



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

October 14 - 15, 2019

Hilton - Grand Ballroom, Minneapolis, MN

07-13310-19

Discount Deadline:
October 03, 2019

Booth Equipment

Each 8' x 10' Booth Includes:

- 8' High Back Drape
- 3' High Side Drape
- 1 - 6'x30" Draped Table
- 2 - Side Chairs (provided by Hotel)
- 1 - Wastebasket
- 1 - ID Sign

Show Colors:

Booth Drape: Black
Carpet: Exhibit hall has existing carpet

Executive Furniture & Display Rentals

If you wish to upgrade your booth with Executive Furniture or a Display, please email jmulheron@coreexpo.com.

Move-in Dates & Times

Sunday, October 13, 2019	2:00 PM - 5:00 PM
Monday, October 14, 2019	7:30 AM - 11:00 AM

Show Dates & Times

Monday, October 14, 2019	
<i>Exhibit Hall Grand Opening</i>	1:30 PM - 2:30 PM
<i>Happy Hour Networking Reception</i>	5:00 PM - 6:30 PM
Tuesday, October 15, 2019	
<i>Refreshment Break & Lunch</i>	11:00 AM - 12:30 PM
<i>Afternoon Break</i>	2:15 PM - 3:00 PM

Move-out Dates & Times

Tuesday, October 15, 2019	3:00 PM - 4:30 PM (Exhibits must be taken down and ready to ship)
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Advance Warehouse Shipments

Must Arrive Between:
September 7 - October 7, 2019

Show Site Shipments

****CANNOT SHIP TO SHOW SITE****

Carriers must be checked in at event site for move-out:

Tuesday, October 15, 2019	3:00 PM - 4:30 PM
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About this Exhibitor Kit

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Fern forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
Fax: 816.471.1602

MAIL

Send completed forms to:
Fern
751 Wyoming Street
Kansas City, MO 64101

**Credit Card Transactions Only*

show information

091219-170312



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SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union. Fern is the exclusive labor provider at the Hilton Minneapolis Exhibit Hall.

MATERIAL HANDLING

Currently we have a labor agreement with the local Teamsters Union. Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Fern dollies, flat trucks or other mechanical equipment is not permitted. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

GRATUITIES

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

INSURING YOUR PRODUCT

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.



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Discount Deadline:
October 3, 2019

PAYMENT INFORMATION

If you wish to pay online or need to submit your credit card information for authorization, go to:

<https://oe.fernexpo.com>

PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place. You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

PAY BY CHECK

Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street Cincinnati, OH 45203

BANK WIRE TRANSFER

Send to: Fifth Third Bank, 38 Fountain Square Plaza, Cincinnati, OH 45202, Routing #042000314, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #01910004197, SWIFT code - #FTBCUS3C. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

ORDER TOTALS

Furnishing	Flooring	Exhibit Rental	Graphics	Labor	Material Handling	Other	Tax 8.025%	Total

EXHIBITOR INFORMATION

Company Name _____ Booth # _____

Street Address _____ City _____ State _____ Zip/Country _____

Contact Name _____ Phone _____ email _____

CREDIT CARD INFORMATION

X

Cardholder Signature _____

By signing, exhibitor has accepted the Fern Payment and Exhibitor Terms and Conditions. Exhibitor also agrees that Fern may place credit card on file to be used for any additional services/products ordered for the duration of the event.

Cardholder Name - Please Print _____ Date _____

Billing Address _____ City _____ State _____ Zip/Country _____

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Account Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Exp Date

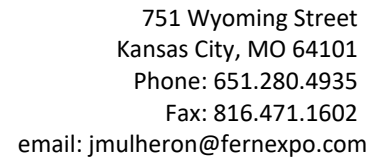
____/____

CVV Code

PYMT AUTH - 0019

payment authorization

091319-163825



Discount Deadline:
October 3, 2019

payment authorization

091319-163825



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EXHIBITOR TERMS & CONDITIONS

YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "**Agreement**") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

DEFINITIONS:

For purpose of this Agreement, "**FERN**", "**we**", or "**us**" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "**EXHIBITOR**" or "**you**" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("**EAC**"). "**Order**" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. **PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

FERN'S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

PACKAGING AND CRATES:

We shall not be responsible for damage to lose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

STORAGE:

We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.



