

## Welcome

## Dear Exhibitor:

Hubbell/Tyner is pleased to inform you that we have been selected by show management to serve as the official service contractor for the OptumHealth Care Solutions 20<sup>th</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:

Monday September 26, 2011

### Advance Freight Receiving Deadline:

Thursday September 29, 2011

### Event Schedule

#### Exhibitor Move In:

**Tuesday, October 4, 2011**  
 10:30 am – 3:30 p.m.

#### Exhibitor Move Out:

**Wednesday, October 5, 2011**  
 7:30 p.m. – 9:30 p.m.

#### Exhibit Hours:

**Tuesday, October 4, 2011**  
 Exhibit Hall Grand Opening: 5:00 p.m. – 7:00 p.m.  
**Wednesday, October 5, 2011**  
 Continental Breakfast (Exhibits Open): 7:00 a.m. – 8:00 a.m.  
 Exhibit Hall Dessert Reception: 1:00 p.m. – 1:30 p.m.  
 Exhibit Hall Reception: 5:30 p.m. – 7:30 p.m.  
 Exhibit Hall Drawings: 7:15 p.m.

## 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.....	\$

### Non-Taxable Services

Signs & Banners.....	\$
Material Handling/Forklift Service (must have cc on file).....	\$
Labor (must have cc on file).....	\$
<b>Grand Total.....</b>	<b>\$</b>





### Method of Payment

Company Check

Make Checks Payable to Hubbell/Tyner

Mail to: Hubbell/Tyner  
 1810 Como Avenue  
 St. Paul, MN 55108

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

Exhibiting Company Name:		Booth #:
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:		

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:									

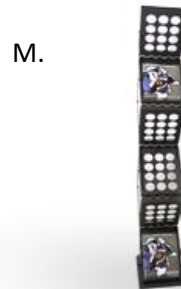
#### SERVICES TO BE CHARGED TO THIRD PARTY

- 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. Small Refrigerator
- M. Literature Rack
- N. Sales Counter
- O. 4' Table Riser
- P. 6' Table Riser
- Q. 8' Table Riser
- R. 8' High Drape
- S. 3' High Drape



## Furnishings & Accessories

Furnishings & Accessories	Quantity	Discount	Standard	Extended
A. Plastic Side Chair.....	<input type="text"/> x	\$26.75 -	\$34.75 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$44.50 -	\$57.75 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$50.00 -	\$65.00 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$67.00 -	\$87.25 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$85.00 -	\$109.00 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$312.00 -	\$417.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$19.00 -	\$24.75 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$29.00 -	\$37.75 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$42.00 -	\$54.75 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$51.50 -	\$67.00 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$24.00 -	\$24.00 =	\$ <input type="text"/>
L. Small Refrigerator.....	<input type="text"/> x	\$145.00 -	\$181.00 =	\$ <input type="text"/>
M. Literature Rack.....	<input type="text"/> x	\$70.00 -	\$91.00 =	\$ <input type="text"/>
N. Sales Counter w/graphic.....	<input type="text"/> x	\$260.00 -	\$315.00 =	\$ <input type="text"/>
O. 4' Table Riser.....	<input type="text"/> x	\$42.25 -	\$55.00 =	\$ <input type="text"/>
P. 6' Table Riser.....	<input type="text"/> x	\$51.50 -	\$67.00 =	\$ <input type="text"/>
Q. 8' Table Riser.....	<input type="text"/> x	\$71.00 -	\$92.50 =	\$ <input type="text"/>
R. 8' High Masking Drape (p/ft).....	<input type="text"/> x	\$14.50 -	\$18.75 =	\$ <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	\$12.50 -	\$16.25 =	\$ <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>				

Total Estimated Furnishings & Accessories \$

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

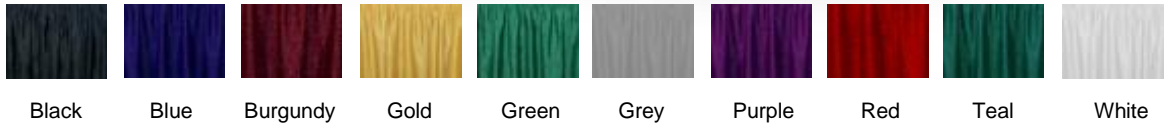
Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

