

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 National Radiological Emergency Preparedness (NREP) Expo. 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) 6' x 30" Draped Table
- (2) Side Chairs

Show Colors

Drape: Red and White
 Aisle Carpet: Existing Hotel Carpet

Discount Price Deadlines

Friday, April 13, 2012

Advance Freight Receiving Deadline

Wednesday, April 18, 2012

Event Schedule

Exhibitor Move In

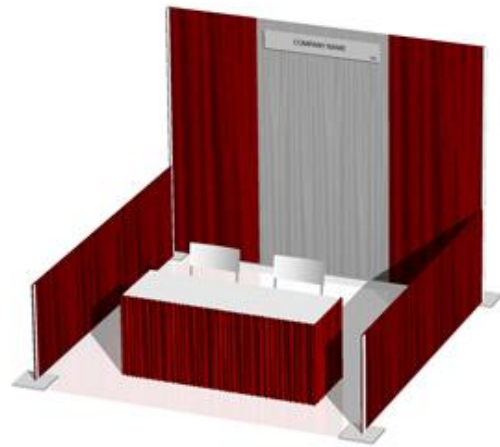
Monday, April 23, 2012 10:00 am – 1:00 pm

Exhibit Hours

Monday, April 23, 2012 1:00 pm – 5:00 pm
 Tuesday, April 24, 2012 8:00 am – 5:00 pm
 Wednesday, April 25, 2012 8:00 am – 5:00 pm

Exhibitor Move Out

Wednesday, April 25, 2012 5:01 pm – 7:00 pm



Exhibitor Information

The information below must be included with all orders.
 Fax to: 651-917-2658

Company Name			Booth #	
Street Address				
City		State	Zip	Country
Contact Name			Email Address	
Telephone			Fax	

Please include the exhibitor information page with all orders.

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.

Taxable Services

Furnishings & Accessories.....	\$
Tables.....	\$
Floor Covering.....	\$
Booth Package.....	\$
Executive Furnishings.....	\$
Rental Displays.....	\$
Booth Cleaning.....	\$
7.625% Sales Tax.....	\$

Non-Taxable Services

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

Method of Payment

Company Check

Make Checks Payable to Hubbell/Tyner

Mail to: Hubbell/Tyner

2110 Old Hwy 8

New Brighton, MN 55112

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

Exhibiting Company:		Booth #:
Account Number:		
Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER	Ex Date:	CCID #:
Card Holder Name:		
Card Holder Signature:		
Card Billing Address:		
City/State/Zip:	Phone #:	

Please include the exhibitor information page with all orders.

Third Party Payment Authorization

Acknowledgement of Third Party Credit Authorization.

By completing and returning this document to Hubbell/Tyner we agree that we the exhibiting firm, are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

EXHIBITING COMPANY INFORMATION

Exhibiting Company:		Booth #:
Exhibiting Company Address:		
City/State/Zip:		
Phone:	Fax:	
Representative Name:	Authorization Signature:	

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

THIRD PARTY COMPANY INFORMATION

Exhibiting Company:		Booth #:
Exhibiting Company Address:		
City/State/Zip:		
Phone:	Fax:	
Representative Name:	Authorization Signature:	

THIRD PARTY CREDIT CARD AUTHORIZATION

Account Number:									
Card Type: <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Ex Date:	CCID #:
Card Holder Name:									
Card Holder Signature:									
Card Billing Address:									
City/State/Zip:									

SERVICES TO BE CHARGED TO THIRD PARTY

- All H/T Services
- Booth Furnishings
- Material Handling
- Booth Labor
- Other _____

Hubbell/Tyner must be notified of a Third Party Payment 14 days prior to exhibitor move in

Furnishings & Accessories

- A. Plastic Side Chair
- B. Padded Side Chair
- C. Padded Arm Chair
- D. High Stool
- E. Posterboard
- F. Showcase
- G. Wastebasket
- H. Easel
- I. Chrome Bag Holder
- J. Chrome Stanchion
- K. 8' Velour Rope
- L. 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

A.



B.



C.



D.



E.



F.



G.



H.



I.



J/K.



L.



M.



N.



O/P/Q



R.



S.