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SHOW SITE:

You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly changes are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

INBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

RE-ROUTED FREIGHT:

In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

INSURANCE:

It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement.

CLAIMS FOR LOSS:

You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to \$0.50(USD) per pound per article with a maximum liability of \$100.00(USD) per item, or \$1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.



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DECLARED VALUE:

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:

You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

TERMINATION:

We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:

You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:

If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

WAIVER:

No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

ASSIGNMENT:

You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:

The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:

The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

AMENDMENT AND MODIFICATION:

This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:

This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.



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CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	110	Sled Base Armless Side Chair	\$ 34.25	\$ 44.50	\$ _____
_____	103	Upholstered Armless Chair	\$ 60.50	\$ 78.75	\$ _____
_____	105	Upholstered Arm Chair	\$ 63.75	\$ 83.25	\$ _____
_____	131	Stool - Padded with Back	\$ 80.50	\$ 106.00	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		30" Diameter **CANNOT BE SKIRTED**			
_____	207	18"h Pedestal Table	\$ 65.50	\$ 85.00	\$ _____
_____	215	30"h Pedestal Table	\$ 95.75	\$ 124.25	\$ _____
_____	216	40"h Pedestal Table	\$ 98.00	\$ 130.00	\$ _____



Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total

\$ _____

Tax 8.025%

\$ _____

Grand Total

\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 01-790

standard furniture rental (chairs & pedestal tables)

091319-165506



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Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 117.25	\$ 152.50	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 131.25	\$ 170.75	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 150.50	\$ 195.75	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 49.68	\$ 64.43	\$ _____
_____	222	4'x30" h table not skirted	\$ 49.25	\$ 62.50	\$ _____
_____	232	6'x30" h table not skirted	\$ 51.75	\$ 67.25	\$ _____
_____	252	8'x30" h table not skirted	\$ 57.25	\$ 74.25	\$ _____

Table Skirt Color: ☐ black (04) ☐ blue (06) ☐ gold (08) ☐ gray (09) ☐ green (10)
☐ maroon (11) ☐ plum (19) ☐ red (14) ☐ teal (18) ☐ white (16)

DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 126.25	\$ 164.00	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 142.00	\$ 184.75	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 154.75	\$ 201.25	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 50.46	\$ 65.46	\$ _____
_____	228	4'x40" h table not skirted	\$ 53.00	\$ 69.00	\$ _____
_____	238	6'x40" h table not skirted	\$ 58.75	\$ 76.25	\$ _____
_____	258	8'x40" h table not skirted	\$ 65.25	\$ 84.50	\$ _____

Table Skirt Color: ☐ black (04) ☐ blue (06) ☐ gold (08) ☐ gray (09) ☐ green (10)
☐ maroon(11) ☐ plum (19) ☐ red (14) ☐ teal (18) ☐ white (16)

TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 51.75	\$ 67.25	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 72.50	\$ 94.25	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 94.25	\$ 122.50	\$ _____

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$ _____
Tax 8.025%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual

Exhibiting Company Name: _____ Booth # _____

Form # 01-790

standard furniture rental (tables & table risers)

091319-170700



751 Wyoming Street

Kansas City, MO 64101

Phone: 651.280.4935

Fax: 816.471.1602

email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

October 14 - 15, 2019

Hilton - Grand Ballroom, Minneapolis, MN

07-13310-19

Discount Deadline:
October 03, 2019

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 23.75	\$ 30.75	\$
___	407	Easel, Tripod	\$ 37.75	\$ 49.50	\$
___	430	Tensa Stanchion	\$ 65.50	\$ 85.25	\$
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 88.25	\$ 114.50	\$
___	479	2-Arm Bag Stand	\$ 57.00	\$ 74.25	\$
___	427	Literature Rack	\$ 84.50	\$ 109.75	\$
___	603	4' x 8' Velcro Board (gray only) Horizontal	\$ 102.25	\$ 134.25	\$
___	615	4' x 8' Perforated board panel*	\$ 102.25	\$ 134.25	\$