# 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	\$90.25 -	\$117.50 =	\$ <input type="text"/>
B. 6' L x 24" W.....	<input type="text"/> x	\$102.25 -	\$133.00 =	\$ <input type="text"/>
C. 8' L x 24" W.....	<input type="text"/> x	\$115.50 -	\$149.50 =	\$ <input type="text"/>
4 <sup>th</sup> Side Skirting.....	<input type="text"/> x	\$41.50 -	\$50.25 =	\$ <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	\$100.25 -	\$130.50 =	\$ <input type="text"/>
E. 6' L x 24" W.....	<input type="text"/> x	\$112.25 -	\$146.00 =	\$ <input type="text"/>
F. 8' L x 24" W.....	<input type="text"/> x	\$122.50 -	\$159.00 =	\$ <input type="text"/>
4 <sup>th</sup> Side Skirting.....	<input type="text"/> x	\$49.00 -	\$63.75 =	\$ <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	\$38.50 -	\$50.00 =	\$ <input type="text"/>
H. 6' L x 24" W.....	<input type="text"/> x	\$41.50 -	\$54.00 =	\$ <input type="text"/>
I. 8' L x 24" W.....	<input type="text"/> x	\$46.25 -	\$60.00 =	\$ <input type="text"/>

<b>42" High Skirted Unskirted</b>	<b>Quantity</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
J. 4' L x 24" W.....	<input type="text"/> x	\$41.50 -	\$54.00 =	\$ <input type="text"/>
K. 6' L x 24" W.....	<input type="text"/> x	\$46.00 -	\$60.00 =	\$ <input type="text"/>
L. 8' L x 24" W.....	<input type="text"/> x	\$51.00 -	\$66.00 =	\$ <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	\$51.25 -	\$66.75 =	\$ <input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/> x	\$75.00 -	\$97.50 =	\$ <input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/> x	\$84.50 -	\$110.00 =	\$ <input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/> x	\$75.00 -	\$97.50 =	\$ <input type="text"/>
Q. 42"H x 30" Round Cover (black).....	<input type="text"/> x	\$25.00 -	\$35.00 =	\$ <input type="text"/>

**Total Estimated Tables**    \$

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

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



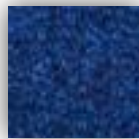
# Floor Covering

## Standard Carpet

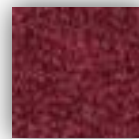
## 10 oz. nylon carpeting



Black



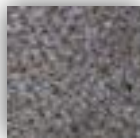
Blue



Burgundy



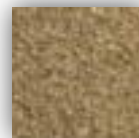
Green



Grey



Red



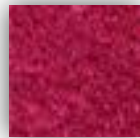
Tan



Teal

## Premium Carpet

## 28 oz. nylon carpeting



Berry



Black



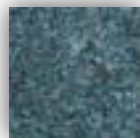
Blue



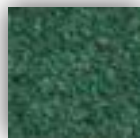
Burgundy



Charcoal



Cobalt



Emerald



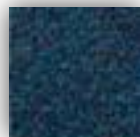
Gold



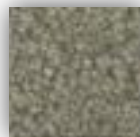
Green



Ice



Navy



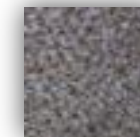
Platinum



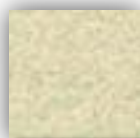
Purple



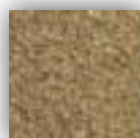
Red



Silver



Soft Ivory



Tan



Teal



White

## Floor Covering

Standard Carpet (10oz. nylon)	Quantity	Discount	Standard	Extended
10' x 10'.....	<input type="text"/>	\$135.00 -	\$175.00 =	\$ <input type="text"/>
10' x 20'.....	<input type="text"/>	\$270.00 -	\$350.00 =	\$ <input type="text"/>
10' x 30'.....	<input type="text"/>	\$405.00 -	\$525.00 =	\$ <input type="text"/>
10' x 40'.....	<input type="text"/>	\$540.00 -	\$700.00 =	\$ <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.....		\$1.35 / sq ft -	\$1.75 / 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.....		\$0.65 -	\$1.10 =	\$ <input type="text"/>

### Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.75 -	\$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 # \_\_\_\_\_

## Executive Furnishings

Premium Lounge Furnishings	Quantity	Discount	Standard	Extended
A. Leather Chair.....	<input type="text"/>	x \$225.00 -	\$282.00 =	\$ <input type="text"/>
B. Leather Sofa.....	<input type="text"/>	x \$380.00 -	\$475.00 =	\$ <input type="text"/>
C. Leather Loveseat.....	<input type="text"/>	x \$300.00 -	\$375.00 =	\$ <input type="text"/>
<b>Executive Lounge Furnishings</b>				
D. Chair.....	<input type="text"/>	x \$134.00 -	\$203.00 =	\$ <input type="text"/>
E. Sofa.....	<input type="text"/>	x \$229.00 -	\$287.00 =	\$ <input type="text"/>
F. Loveseat.....	<input type="text"/>	x \$210.00 -	\$263.00 =	\$ <input type="text"/>
G. Coffee Table.....	<input type="text"/>	x \$120.00 -	\$156.00 =	\$ <input type="text"/>
H. End Table.....	<input type="text"/>	x \$90.00 -	\$113.00 =	\$ <input type="text"/>
I. Table Lamp.....	<input type="text"/>	x \$51.50 -	\$94.00 =	\$ <input type="text"/>
J. Floor Lamp.....	<input type="text"/>	x \$85.00 -	\$107.00 =	\$ <input type="text"/>
<b>Office Style Furnishings</b>				
K. Lacasse Executive Desk 72" x 42".....	<input type="text"/>	x \$390.00 -	\$488.00 =	\$ <input type="text"/>
L. Lacasse Credenza 72" x 24".....	<input type="text"/>	x \$295.00 -	\$369.00 =	\$ <input type="text"/>
M. Lacasse Hutch 72" x 44".....	<input type="text"/>	x \$270.00 -	\$338.00 =	\$ <input type="text"/>
N. Executive Desk 72" x 36".....	<input type="text"/>	x \$280.00 -	\$350.00 =	\$ <input type="text"/>
O. Bookcase 72" High.....	<input type="text"/>	x \$110.00 -	\$138.00 =	\$ <input type="text"/>
P. Bookcase 48" High.....	<input type="text"/>	x \$98.00 -	\$123.00 =	\$ <input type="text"/>
Q. Chair – Karizma Executive Leather Chair.....	<input type="text"/>	x \$125.00 -	\$165.00 =	\$ <input type="text"/>
R. Chair – Karizma Leather Guest Chair.....	<input type="text"/>	x \$99.00 -	\$115.00 =	\$ <input type="text"/>
S. Chair – Savvy Executive Task Chair.....	<input type="text"/>	x \$110.00 -	\$135.00 =	\$ <input type="text"/>
T. Chair – Savvy Conference Chair.....	<input type="text"/>	x \$97.00 -	\$101.00 =	\$ <input type="text"/>
U. Chair – Savvy Guest Chair.....	<input type="text"/>	x \$80.00 -	\$100.00 =	\$ <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 -	\$225.00 =	\$ <input type="text"/>
X. Table – 48" Round.....	<input type="text"/>	x \$110.00 -	\$138.00 =	\$ <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

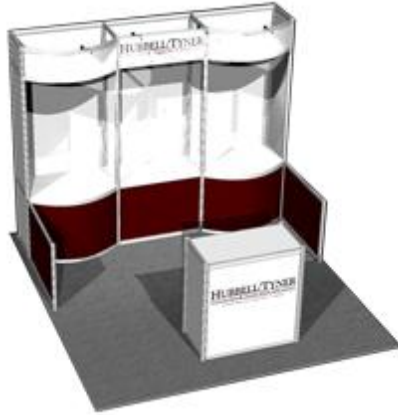
Please note that custom display options are available upon request. Please call us at 651-917-2632 to discuss your custom rental display.