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 # _____

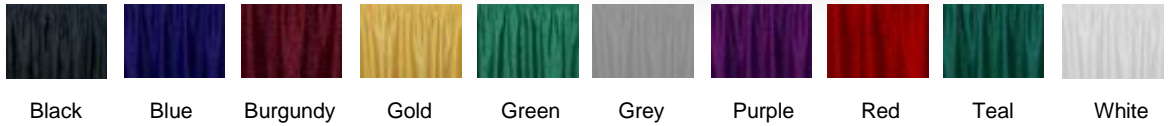
Tables

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. 4th 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

30" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
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 th 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

42" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
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 th 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

30" High Unskirted	Quantity	Discount	Standard	Extended
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"/>

42" High Unskirted	Quantity	Discount	Standard	Extended
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"/>

Pedestal Tables	Quantity	Discount	Standard	Extended
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 – with black cover.....	<input type="text"/> x	\$109.50	\$140.00 =	\$ <input type="text"/>

Total Estimated Tables \$

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

Company Name: _____ **Booth #** _____

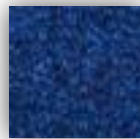
Floor Covering

Standard Carpet

10 oz. nylon carpeting



Black



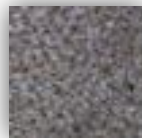
Blue



Burgundy



Green



Grey



Red



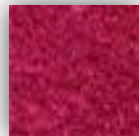
Tan



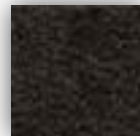
Teal

Premium Carpet

28 oz. nylon carpeting



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



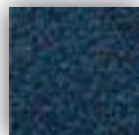
Gold



Green



Ice



Navy



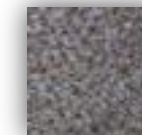
Platinum



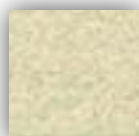
Purple



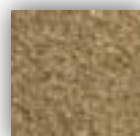
Red



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"/>
Executive Lounge Furnishings				
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"/>
Office Style Furnishings				
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

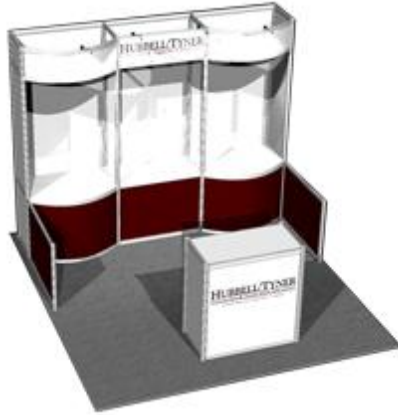
Please note that custom display options are available upon request. Please call us at 651-917-2632 to discuss your custom rental display.

Order Deadline

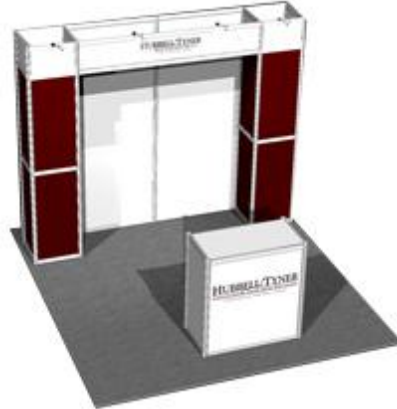
All rental display orders must be placed at least 14 days prior to the 1st day of exhibitor move in.