*Select style for Perforated board - Horizontal / Vertical

CUSTOM BOOTH DRAPING and SKIRTING

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	541	Custom Color Siderail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)	\$ 15.00	\$ 17.50	\$
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> burgundy (11) <input type="checkbox"/> purple (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 17.50	\$ 20.50	\$

☐ Yes, I have completed and included the Payment Authorization Form.

Sub Total \$

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Tax 8.025% \$

Grand Total \$

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 01-790

standard furniture rental (accessories & drape)

091619-110639



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

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October 03, 2019

[Click here](#) to view carpet color samples

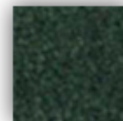
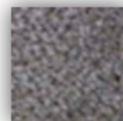
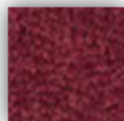
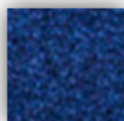
STANDARD CARPET

Standard carpet is a 13 oz. carpet available in 10 colors in 10 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

STANDARD CARPET ONLY - INLINE BOOTHS ONLY

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	301	10 ft. x 10 ft. Standard Carpet	\$ 168.00	\$ 219.00	\$
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 338.00	\$ 438.00	\$
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 507.00	\$ 657.00	\$
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 676.00	\$ 876.00	\$

☐ Black (04) ☐ Ocean (OC) ☐ Ruby (RU) ☐ Gray (09) ☐ Red (14) ☐ Evergreen (41)



COMPLETE AREA (requires a minimum order of 100 sq. ft.) - ISLAND AND PENINSULA BOOTHS

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
	314	Standard Carpet	____ ft. x ____ ft. = ____ sq. ft.	\$ 1.69	\$ 2.19	\$
	350	Padded Area Size	____ ft. x ____ ft. = ____ sq. ft.	\$ 1.20	\$ 1.56	\$
	360	Plastic Covering	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.96	\$ 1.25	\$

☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total \$
Tax 8.025% \$
Grand Total \$

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 03-790

standard carpet rental

091619-114044



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

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October 03, 2019

FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is \$30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	863	11" x 14" Digital	\$ 15.40	\$ 20.02	\$ _____
___	865	14" x 22" Digital	\$ 30.80	\$ 40.04	\$ _____
___	873	22" x 28" Digital	\$ 61.60	\$ 80.08	\$ _____
___	875	28" x 44" Digital	\$ 123.20	\$ 160.16	\$ _____
___	881	48" x 96" Digital	\$ 319.20	\$ 414.96	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$ 0.10	\$ 0.13	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$ 0.15	\$ 0.20	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 14.40	\$ 19.30	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 22.20	\$ 28.95	\$ _____

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: ☐ Vertical ☐ Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 8.025%	\$ _____
	Grand Total	\$ _____

No refund on orders cancelled after the deadline date.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 08-790

graphics

091619-115256



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Kansas City, MO 64101
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email: jmulheron@fernexpo.com

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Discount Deadline:
October 03, 2019

CLEANING SERVICES

All rental carpets ordered from Fern Exposition and Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$0.21 per sq. ft. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations, food sampling, landscape, etc.

VACUUM/SHAMPOO/MOP

All rates are based on the total square footage of your exhibit space
(100 sq. ft. minimum)

Prices below are per
square foot

☐ 903 Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.

\$ 0.45
(Per Day)

ESTIMATED CLEANING SERVICE COST

Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X \$ _____ per sq. ft. X _____ days = \$ _____

☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$
Tax 8.025%	\$
Grand Total	\$

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.