## Order Deadline

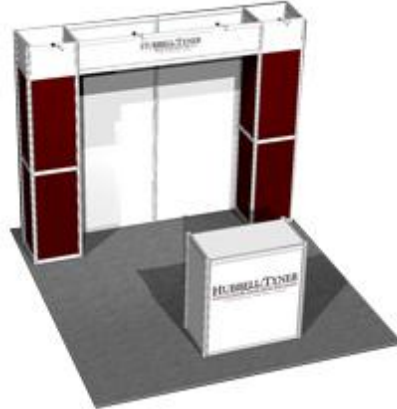
All rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

### 10' x 10' Rental Displays

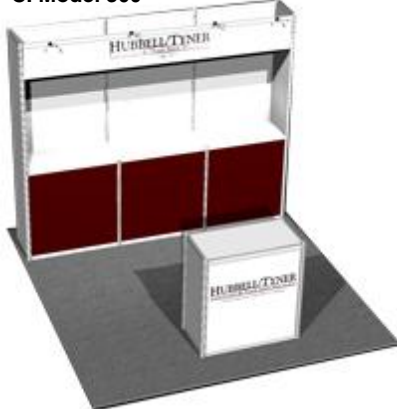
A. Model 100



B. Model 200

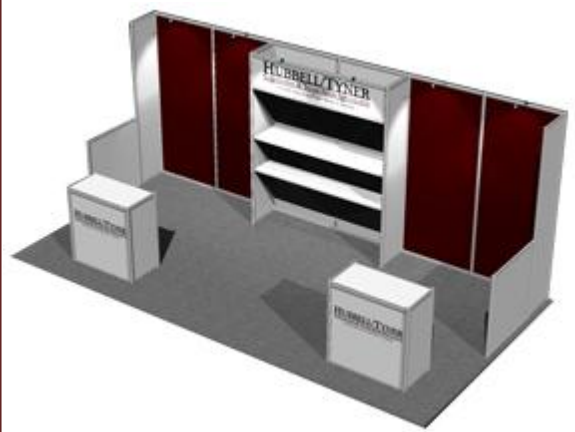


C. Model 300

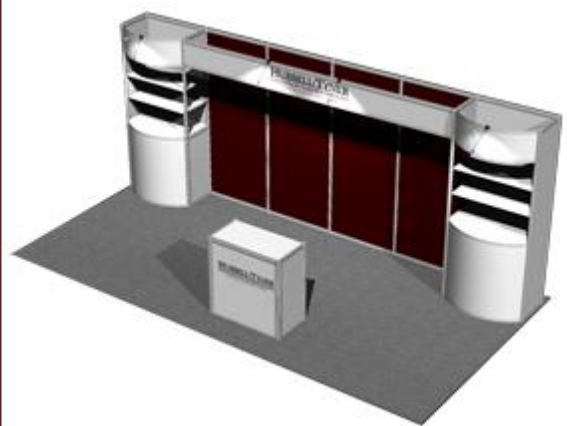


### 10' x 20' Rental Displays

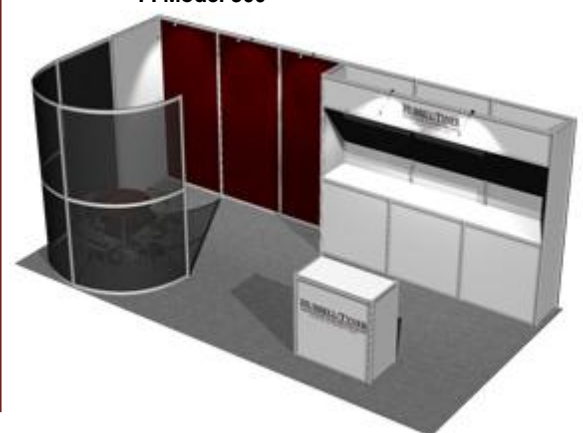
D. Model 100



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..... \$950.00 - \$1235.00 = \$

