

Exhibitor Service Kit

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 **11th Annual International Conference of Indigenous Archives, Libraries and Museums**. 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.

Sincerely,

Jessica Mulheron

Exhibitor Service Representative
651-280-4935 | Direct
651-917-2658 | Fax
jmulheron@hubbelltyner.com

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***ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL, INTERNET AND AUDIO VISUAL FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS. PLEASE NOTE: ALL PAYMENTS AND QUESTIONS SHOULD BE HANDLED DIRECTLY WITH THE 3RD PARTY. SEE 3RD PARTY ORDER FORMS FOR CONTACT INFORMATION.**

EVENT DETAILS

HUBBELL/TYNER EXHIBITOR SERVICES

Jessica Mulheron
Phone | 651-280-4935
Fax | 651-917-2658
Email | jmulheron@hubbelltyner.com

2110 Old Highway 8 NW
New Brighton, MN 55112

EXHIBIT BOOTH DESCRIPTION

Each 8' x 10' Booth Includes:

- 8' High Back Drape
 - 3' High Side Drape
 - 1 – 6' x 30" Table
 - 2 – Side Chairs
 - 1 – ID Sign
- (Table and Chairs to be provided by Hotel)

Drape Colors – TBD

Carpet Colors – Exhibit hall has existing carpet.



EXHIBITOR SCHEDULE

Exhibitor Move In:	Tuesday	October 9, 2018	12:00 pm – ?
Event Hours:	Wednesday	October 10, 2018	8:00 am – 4:00 pm
	Thursday	October 11, 2018	8:00 am – 4:00 pm
Exhibitor Move Out:	Thursday	October 11, 2018	4:00 pm - 6:00 pm
Carrier Check-in:	Thursday	October 11, 2018	4:00 pm - 6:00 pm

**Freight may be forced if carrier is not checked in by deadline.*

MATERIAL HANDLING

Advance to Warehouse: (Sept. 10 – Oct. 3)
TO: (Exhibiting Company Name and Booth #)
FOR: 11th Annual International Conference of Indigenous
Archives, Libraries and Museums
Hubbell/Tyner
2110 Old Highway 8 NW
New Brighton, MN 55112

Direct to Show Site: (October 9, 2018)
TO: (Exhibiting Company Name and Booth #)
FOR: 11th Annual International Conference of Indigenous
Archives, Libraries and Museums
Hubbell/Tyner
Mystic Lake Casino
2400 Mystic Lake Blvd NW
Prior Lake, MN 55372

PAYMENT & PRICING INFORMATION

ADVANCE DEADLINES

Orders must be received with full payment prior to the following dates to take advantage of the discount pricing. Advance freight must arrive to the warehouse by the date listed below.

- Carpet & Furnishing Rentals Oct. 1
- Advance Freight Receiving Sept. 10 – Oct. 3

PAYMENT POLICY

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express, Discover
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Hubbell/Tyner services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:
 - Emailed: jmulheron@hubbelltyner.com
 - Faxed: 651-917-2658
 - Mailed: Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

TAX EXEMPTION

- If tax exempt, a copy of your ST-3 tax exempt certificate must be provided along with your order.
- No adjustments will be made for tax exemptions after the close of the show.

THIRD PARTY BILLING

- The exhibiting firm is 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.

MISCELLANEOUS

- Should rental items be found in your booth that have not been ordered, they will be invoiced at standard pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the exclusive property of Hubbell/Tyner.

RECAP OF ORDERS

SERVICES ORDERED

Taxable Services

Furnishings & Accessories	\$ _____
Tables.....	\$ _____
Floor Covering.....	\$ _____
Executive Furnishings.....	\$ _____
Booth Cleaning.....	\$ _____
6.875% Sales Tax*.....	\$ _____

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

Non-Taxable Services

Material Handling (must have cc on file).....	\$ _____
Labor (must have cc on file).....	\$ _____
Grand Total	\$ _____

METHOD OF PAYMENT

Company Check (Please reference Job #11343)

Payable To: Hubbell/Tyner
Mail To: Hubbell/Tyner
2110 Old Highway 8 NW
New Brighton, MN 55112

Credit Card

Card Number _____
Card Type Visa Master Card Discovery American Express Exp _____ CVV _____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