10' x 10' Rental Displays

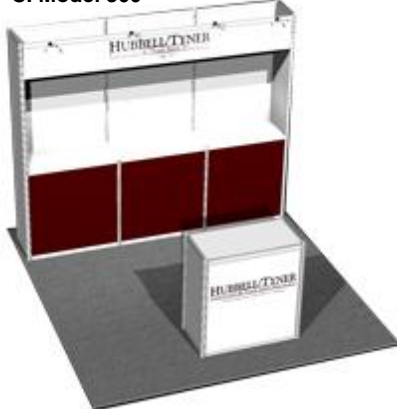
A. Model 100



B. Model 200

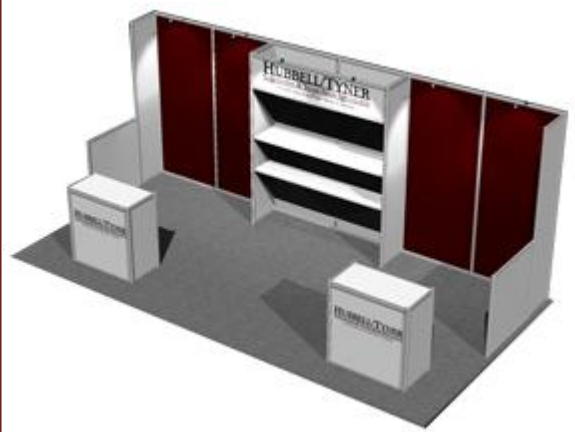


C. Model 300

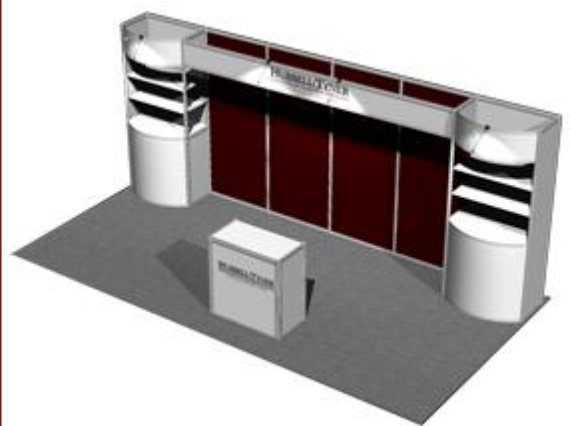


10' x 20' Rental Displays

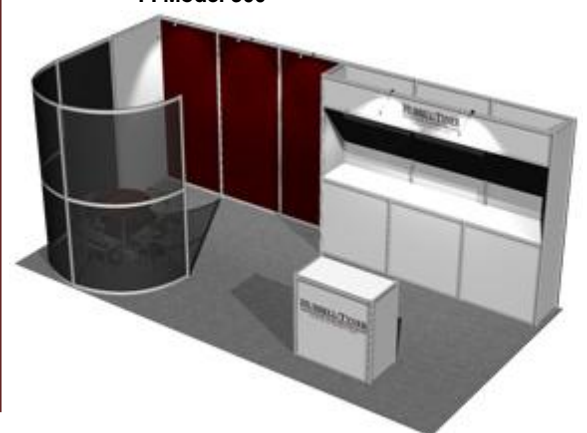
D. Model 100



E. Model 200



F. Model 300



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
$\frac{\text{---}}{L}$ " x $\frac{\text{---}}{W}$ " = <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
$\frac{\text{---}}{L}$ ' x $\frac{\text{---}}{W}$ ' = <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 1st 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	200lb. Minimum
Warehouse Advance Shipments Crated (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> Storage at our advance warehouse up to 30 days prior to show opening Delivery to show site and placement at your booth Removal & Return of empty containers Loading of outbound shipments from show site 	\$62.00	\$124.00
Exhibit Hall – Direct Shipments Crated <ul style="list-style-type: none"> Placement of materials at your booth Removal & return of empty containers Loading of outbound shipments from show site Must have certified weight ticket 	\$65.00	\$130.00
Uncrated Material / Specialized Carrier Shipments <ul style="list-style-type: none"> Loose or pad wrapped materials can only be received at show site during exhibitor setup hours 	\$94.75	\$189.50
Late Freight <ul style="list-style-type: none"> Freight received at warehouse less than 5 days prior to show move in times Late freight is an additional charge to the appropriate drayage rate 	\$21.25	\$42.50
Overtime <ul style="list-style-type: none"> Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat & Sun, & Holidays Overtime is an additional charge to the appropriate drayage rate 	\$15.00	\$30.00
Small Package Rate <ul style="list-style-type: none"> Cartons/Envelopes weighing less than 30 lbs per shipment 	\$41.00 per small package shipment.	

Empty Containers

Hubbell/Tyner will store exhibitors' materials that have not been handled by Hubbell/Tyner prior to placement in your booth at the following rates:

\$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: National Radiological Emergency Preparedness (NREP)
 Hubbell/Tyner
 c/o YRC/STP
 12400 Dupont Avenue South
 Burnsville, MN 55337-1682

** Direct Shipments

To: Your Company Name / Booth #
For: National Radiological Emergency Preparedness (NREP)
 c/o Hubbell/Tyner
 Crowne Plaza
 11 East Kellogg Blvd
 St. Paul, MN 55101

Warehouse Advance Shipments Crated (200 lb. Minimum)

*Receiving cut-off date: Wednesday, April 18, 2012

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

Exhibit Hall Direct Shipments Crated (200 lb. Minimum)

**Receiving Date and Time: Monday, April 23, 2012, 8:00am - Noon

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

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

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

Late Freight (200 lb. Minimum)

Freight received at Advance warehouse after advance deadline

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

Overtime Freight (200 lb. Minimum)

Freight loaded or 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 4:30 pm on weekdays or delivered anytime on weekends or holidays.