**Carpet Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

*Carpet color selection please check one*

B. Model 200..... \$950.00 - \$1235.00 = \$

**Carpet Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

*Carpet color selection please check one*

C. Model 300..... \$950.00 - \$1235.00 = \$

**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..... \$1950.00 - \$2300.00 = \$

**Carpet Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

*Carpet color selection please check one*

E. Model 200..... \$1950.00 - \$2300.00 = \$

**Carpet Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

*Carpet color selection please check one*

F. Model 300..... \$1950.00 - \$2300.00 = \$

**Carpet Selection**

Black    Blue    Burgundy    Green    Grey    Red    Tan    Teal

*Carpet color selection please check one*

**Total Estimated Rental Displays** \$

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

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

## Signs & Banners

### Important Information

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

Standard Size Signs	Quantity	Discount	Standard	Extended
11" x 14".....	<input type="text"/> x	\$15.40 -	\$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 -	\$154.00 =	\$ <input type="text"/>

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

Banners	Quantity	Discount	Standard	Extended
$\frac{\text{---}}{\text{L}}$ ' x $\frac{\text{---}}{\text{W}}$ ' = <input type="text"/> sq ft.....	<input type="text"/> x	\$14.40 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>	\$62.00	\$62.00
<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>	\$94.75	\$94.75
<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>	\$21.25	\$21.25
<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>	\$15.00	\$15.00
<b>Small Package Rate</b> <ul style="list-style-type: none"> <li>Cartons/Envelopes weighing less than 30 lbs per shipment</li> </ul>	\$41.00 for 1 <sup>st</sup> package, each additional package at \$20.00	

### 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 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: **OptumHealth Care Solutions**  
**20<sup>th</sup> Annual National Conference**  
 Hubbell/Tyner  
 c/o YRC/STP  
 12400 Dupont Avenue South

#### \*\* Direct Shipments

To: Your Company Name / Booth #  
 For: **OptumHealth Care Solutions**  
**20<sup>th</sup> Annual National Conference**  
 c/o Hubbell/Tyner  
 1300 Nicollet Mall  
 Minneapolis, MN 55403

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

\*Receiving cut-off date: Thursday, September 29, 2011

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$62.00 per 100 lbs =

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

\*\*Receiving Date and Time: Tuesday, October 4, 2011 from 8:00 am – 3:00 pm

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

#### Uncrated or Specialized Carrier Shipments Direct (100 lb. Minimum)

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$94.75 per 100 lbs =

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

Freight received at Advance warehouse after advance deadline

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$21.25 per 100 lbs =

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

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

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$15.00 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 4:00 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.

### 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

OptumHealth Care Solutions – 20<sup>th</sup> 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



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

OptumHealth Care Solutions – 20<sup>th</sup> 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



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

OptumHealth Care Solutions – 20<sup>th</sup> Annual National Conference

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

c/o: Hubbell/Tyner  
1300 Nicollet 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

OptumHealth Care Solutions – 20<sup>th</sup> Annual National Conference

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

c/o: Hubbell/Tyner  
1300 Nicollet 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

# 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:** \$66.50 per man hour  
 (8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$105.50 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 performed 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 \$0.30 / 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.

### 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



# ELECTRICAL SERVICE ORDER FORM

In order for us to properly service all exhibitors, this electrical service order form must be completed and returned to the HYATT REGENCY MINNEAPOLIS seven [7] days prior to set-up date. Payment **MUST BE INCLUDED** with this order form. Orders received without payment **CANNOT** be processed until payment is received. **If payment is not received prior to set-up date, the request will be subject to a \$100.00 same day set-up fee**, in addition to the electrical service charge. Payments may be made by cash, company check or credit card payable to HYATT REGENCY MINNEAPOLIS.

Please complete the following:

Convention Name \_\_\_\_\_ Convention Dates \_\_\_\_\_  
 Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Convention Services Manager \_\_\_\_\_

Please Print Your Name Here

<b>Type Of Service Required:</b>	Standard _____	Special Service _____
<b>Method Of Payment:</b>	Check _____	Credit Card Type and # _____ exp _____

**\*\* ORDERS NOT RECEIVED PRIOR TO SET-UP DAY OR RECEIVED WITHOUT PAYMENT ARE SUBJECT TO A \$100.00 SAME DAY SET-UP FEE \*\***