Requests made after the deadline will be filled as work force is available.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 09-790

cleaning services

091619-115256



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Kansas City, MO 64101
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email: jmulheron@fernexpo.com

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07-13310-19

Deadline to Return this Form:
September 19, 2019

You are required to use this form **ONLY** if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

☐ **YES**, we will be using an independent Display House Contractor to install / dismantle our display.

Name of Display House: _____

Address: _____
Street City/State Zip Code

Telephone: _____ Fax: _____

Email: _____

Display House Contact Name: _____

I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.

Print or Type Name

Signature

Date

Exhibiting Company Name: _____ Booth # _____

independent display house contractors

091619-110639



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
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email: jmulheron@fernexpo.com

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07-13310-19

Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

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October 14 - 15, 2019

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07-13310-19

Deadline to Return this Form:
October 03, 2019

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern)

- ☐ 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
- ☐ 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

30% charge for Fern Supervised services with a minimum of \$ 89.00

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

- ☐ 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
Start time*: _____ End Time: _____ Start Date: _____
- ☐ 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalStraight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalOver Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ _____

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalStraight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalOver Time hours Estimated Cost

Plan A - Add **30%** for Fern Supervision \$ _____

* Start time is approximate and is based on availability of labor.

- ☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total \$ _____

Grand Total \$ _____

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate
Requests received after deadline date will be filled as work force is available.*

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

Form # 10-790

Minimum charge one hour per man with half hour increments after the first hour. Straight Time: 8:00 AM - 4:00 PM, Monday - Friday, Overtime: Before 8:00 AM after 4:00 PM, Monday - Friday, all day Saturday, Sunday and Holidays. Charges for labor service are based on prevailing rates of labor and materials

For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.

Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibitor or its representative.

display labor service

091619-115256



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

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07-13310-19

Deadline to Return this Form:
October 3, 2019

BOOTH LAYOUT

This grid must be attached to the following order forms to ensure proper placement of items in your booth.

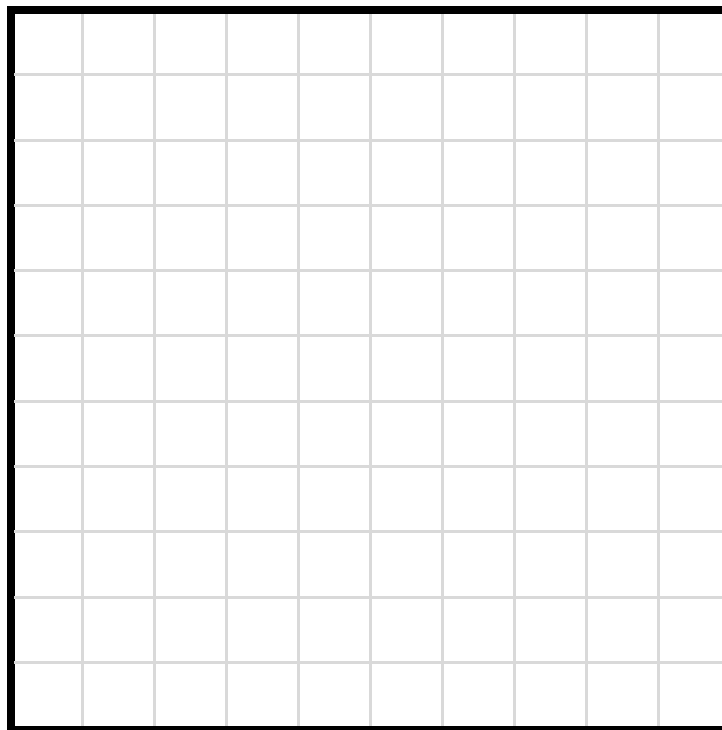
To use this grid: Use bold lines to indicate the outline of your booth. Indicate the scale of the grid (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. Mark the adjacent booth numbers or aisle numbers.