Outbound Freight

Shipments loaded after 4:30 pm on weekdays or anytime on weekends or holidays.

Late Freight

Late Freight charges apply to shipments that meet the following guideline:

Shipments that arrive at the advance warehouse past the 5-day cut-off.

These shipments are subject to courier charges in addition to late freight charges.

Return Shipping

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk. Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

Outbound Shipping Information

- Outbound Bills of Lading must be completed and turned into the Hubbell/Tyner Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

Advance Shipping Labels

Advance Shipment

National Radiological Emergency Preparedness (NREP)

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

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

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Advance Shipment

National Radiological Emergency Preparedness (NREP)

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

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

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Direct Shipping Labels

Direct Shipment

National Radiological Emergency Preparedness (NREP)

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

c/o :Hubbell/Tyner
11 East Kellogg Blvd.
St. Paul, MN 55101

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

National Radiological Emergency Preparedness (NREP)

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

c/o: Hubbell/Tyner
11 East Kellogg Blvd.
St. Paul, MN 55101

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Limits of Liability

1. All shipments should be insured by you, the Exhibitor, from the time it leaves your facilities until the time it is returned from the show. Shipments received without receipts or freight bills (UPS/FedEx) will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner is not responsible for shipments left in booth by an exhibitor. We will count & ship pieces found in the booth as we remove them from the exhibit hall. Hubbell/Tyner is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Hubbell/Tyner is limited to \$0.30/lb per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Hubbell/Tyner personnel or contractors. Any damage claims must be made before the close of the show.
2. Claims of loss or damage must be submitted to Hubbell/Tyner by the close of the show. Otherwise, Hubbell/Tyner will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Hubbell/Tyner more than one year after the show. Hubbell/Tyner shall not be liable for loss, damage, theft or disappearance of exhibitors materials after same have been delivered to the exhibitors booth.
3. In order to expedite removal of materials from the show site, Hubbell/Tyner shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Hubbell/Tyner reserves the right to remove, ship and re-route such shipments, or ship to the Hubbell/Tyner warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Hubbell/Tyner and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Hubbell/Tyner assumes no liability as a result of such re-routing.
4. Hubbell/Tyner shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Hubbell/Tyner at least 30 days prior to the event. Hubbell/Tyner shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Hubbell/Tyner.
5. Hubbell/Tyner shall not be liable for the loss or disappearance of exhibitors materials after the same have been delivered to exhibitors booth, and Hubbell/Tyner shall not be liable for exhibitors materials before they are picked up from the exhibitors booth for loading after the show.
6. Empty container labels will be available at the Hubbell/Tyner service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Hubbell/Tyner assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Hubbell/Tyner assumes no responsibility for exhibitors failure to follow the above procedures, removal of containers with old labels or without Hubbell/Tyner labels; shipping of containers with improper information or empty labels, or the removal or disposition of materials stored in containers with improper information or empty labels, or the removal or disposition of materials stored in containers with empty labels.
7. Small package shipments received without individual or carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc, will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner shall not accept liability for such shipments.
8. The exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of it materials, that Hubbell/Tyner will provide these services as the exhibitors agent and not as bailee or shipper. If any employee of Hubbell/Tyner signs a delivery receipt, bill of lading or other document, we agree that Hubbell/Tyner will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Hubbell/Tyner shall not be liable for damage to exhibitors materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative. Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.

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: \$70.00 per man hour
 (8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$111.00 per man hour
 (Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays)

	Date & Time	# Laborers	# Hours	Hourly Rate	Total Cost
Installation	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
Dismantle	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/> x	<input type="text"/> x	<input type="text"/>	= \$ <input type="text"/>

Labor Supervision Options (check one)

Exhibitor Supervision

All work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed.

Representative Name/Company: _____
 Cell Phone #: _____

Hubbell/Tyner Supervision

All work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of the total bill for this service. In order for Hubbell/Tyner to perform the work without the exhibitor present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

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

Ship To: _____

Bill To: _____

Total Estimated Labor \$

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

Company Name: _____ Booth # _____

Booth Cleaning

Important Information

Vacuum service ordered is preformed each day prior to the show opening.

Vacuuming service is not included in your space rental for this event. If you wish to have your booth space vacuumed, please circle the days needed and return this form along with payment to Hubbell/Tyner.

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended
Vacuuming.....	<input type="text"/>	x \$0.30 / 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 # _____