**STANDARD ELECTRICAL SERVICE AVAILABLE\*:**

A) 20 amp/ 120 volt/ single phase ..... \$75.00/ line/ day

**SPECIAL ELECTRICAL SERVICE AVAILABLE:**

- B) 30 amp/ 208 volt/ single phase ..... \$130.00/ line/ day
- C) 60 amp/ single phase ..... \$130.00/ line/ day
- D) 60 amp/ 3 phase ..... \$220.00/ line/ day
- E) 100 amp/ 3 phase ..... \$350.00/ line/ day
- F) 200 amp/ 3 phase ..... \$640.00/ line/ day

**Multi-outlet Electric Box**

G) 8 outlets (20 amps each) ..... \$400.00/ line/ day

**POWER REQUESTED**

**(Circle type that applies):**     **A   B   C   D   E   F   G**

Number of Lines \_\_\_\_\_  
 Cost per Line \_\_\_\_\_ x \$ \_\_\_\_\_  
 Number of Days required \_\_\_\_\_  
 Total Electrical Cost \_\_\_\_\_ = \$ \_\_\_\_\_

Number of Power Strips \_\_\_\_\_  
 Cost per Power Strip \_\_\_\_\_ x \$ \_\_\_\_\_  
 Total Power Strip Cost \_\_\_\_\_ = \$ \_\_\_\_\_

**SPECIAL REQUEST:**

Power Strip ..... \$25.00/ strip     Grand Total Cost \_\_\_\_\_ = \$ \_\_\_\_\_

\*Standard Electrical Power is the same type of power that is typically in most homes. Each power line has 3 – 3 prong outlets.

**ABSOLUTELY NO ORDERS FOR ELECTRICAL SERVICE WILL BE TAKEN OVER THE TELEPHONE!!**

**BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM EXHIBIT HALL BEFORE 12:00 MIDNIGHT OF TEARDOWN DAY. MATERIALS LEFT BEHIND WILL BE DISCARDED.**

Office use only!! Amount Received  \$  By	Mail Order Form and Payment to: <b>HYATT REGENCY MINNEAPOLIS</b> <b>ATTENTION: CONVENTION SERVICES</b> <b>1300 NICOLLET MALL</b> <b>MINNEAPOLIS, MN 55403</b>  Equipment hook ups are not done, we only provide power.	<b>FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM AND IS NON-REFUNDABLE FOR NON-USERS OR NO-SHOWS</b>
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**QUESTIONS PLEASE CALL 612-596-4530 OR FAX 612-596-4539.**

## ELECTRICAL SERVICE ORDER FORM



# Hyatt Regency Minneapolis

Exhibition Hall

## High Speed Internet Access Order Form



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

SERVICE DESCRIPTION	QTY	X	RATE	=	TOTAL
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### Standard SHARED Internet Services

Single user/device shared Ethernet connection (Single Public IP address)	0	x	\$150.00	=	-
Additional user/device (Public IP Address)	0	x	\$50.00	=	-

### Engineered DEDICATED Internet Services

256Kbps Dedicated VLAN Ethernet connection		x	\$200.00	=	-
384Kbps Dedicated VLAN Ethernet connection	0	x	\$225.00	=	-
512Kbps Dedicated VLAN Ethernet connection	0	x	\$250.00	=	-
768Kbps Dedicated VLAN Ethernet connection	0	x	\$275.00	=	-
1024Kbps Dedicated VLAN Ethernet connection	0	x	\$350.00	=	-
1536Kbps Dedicated VLAN Ethernet connection	0	x	\$400.00	=	-
Customized firewall configuration	0	x	Per Request	=	
Point-to-Point tunneling configuration	0	x	Per Request	=	

### Equipment Rental

Netgear 5-Port Ethernet switch (10/100)	0	x	\$25.00	=	-
Cisco 24-Port Ethernet switch (10/100)	0	x	\$75.00	=	-
Cisco Wireless Access Point w/rubber duck antennae	0	x	\$150.00	=	-
25' Cat5e patch cable	0	x	\$6.00	=	-
50' Cat5e patch cable	0	x	\$8.00	=	-
100' Cat5e patch cable	0	x	\$12.00	=	-

SUBTOTAL =	-
6% SALES TAX (SUBTOTAL X 6%) =	-
INSTALLATION & REMOVAL (SUBTOTAL X 20%) =	-
GRAND TOTAL =	-

### Payment Method

<input type="checkbox"/> Check enclosed	<input type="checkbox"/> American Express	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Hotel Master Acct
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Account Number and Expiration Date:





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Nicollet Mall

3 AV Equipment Order Form

4 Credit Consent Form



As a premier in-house audiovisual company, Presentation Services® offers you only the best: the best people, the best service and the best equipment. You can count on us to deliver quality audio, video, lighting, staging and special effects for your event or exhibit.