- ☐ Electrical (for Non-Standard Distribution) & phone line placement
- ☐ Hanging Signs
- ☐ Show Cases
- ☐ Panelboard
- ☐ Special Colored Drape
- ☐ Standard Exhibit System
- ☐ Hardwall Exhibit System (including Gridwall and Slatwall)
- ☐ Installation & Dismantling Labor

Scale: _____
(i.e., 1 square = 1 foot)

Back of booth (indicate adjacent booth or aisle number) _____

Indicate adjacent booth or
aisle number _____



Indicate adjacent booth or
aisle number _____

Front of booth (indicate adjacent booth or aisle number) _____

- ☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.

Exhibiting Company Name: _____ Booth # _____

booth layout

091619-115256



751 Wyoming Street
Kansas City, MO 64101
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October 03, 2019

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

A 100 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
A	Boxed, crated or skidded shipment via common carrier	\$ 83.00	\$ 83.00
B	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS)	\$ 126.00	\$ 126.00
L	Late surcharge for shipment received after 10/7 Via common carrier	\$ 28.00	\$ 28.00
M	Late surcharge for shipment received after 10/7 Via specialized carrier/small pkg	\$ 22.00	\$ 22.00
T	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 50.00 /small package shipment	

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND
SUBMIT WITH PAYMENT BY DEADLINE DATE.



Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving.

No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.

Exhibiting Company Name: _____ Booth # _____

material handling

091619-112527



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

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Deadline to Return this Form:
October 03, 2019

MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent **DIRECTLY** to the CONVENTION FACILITY to arrive **AFTER 8:00AM** on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.
3. Complete terms and conditions are outlined in the Terms & Conditions.

Advance Warehouse Receiving Hours: 8:00 AM - 3:30 PM - Monday through Friday

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

YRC

12400 Dupont Avenue South

Burnsville, MN 55337

**OptumHealth Education's 28th Annual
National Conference**

(Booth #)

Shipments must arrive by:

Monday, October 7, 2019

****CANNOT SHIP TO SHOW SITE****

ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

	Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1	_____	_____	_____	X _____	= \$ _____
Shipment 2	_____	_____	_____	X _____	= \$ _____
Shipment 3	_____	_____	_____	X _____	= \$ _____
Shipment 4	_____	_____	_____	X _____	= \$ _____
Shipment 5	_____	_____	_____	X _____	= \$ _____

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total \$ _____

Grand Total \$ _____

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

material handling payment calculation

091619-112527



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STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$50.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$200.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a coordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$1/lb per month, with a minimum monthly rate of \$150.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern
YRC
12400 Dupont Avenue South
Burnsville, MN 55337

OptumHealth Education's 28th
Annual National Conference

Booth Number: _____

Must Arrive By:
Monday, October 7, 2019

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern
YRC
12400 Dupont Avenue South
Burnsville, MN 55337

OptumHealth Education's 28th
Annual National Conference

Booth Number: _____

Must Arrive By:
Monday, October 7, 2019

fern

ROUND-TRIP SHIPPING

WITH MATERIAL HANDLING

★ ONLY FROM FERN ★

SAVE
UP TO
30%



Freedom Shipping

The only package that includes **Material Handling** and **Priority Empty Return**, so you can get home as fast as possible.



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PICKUP



SHOW SITE
DROPOFF



SHOW FLOOR
DELIVERY



PRIORITY
EMPTY
RETURN



RELOAD &
SEND HOME

Book your shipment now!

Call 816-986-9829 Email cspare@fernexpo.com

fern



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

October 14 - 15, 2019

Hilton - Grand Ballroom, Minneapolis, MN

07-13310-19

**This form is not subject
to a deadline date**

FERN TRANSPORTATION

Fern offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

Note: If Fern Transportation is not your freight carrier, please do not return this form.