EXHIBITING COMPANY

Company _____ Booth # _____
Street Address _____
City _____ State _____ Zip _____
Contact Name _____ Email Address _____
Phone _____ Fax _____

THIRD PARTY PAYMENT AUTHORIZATION

EXHIBITING COMPANY INFORMATION

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

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

Card Number _____
Card Type Visa Master Card Discovery American Express Exp ____ CVV ____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

THIRD PARTY COMPANY INFORMATION

Company _____ Booth # _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Representative Name _____ Signature _____
Email Address _____

THIRD PARTY COMPANY INFORMATION

Card Number _____
Card Type Visa Master Card Discovery American Express Ex ____ CVV ____
Card Holder Name _____
Card Holder Signature _____
Billing Address _____
City/State/Zip _____ Phone _____

Services to be charged to Third Party

All Services Booth Furnishings Booth Labor Material Handling Other _____

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.

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape

FURNISHINGS & ACCESSORIES

Item	Qty	Discount	Standard	Extended
Plastic Side Chair.....	_____	x \$34.25	\$44.50 =	\$_____
Padded Side Chair.....	_____	x \$60.50	\$78.75 =	\$_____
Padded Arm Chair.....	_____	x \$63.75	\$83.25 =	\$_____
High Stool	_____	x \$80.50	\$106.00 =	\$_____
Poster Board (vert / horiz)	_____	x \$102.25	\$134.25 =	\$_____
Showcase	_____	x \$368.50	\$479.00 =	\$_____
Wastebasket	_____	x \$23.75	\$30.75 =	\$_____
Easel.....	_____	x \$37.75	\$49.50 =	\$_____
Chrome Bag Holder	_____	x \$57.00	\$74.25 =	\$_____
22" x 28" Chrome Sign Holder.....	_____	x \$88.25	\$114.50 =	\$_____
Chrome Stanchion	_____	x \$65.50	\$85.25 =	\$_____
Velour Stanchion Rope	_____	x \$28.75	\$37.50 =	\$_____
Retractable Stanchion.....	_____	x \$32.25	\$42.00 =	\$_____
Literature Rack.....	_____	x \$84.50	\$109.75 =	\$_____
Sales Counter w/ Graphics.....	_____	x \$320.75	\$417.00 =	\$_____
4' Tabletop Riser.....	_____	x \$51.75	\$67.25 =	\$_____
6' Tabletop Riser.....	_____	x \$72.50	\$94.25 =	\$_____
8' Tabletop Riser.....	_____	x \$94.25	\$122.50 =	\$_____
8' Upright w/ Base.....	_____	x \$25.25	\$33.00 =	\$_____
6' – 10' Adjustable Cross Bar	_____	x \$17.75	\$23.00 =	\$_____
8' High Masking Drape (price / ft).....	_____	x \$17.50	\$20.50 =	\$_____
Color Selection				
<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				
3' High Masking Drape (price / ft).....	_____	x \$15.00	\$17.50 =	\$_____
Color Selection				
<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				

Total Estimated Furnishings & Accessories \$_____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company_____ Booth #_____

TABLES

DRAPED TABLES

- 4' L x 24"W x 30"H
- 6' L x 24"W x 30"H
- 8' L x 24"W x 30"H

- 4' L x 24"W x 42"H
- 6' L x 24"W x 42"H
- 8' L x 24"W x 42"H

Draped tables include a white vinyl top and draping on 3 sides. 4th sided draping can be ordered at an additional cost.



UNDRAPED TABLES

- 4' L x 24"W x 30"H
- 6' L x 24"W x 30"H
- 8' L x 24"W x 30"H

- 4' L x 24"W x 42"H
- 6' L x 24"W x 42"H
- 8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



PEDESTAL TABLES

- 18" H x 30" Round
- 30" H x 30" Round
- 42" H x 30" Round

- 30" H x 42" Round
- 42" H x 30" Cover



FLOOR COVERING

STANDARD CARPET

10 oz NYLON CARPET



Black



Blue



Burgundy



Green



Grey



Red



Tan



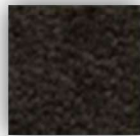
Teal

PREMIUM CARPET

28 oz NYLON CARPET



Berry



Black



Blue



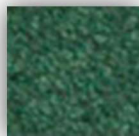
Burgundy



Charcoal



Cobalt



Emerald



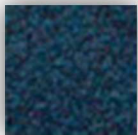
Gold



Green



Ice



Navy



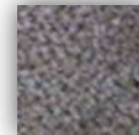
Platinum



Purple



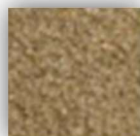
Red



Silver



Soft Ivory



Tan



Teal



White

STANDARD CARPET (10 oz NYLON)

