan  Teal

*Carpet color selection please check one*

F. Model 300..... \$2047.50 \$2661.75 = \$

**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 \$15.40	\$20.00 =	\$ <input type="text"/>
14" x 22".....	<input type="text"/>	x \$30.80	\$38.50 =	\$ <input type="text"/>
22" x 28" (Standard easel sign).....	<input type="text"/>	x \$61.60	\$77.00 =	\$ <input type="text"/>
28" x 44".....	<input type="text"/>	x \$123.20	\$160.00 =	\$ <input type="text"/>

Custom Size Signs	Quantity	Discount	Standard	Extended
$\frac{\quad}{L}$ " x $\frac{\quad}{W}$ " = <input type="text"/> sq in.....	<input type="text"/>	x \$0.10 sq in	\$0.15 sq in =	\$ <input type="text"/>

Banners	Quantity	Discount	Standard	Extended
$\frac{\quad}{L}$ ' x $\frac{\quad}{W}$ ' = <input type="text"/> sq ft.....	<input type="text"/>	x \$14.40 sq ft	\$18.75 sq ft =	\$ <input type="text"/>

### Order Deadline

All sign/banner orders must be placed 14 days prior to the 1<sup>st</sup> 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	100lb. Minimum
<b>Warehouse Advance Shipments Crated</b> (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> <li>Storage at our advance warehouse up to <b>30 days prior to show opening</b></li> <li>Delivery to show site and placement at your booth</li> <li>Removal &amp; Return of empty containers</li> <li>Loading of outbound shipments from show site</li> </ul>	\$70.00	\$70.00
<b>Exhibit Hall – Direct Shipments Crated</b> <ul style="list-style-type: none"> <li>Placement of materials at your booth</li> <li>Removal &amp; return of empty containers</li> <li>Loading of outbound shipments from show site</li> <li>Must have certified weight ticket</li> </ul>	\$65.00	\$65.00
<b>Uncrated Material / Specialized Carrier Shipments</b> <ul style="list-style-type: none"> <li>Loose or pad wrapped materials can only be received at show site during exhibitor setup hours</li> </ul>	\$104.00	\$104.00
<b>Late Freight</b> <ul style="list-style-type: none"> <li>Freight received at warehouse less than 5 days prior to show move in times</li> <li>Late freight is an additional charge to the appropriate drayage rate</li> </ul>	\$23.00	\$23.00
<b>Overtime</b> <ul style="list-style-type: none"> <li>Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat &amp; Sun, &amp; Holidays</li> <li>Overtime is an additional charge to the appropriate drayage rate</li> </ul>	\$18.00	\$18.00
<b>Small Package Rate</b> <ul style="list-style-type: none"> <li>Cartons/Envelopes weighing less than 30 lbs per shipment</li> </ul>	\$45.00 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:

**\$16.00 / each – Any fiber case, box or carton**

**\$38.00 / 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: **Optum's 22<sup>nd</sup> Annual National Conference**  
 Hubbell/Tyner  
 c/o YRC/STP  
 12400 Dupont Avenue South  
 Burnsville, MN 55337-1682

#### \*\* Direct Shipments

To: Your Company Name / Booth #  
 For: **Optum's 22<sup>nd</sup> Annual National Conference**  
 c/o Hubbell/Tyner  
 Hyatt Regency  
 1300 Nicollet Mall  
 Minneapolis, MN 55403

#### Warehouse Advance Shipments Crated (100 lb. Minimum)

\*Receiving cut-off date: September 19, 2013

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$65.00 per 100 lbs =

#### Exhibit Hall Direct Shipments Crated (100 lb. Minimum)

\*\*Receiving Date and Time: 24, 2013 – 7:30 am – 3:30 pm

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

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

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$104.00 per 100 lbs =

#### Late Freight (100 lb. Minimum)

Freight received at Advance warehouse after advance deadline

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$23.00 per 100 lbs =

#### Overtime Freight (100 lb. Minimum)

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

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$18.00 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

Optum's Annual National Conference

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

Optum's Annual National Conference

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

Optum's Annual National Conference

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

c/o :Hubbell/Tyner

1300 Nicolet Mall

Minneapolis, MN 55403

D

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

Optum's Annual National Conference

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

c/o: Hubbell/Tyner

1300 Nicolet Mall

Minneapolis, MN 55403

D

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.

## Forklift Service

### Important Information

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 freight carrier. Please see the material handling forms included in this kit.