SERVICE SELECTION (select the following)

Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
Declared Value:	<input type="text"/>			

Insurance cost (min. \$100): \$4.25 per \$100.00

For a quote, please contact Fern Transportation at: Toll Free: 888.513.1984 / Local: 513.823.2770 / Fax: 513.823.2771

SHIPMENT BEING SENT TO (please check one): ☐ Advance Warehouse ☐ Show Site

PICK UP ADDRESS **PICK-UP DATE:** _____ **FACILITY HOURS:** _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X

Printed Name

Emergency/Mobile Phone #

PACKAGE DESCRIPTION

Pkg #1 Description: _____ Est. Wt.: _____

Pkg #2 Description: _____ Est. Wt.: _____

Pkg #3 Description: _____ Est. Wt.: _____

Pkg #4 Description: _____ Est. Wt.: _____

Pkg #5 Description: _____ Est. Wt.: _____

Total Estimated Weight: _____

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

SPECIAL INSTRUCTIONS

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ **Booth #** _____

inbound exhibit transportation - fern transportation

091619-110639



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

October 14 - 15, 2019

Hilton - Grand Ballroom, Minneapolis, MN

07-13310-19

Deadline to Return this Form:
October 03, 2019

INBOUND SHIPMENT INFORMATION - FOR EVENT

Shipment 1

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

Shipment 2

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

Shipment 3

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Kit.

Exhibiting Company Name: _____ Booth # _____

inbound shipment information

091619-110639



751 Wyoming Street
Kansas City, MO 64101
Phone: 651.280.4935
Fax: 816.471.1602
email: jmulheron@fernexpo.com

OptumHealth Education's 28th Annual National Conference

October 14 - 15, 2019

Hilton - Grand Ballroom, Minneapolis, MN

07-13310-19

IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

of Labels Needed

Carrier Requested

CARRIER SELECTION (select one of the following)

☐ Fern Transportation ☐ Common Carrier ☐ Expedited Carrier ☐ Company Truck/POV ☐ Van Line

Level of Service: ☐ Ground ☐ 2nd Day Air ☐ Next Day Air
Special Handling: ☐ Lift-Gate ☐ Residential Delivery ☐ Inside Delivery
Declared Value (optional): Insurance cost (min. \$100): \$4.25 per \$100.00
Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.

All Carriers must be checked-in by time and location published in the Exhibitor Service Manual

SHIP TO ADDRESS

Company Name: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X _____
Printed Name _____
Emergency/Mobile Phone # _____

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

PACKAGE DIMENSIONS

Pkg #1 Dimensions:	Est. Wt.:
Pkg #2 Dimensions:	Est. Wt.:
Pkg #3 Dimensions:	Est. Wt.:
Pkg #4 Dimensions:	Est. Wt.:
Pkg #5 Dimensions:	Est. Wt.:
Total Estimated Weight:	

SPECIAL INSTRUCTIONS

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

outbound bill of lading request

091619-110639



Hilton Minneapolis

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

Hilton Minneapolis 1001 Marquette Ave Minneapolis, MN 55403

Phone: 612.397.4908

Completed forms can be returned by Email to tjanderson@psav.com

CUSTOMER INFORMATION:

Company Name:		Show Name:	Booth#:
Company Address	Company Location (City, State)	Company Zip Code	
Onsite Contact Name:	Contact Email Address:	Show Dates:	
Telephone Number:	A PSAV representative will call you to confirm your order and accept payment.		

SERVICE DESCRIPTION

*All

Prices are listed on a per day rate

QTY x Days x Daily Rate = TOTAL

SHARED Bandwidth Internet Services

Initial Wireless Connection (Single Public IP address)		x		x		\$17.00	=	-
Initial Wired Connection (Single Public IP address)		x		x		\$170.00	=	-
- Additional Wired Connection (Single Public IP address)		x		x		\$45.00	=	-

DEDICATED Bandwidth Internet Services

1 Megabyte of Wireless Bandwidth (Mbps)		x		x		\$355.00	=	-
3 Megabyte of Wireless Bandwidth (Mbps)		x		x		\$1,060.00	=	-

Equipment Rental

PC Laptop		x		x		\$220.00	=	-
20-22" Flat Panel Computer Monitor (16:9 aspect ratio)		x		x		\$125.00	=	-
46"-52" Flat Panel TV Monitor on 6' stand (16:9 aspect ratio)		x		x		\$465.00	=	-
DID (direct inward dial) phone line		x		x		\$150.00	=	-
Speaker Phone (Polycom)		x		x		\$170.00	=	-