Item	Qty	Discount	Standard	Extended
10' x 10'.....	_____ x	\$165.00	\$215.00 =	\$ _____
10' x 20'.....	_____ x	\$330.00	\$430.00 =	\$ _____
10' x 30'.....	_____ x	\$495.00	\$645.00 =	\$ _____
10' x 40'.....	_____ x	\$660.00	\$860.00 =	\$ _____

Custom Size – Standard Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x \$1.65	\$2.15 =	\$ _____

Color Selection

Black Blue Burgundy Green Grey Red Tan

**If no color is selected, grey will be provided*

PREMIUM CARPET (28 oz NYLON)

Premium Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x \$5.46	\$7.10 =	\$ _____

Color Selection

Berry Black Blue Burgundy Charcoal Cobalt Emerald Green Ice
 Navy Platinum Purple Red Silver Soft Ivory Tan Teal White

- Premium carpet must be ordered 14 days prior to the first day of exhibitor move in.
- Once an order for premium carpet has been placed it is subject to a 100% cancellation fee.
- Premium carpet orders require a 100 square foot minimum.
- Premium carpet orders come with protective covering at no charge.

PADDING & PROTECTIVE COVERING

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x \$1.17	\$1.53 =	\$ _____

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.....	_____	_____ x \$0.96	\$1.25 =	\$ _____

Total Estimated Floor Covering \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

EXECUTIVE FURNISHINGS

Hubbell/Tyner offers a wide variety of lounge furnishings as well as several office furniture options. If you would like to see images or request a specific model or color please contact us for pictures and availability. A neutral colored item will be provided for you should you not contact us to request a specific style or color.

EXECUTIVE LOUNGE FURNISHINGS

Item	Qty		Discount	Standard	Extended
Lounge Chair	_____	x	\$267.25	\$347.25 =	\$ _____
Sofa	_____	x	\$376.50	\$488.25 =	\$ _____
Coffee Table	_____	x	\$137.25	\$179.00 =	\$ _____
End Table.....	_____	x	\$103.00	\$134.00 =	\$ _____
Table Lamp.....	_____	x	\$58.25	\$76.75 =	\$ _____
Floor Lamp.....	_____	x	\$97.50	\$127.00 =	\$ _____

OFFICE STYLE FURNISHINGS

Item	Qty		Discount	Standard	Extended
Executive Desk 72" x 42"	_____	x	\$447.25	\$581.25 =	\$ _____
Credenza 72" x 24"	_____	x	\$338.25	\$439.75 =	\$ _____
Hutch 72" x 44"	_____	x	\$309.75	\$387.25 =	\$ _____
Desk 72" x 36".....	_____	x	\$308.50	\$401.25 =	\$ _____
Bookcase 72" High.....	_____	x	\$125.00	\$164.00 =	\$ _____
Bookcase 48" High.....	_____	x	\$107.00	\$139.00 =	\$ _____
Executive Leather Office Chair.....	_____	x	\$203.75	\$255.75 =	\$ _____
Leather Guest Chair.....	_____	x	\$211.25	\$274.50 =	\$ _____
Chair – Executive Task Chair.....	_____	x	\$204.75	\$266.25 =	\$ _____
Chair – Conference Chair.....	_____	x	\$126.00	\$164.25 =	\$ _____
Chair – Stackable Guest Chair.....	_____	x	\$91.50	\$118.50 =	\$ _____
Table – 36" x 72" Conference Table.....	_____	x	\$196.50	\$254.75 =	\$ _____
Table – 48" Round Conference Table	_____	x	\$119.50	\$156.00 =	\$ _____

Total Estimated Executive Furnishings \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ Booth # _____

DIGITAL GRAPHIC GUIDELINES

To ensure your printed graphics meet the highest quality standards the following information will help guide you in the preparation of your files. Hubbell/Tyner's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below. Please note InDesign files are accepted but not preferred for large format printing.