#### DELIVERING EXPERTISE

We understand that you rely on our expertise to successfully deliver your message through lights, sound and video. Our on-site team members are well-trained professionals with a dedication to guest service and a “consider it done” attitude. We are empowered to do what it takes to make your exhibit a success.

#### PROVIDING COMPREHENSIVE AUDIOVISUAL SERVICES

Our equipment is located where you need it, on-site at the Hyatt Regency Minneapolis On Nicollet Mall. From simple presentations to elaborate productions, we have the equipment and technicians to maximize your message. And since our office is located at the Hyatt Regency Minneapolis, your show manager is never more than a few steps away.

#### SUPPLYING THE LATEST TECHNOLOGY

As a leader in the industry, we invest in the newest technology enabling us to respond to your every need. We offer a full line of projection, lighting, staging, audio equipment and numerous meeting essentials. All of our state-of-the-art equipment is maintained and operated on-site at the Hyatt Regency Minneapolis by dedicated audiovisual professionals.

# Equipment Order Form

QUANTITY	EQUIPMENT	PRICE
_____	Screens (4' - 5')	\$25.00
_____	Screens (6' - 8')	\$30.00
_____	27" monitors (54" cart included)	\$105.00
_____	VCR player/recorder	\$80.00
_____	DVD player	\$90.00
_____	33" plasma screens (includes table stand)	\$250.00
_____	37" 42" Plasma Screens (includes table stand)	\$450.00
_____	50" Plasma Screens	\$550.00
_____	Dual Post Stands for Plasma Monitors	\$100.00
_____	Valueline LCD Projectors	\$200.00
_____	17" - 20" Computer Monitors (Flat Panel)	\$200.00
_____	Laser Printers	\$200.00
_____	Small Sound System (includes dynamic microphone, small powered speaker)	\$85.00
_____	Wireless Small Sound System (includes wireless microphone, small powered speaker)	\$200.00
_____	Laptop computers	\$200.00
_____	Carts (36" - 54" high)	\$15.00
_____	Small Adjustable Tables (variable height)	\$15.00
_____	Small Lighting Kits (includes small uplights, and gels)	\$250.00
_____	Wireless Computer Mouse	\$40.00
_____	Laser Pointer	\$10.00
_____	Flipchart Package (includes pad and marker)	\$36.00
_____	2-Way Radio (each)	\$45.00

Technicians are available at the following rates on a 4 hour minimum:

Monday - Friday 7am - 5pm	\$45.00/hr
Monday - Friday 5pm - midnight	\$45.00/hr
Monday - Friday midnight - 7am	\$45.00/hr
Saturday and Sunday 7am - 5pm	\$45.00/hr
Saturday and Sunday 5pm - 7am	\$45.00/hr
All Holidays	\$90.00/hr

- There is a 19% Service Charge on all equipment rentals.
- All prices are for the first day of rental. Services charges and tax apply for each additional day.

Note: Use this price list as a guideline exclusively. If you do not see a specific item needed to make your exhibit a success, please call our Hyatt Regency Minneapolis office at 612.343.4018. All orders can be faxed to 612.343.4019 for processing.

# Credit Card Consent Form

Type of card: (Mastercard, Visa, AMEX, etc.) \_\_\_\_\_

Customer Invoiced: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Date(s) for Rental: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Cancellation Policy

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.

B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

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FOR OFFICE USE ONLY

Rental Order Number \_\_\_\_\_ Location # \_\_\_\_\_

# BACHMAN'S

## Commercial Services

Green Plant Rental	Quantity	Unit Cost	Total
<b>Green Plants (For Rental Only)</b> 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
 <b>Blooming Plants (For Purchase Only)</b>			
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
 <b>Fresh Floral Service (For Purchase Only)</b>			
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
		<b>Total:</b>	<b>\$11.84</b>

**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

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