Power Services

Standard Power Connection (Includes 20amp circuit, power strip and ext cord)		x		x		\$95.00	=	-
Additional Power Strip and Extension Cord		x		x		\$45.00	=	-

****For Additional Needs Please Call 612-397-4908 or email tjanderson@psav.com**

SUBTOTAL =

-

PSAV will reply with a Rental Order for confirmation, which will include a 23% Event Technology Support fee and a 8.025% sales tax.

Card Holder Signature: _____





Event Services

Fresh Floral Service

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Cut Flower Arrangement 18" High	[]	\$55	_____
Cut Flower Arrangement 24" High	[]	\$75	_____
Tropical Arrangement	[]	\$100	_____

Custom Handcrafted Flower Arrangements available. Call for details and prices.

Payment Policy:

All Orders Must Be Paid
in Full Prior to Event

Special Services

Call For Quotation:

Corsages, Boutonnieres
Hospitality Suites/ Flowers

Green Plants

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Small 6" Fern in Decorative Pot	[]	\$20	_____
Large 8" Fern in Decorative Pot	[]	\$30	_____
Small 6" Peace Lily in Decorative Pot	[]	\$20	_____
Large 8" Peace Lily in Decorative Pot	[]	\$30	_____

Blooming Plants

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
6" Cyclamen in Decorative Pot	[]	\$20	_____
6" Kalanchoe in Decorative Pot	[]	\$20	_____
6" Mum in Decorative Pot	[]	\$20	_____
6" Rieger Begonia in Decorative Pot	[]	\$20	_____
5" Orchid in Decorative Pot	[]	\$25	_____

Delivery Charge

For Orders Less than \$150

\$12.99

For Orders Greater than \$150

Call for Pricing

Subtotal:	_____
7.775% Tax	_____
Total:	_____



Event Services

Please fill out completely:

Show Name _____

Show/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 _____

Date & Time Show Opens _____

This is a request for our services. We will contact you to secure payment.

For Special Services or Requests: Contact Bachman's
Call 612-861-7620, Fax 612-861-7707 or specialevents@bachmans.com

Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Type or print

Name of purchaser _____

Business address _____

City _____

State _____

Zip code _____

Purchaser's tax ID number _____

State of issue _____

If no tax ID number,
enter one of the following:

FEIN _____

Driver's license number/State issued ID number _____

state of issue _____

number _____

Name of seller from whom you are purchasing, leasing or renting _____

Seller's address _____

City _____

State _____

Zip code _____

Type of business

Type of business. Circle the number that describes your business.

01 Accommodation and food services

02 Agricultural, forestry, fishing, hunting

03 Construction

04 Finance and insurance

05 Information, publishing and communications

06 Manufacturing

07 Mining

08 Real estate

09 Rental and leasing

10 Retail trade

11 Transportation and warehousing

12 Utilities

13 Wholesale trade

14 Business services

15 Professional services

16 Education and health-care services

17 Nonprofit organization

18 Government

19 Not a business (explain) _____

20 Other (explain) _____

Reason for exemption

Reason for exemption. Circle the letter that identifies the reason for the exemption.

A Federal government (department) _____

B Specific government exemption (from list on back) _____

C Tribal government (name) _____

D Foreign diplomat # _____

E Charitable organization # _____

F Educational organization # _____

G Religious organization # _____

H Resale

I Agricultural production

J Industrial production/manufacturing

K Direct pay authorization

L Multiple points of use (services, digital goods, or computer software delivered electronically)

M Direct mail

N Other (enter number from back page) _____

O Percentage exemption

☐ Advertising (enter percentage) _____ %

☐ Utilities (enter percentage) _____ %

☐ Electricity (enter percentage) _____ %

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser _____

Print name here _____

Title _____

Date _____