Program	File Format
• Adobe Illustrator CS6 or below	.ai .eps
• Adobe Photoshop CS6 or below	.psd .tiff .jpg
• Adobe InDesign CS6 or below	.indd (all links must be included)
• Adobe Acrobat	.pdf (please refrain from using crop marks)

COLOR & RESOLUTION

Resolution

All files must be a minimum of 100 dpi at 100%.

Color

All files are printed as CMYK format. When possible please convert RGB to CMYK.

If Pantone colors are to be matched please specify all coated or uncoated swatches.

Vector Art

All fonts and logos must be outlined to ensure consistency.

SUBMITTING ARTWORK

- Hubbell/Tyner is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Hubbell/Tyner representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive
Hubbell/Tyner
Attn: Event Name
2110 Old Highway 8 NW
New Brighton, MN 55112

MATERIAL HANDLING RATES

WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:00 PM MON – FRI)

- | | CWT Charge | 200 lb. Minimum |
|--|-------------------|------------------------|
| • Storage at our advance warehouse up to 30 days prior to show opening | | |
| • Delivery to show site and placement at your booth | \$81.00 | \$162.00 |
| • Removal & return of empty containers | | |
| • Loading of outbound shipments from show site | | |

EXHIBIT HALL DIRECT SHIPMENTS

- | | CWT Charge | 200 lb. Minimum |
|---|-------------------|------------------------|
| • Placement of materials at your booth | | |
| • Removal & return of empty containers | \$78.00 | \$156.00 |
| • Loading of outbound shipments from show site | | |
| • Must have a certified weight ticket | | |
| • Must be sent during scheduled exhibitor install hours | | |

UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

- | | CWT Charge | 200 lb. Minimum |
|---|-------------------|------------------------|
| • Loose or pad wrapped materials can only be received at show site during exhibitor setup hours | \$122.00 | \$243.00 |

LATE FREIGHT

- | | CWT Charge | 200 lb. Minimum |
|--|-------------------|------------------------|
| • Freight received at warehouse less than 5 days prior to show move in times | \$27.25 | \$54.50 |
| • Late freight is an additional charge to the appropriate drayage rate | | |

OVERTIME

- | | CWT Charge | 200 lb. Minimum |
|--|-------------------|------------------------|
| • Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays | \$21.25 | \$42.25 |
| • Overtime is an additional charge to the appropriate drayage rates | | |

SMALL PACKAGE/SHIPMENT RATE

- | | |
|---|----------------------------------|
| • Cartons/Envelopes weighing less than 30 lbs. per shipment | \$48.00 / small package shipment |
|---|----------------------------------|

EMPTY CONTAINERS

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

\$20.00 / each – Any fiber case, box or carton

\$43.00 / each – Empty wooden crates and skids/pallets

Please Note: All shipments must be sent prepaid. Hubbell/Tyner will not accept C.O.D shipments.

Please see the following page to estimate your material handling needs.

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: Sept. 10 – Oct. 3
 Receiving hours: Mon – Friday 8:00am – 4:00pm
To: Exhibiting Company Name / Booth #
For: 11th Annual International Conference of
 Indigenous Archives, Libraries and Museums
 Hubbell/Tyner
 2110 Old Highway 8 NW
 New Brighton, MN 55112

Direct Shipments:

Receiving Dates and Times: Tuesday, Oct. 9, 2018
To: Exhibiting Company Name / Booth #
For: 11th Annual International Conference of
 Indigenous Archives, Libraries and Museums
 c/o Hubbell/Tyner
 Mystic Lake Casino
 2400 Mystic Lake Blvd NW
 Prior Lake, MN 55372

- Please use the freight labels included on the following pages.

Warehouse Advance Shipments (*200 lb. Minimum Handling Charge)
 Shipment Weight _____ ÷ *100 = _____ x \$81.00 per 100 lbs = ___

Exhibit Hall Direct Shipments (*200 lb. Minimum Handling Charge)
 Shipment Weight _____ ÷ *100 = _____ x \$78.00 per 100 lbs = ___

Uncrated or Specialized Carrier Shipments Direct (*300 lb. Minimum Handling Charge)
 Shipment Weight _____ ÷ *100 = _____ x \$122.00 per 100 lbs = ___

Late Freight (200 lb. Minimum Handling Charge)
 Freight received at Advance warehouse after advance deadline
 Shipment Weight _____ ÷ *100 = _____ x \$27.25 per 100 lbs = ___

Overtime Freight (200 lb. Minimum Handling Charge)
 Freight loaded or received after 4:30 pm Mon – Fri or weekends
 Shipment Weight _____ ÷ *100 = _____ x \$21.25 per 100 lbs = ___

Total Estimated Material Handling \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ 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.