Rates (1 hr. minimum)	Straight Time	Overtime	Hours
5000# Forklift (3 Stage)	\$153.00	\$199.00	Straight Time: Mon – Fri 8:00 am – 4:00 pm
5000# Forklift (4 Stage)	\$190.00	\$247.00	Overtime: Mon – Fri 4:00 pm – 8:00 am All day Sat, Sun and Holidays
9000 # Forklift	Call for Quote		
15000# Forklift	Call for Quote		

**Check in at the Hubbell/Tyner service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

# of Forklifts	Weight of Heaviest Piece	Date	# Hours (1 hr. minimum)
Install: _____	_____	_____	_____
Dismantle: _____	_____	_____	_____

Are fork extensions, straps, chains or any other equipment needed, if yes what is needed? \_\_\_\_\_

### Forklift Service Information

- 5,000 lb forklifts are standard, any forklifts over 5,000 lbs must be ordered in advance
- If a crane or special lift is needed, please call Hubbell/Tyner customer service for availability and quote
- A one-hour charge will be applied to all orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Hubbell/Tyner service desk when the forklift is needed

Total Estimated Forklift Service \$

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

Company Name: \_\_\_\_\_ 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:** \$73.50 per man hour  
 (8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$116.50 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 # \_\_\_\_\_

## 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 \$0.35 / 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 # \_\_\_\_\_

## 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 # \_\_\_\_\_



# Hyatt Regency Minneapolis

## Exhibitor Order Form (Power-Internet-Audio/Video)



Hyatt Regency Minneapolis, 1300 Nicollet Mall., Minneapolis, MN. 55403  
 Phone: 612.343.4018 \* Fax: 612.343.4019

CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Name:	Show Dates:	
Billing Street Address:	City, State & Zip	
Contact Name	Telephone:	
E-Mail Address:	Fax Number:	

SERVICE DESCRIPTION	QTY	X	Days	X	Advanced Booking	Onsite Request	=	TOTAL
<b>Standard SHARED Internet Services</b>								
Single user/device shared Ethernet connection (Single Public IP address)	0	x	0	x	\$150.00	\$180.00	=	-
Additional user/device (Public IP Address)	0	x	0	x	\$50.00	\$60.00	=	-
<b>DEDICATED Internet Services</b>								
384Kbps Dedicated VLAN Ethernet connection	0	x	0	x	\$225.00	\$270.00	=	-
1536Kbps Dedicated VLAN Ethernet connection (T-1 speed)	0	x	0	x	\$400.00	\$480.00	=	-
<b>Equipment Rental</b>								
Cisco Wireless Access Point	0	x	0	x	\$90.00	\$108.00	=	-
PC laptop with Microsoft Office	0	x	0	x	\$240.00	\$288.00	=	-
Safelock Projector Table	0	x	0	x	\$30.00	\$36.00	=	-
17" Flat Panel Computer Monitor	0	x	0	x	\$135.00	\$162.00	=	-
32" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$320.00	\$384.00	=	-
40" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$455.00	\$546.00	=	-
50" Flat Panel TV Monitor (on 6' stand w/ shelf)	0	x	0	x	\$610.00	\$732.00	=	-
<b>Power Services</b>								
Standard 15 Amp- 120 Volt shared Circuit	0	x	0	x	\$85.00	\$106.25	=	-
15 Amp 120 Volt Dedicated Circuit	0	x	0	x	\$120.00	\$150.00	=	-
15' Extention Cord	0	x	0	x	\$20.00	\$25.00	=	-
Power Strip	0	x	0	x	\$20.00	\$25.00	=	-
For Specific Power Pricing Please Call 612-343-4018 or email jlanan@psav.com								

SUBTOTAL =	-
X 22% SERVICE CHARGE =	-
X 7.775 SALES TAX =	-
Tax on Service charge/no tax on Internet	
GRAND TOTAL =	-

**\*All prices listed are on a per day rate \* There is a 22% Service Charge to all orders.**

**Payment Method**

<input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Hotel Master Acct
--

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Card Holder Signature:** \_\_\_\_\_



# BACHMAN'S™

## 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	[       ]
<b>Delivery Charge</b> (for up to 10 plants)	[    ]		[ <b>10.99</b> ]
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](mailto:www.comserv@bachmans.com)





# Exhibit Services

## Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.\* Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

\* Subject to applicable tariffs and Rules and Conditions publications.

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