SHIPPING LABELS

Advance Shipment * late warehouse charges apply after: Oct. 3, 2018
11th Annual International Conference of Indigenous Archives, Libraries and Museums

To: **HUBBELL/TYNER**
EXPOSITION SERVICES
2110 Old Highway 8 NW
New Brighton, MN 55112



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 * late warehouse charges apply after: Oct. 3, 2018
11th Annual International Conference of Indigenous Archives, Libraries and Museums

To: **HUBBELL/TYNER**
EXPOSITION SERVICES
2110 Old Highway 8 NW
New Brighton, MN 55112



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 * Shipments will not be received before Oct. 1, 2016
11th Annual International Conference of Indigenous Archives, Libraries and Museums

To: Mystic Lake Casino – Waconia Room & Foyer

c/o: Hubbell/Tyner
2400 Mystic Lake Blvd. NW
Prior Lake, MN 55372



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 * Shipments will not be received before Oct. 1, 2016
11th Annual International Conference of Indigenous Archives, Libraries and Museums

To: Mystic Lake Casino – Waconia Room & Foyer

c/o: Hubbell/Tyner
2400 Mystic Lake Blvd. NW
Prior Lake, MN 55372



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 exhibitor materials after same have been delivered to the exhibitor booth.
3. In order to expedite removal of materials from the show site, Hubbell/Tyner shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Hubbell/Tyner reserves the right to remove, ship and re-route such shipments, or ship to the Hubbell/Tyner warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Hubbell/Tyner and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Hubbell/Tyner assumes no liability as a result of such re-routing.
4. Hubbell/Tyner shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Hubbell/Tyner at least 30 days prior to the event. Hubbell/Tyner shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Hubbell/Tyner.
5. Hubbell/Tyner shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Hubbell/Tyner shall not be liable for exhibitor materials before they are picked up from the exhibitor's booth for loading after the show.
6. Empty container labels will be available at the Hubbell/Tyner service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Hubbell/Tyner assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Hubbell/Tyner assumes no responsibility for 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 exhibitor 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 unskidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.

LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$86.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

Straight Time: 8:00 am – 4:30 pm, Monday – Friday

Overtime: Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

LABOR SCHEUDLE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____
Dismantle	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____

LABOR SURPERVISION OPTIONS (please check one)

Exhibitor Supervision

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

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

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

Ship To: _____ Bill To: _____

IMPORTANT INFORMATION

- There will be a 100% cancellation fee, for labor canceled on show site
- There will be a 1 hr. charge per man to exhibitors that cancel their labor request within 48 of the start time.

Total Estimated Labor \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

BOOTH CLEANING

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)

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

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service		Area		Price		# Days		Extended
Vacuuming		_____	x	\$0.43 / sq ft	x	_____	=	\$ _____

Total Estimated Booth Cleaning \$ _____

The Recap of Orders form must be submitted with all orders.

Exhibiting Company _____ **Booth #** _____

EXHIBITOR APPOINTED NON-OFFICAL CONTRACTOR (EAC)

Exhibitors may contract the services of non-official independent contractors to install and dismantle their exhibits. Should an exhibitor wish to use the services of an Exhibitor Appointed Contractor (EAC) instead of the Official Show Contractor (Hubbell/Tyner), the following information must be received by Hubbell/Tyner no less than 30 days prior to the first day of move-in.

Exhibiting Company: _____

Exhibitor Appointed Contractor

Company _____

Contact: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Work Being Performed: _____

The EAC must provide Hubbell/Tyner with the following information

Thirty days prior to the first exhibitor move-in day, a certificate of insurance with the following minimum coverage limits. Comprehensive General Liability not less than \$100,000 with respect to injuries to anyone person in occurrence; \$200,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming North American Tradeshows Inc., DBA, Hubbell/Tyner as additional insured

The EAC must abide by the following

Union Rules and Regulations

Rules and Regulations provided by Show Management

Exhibiting Company _____ **Booth #** _____