

## 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
<b>Warehouse Advance Shipments Crated</b> (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> <li>Storage at our advance warehouse up to <b>30 days prior to show opening</b></li> <li>Delivery to show site and placement at your booth</li> <li>Removal &amp; Return of empty containers</li> <li>Loading of outbound shipments from show site</li> </ul>	\$62.00	\$124.00
<b>Exhibit Hall – Direct Shipments Crated</b> <ul style="list-style-type: none"> <li>Placement of materials at your booth</li> <li>Removal &amp; return of empty containers</li> <li>Loading of outbound shipments from show site</li> <li>Must have certified weight ticket</li> </ul>	\$65.00	\$130.00
<b>Uncrated Material / Specialized Carrier Shipments</b> <ul style="list-style-type: none"> <li>Loose or pad wrapped materials can only be received at show site during exhibitor setup hours</li> </ul>	\$94.75	\$189.50
<b>Late Freight</b> <ul style="list-style-type: none"> <li>Freight received at warehouse less than 5 days prior to show move in times</li> <li>Late freight is an additional charge to the appropriate drayage rate</li> </ul>	\$21.25	\$42.50
<b>Overtime</b> <ul style="list-style-type: none"> <li>Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat &amp; Sun, &amp; Holidays</li> <li>Overtime is an additional charge to the appropriate drayage rate</li> </ul>	\$15.00	\$30.00
<b>Small Package Rate</b> <ul style="list-style-type: none"> <li>Cartons/Envelopes weighing less than 30 lbs per shipment</li> </ul>	\$41.00 for 1 <sup>st</sup> package, each additional package at \$20.00	

### Empty Containers

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

**\$12.00 / each – Any fiber case, box or carton**

**\$36.00 / each – Empty wooden crates and skids/pallets**

Please see the following page to estimate your Material Handling needs

## Estimated Material Handling

### Shipping Addresses

- Please use freight labels included on the following pages
- Advance Warehouse receiving hours: Mon – Fri 8:00 am – 4:30 pm

#### \*Advance Shipments

**To:** Your Company Name / Booth #  
**For:** **Minneapolis Lake Home & Cabin**  
 Hubbell/Tyner  
 c/o YRC/STP  
 12400 Dupont Avenue South  
 Burnsville, MN 55337-1682

#### \*\* Direct Shipments

**To:** Your Company Name / Booth #  
**For:** **Minneapolis Lake Home & Cabin**  
 c/o Hubbell/Tyner  
 MCC – Hall B  
 1301 Second Avenue South  
 Minneapolis, MN 55403

#### Warehouse Advance Shipments Crated (200 lb. Minimum)

\*Receiving cut-off date: Friday, February 3, 2012

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

#### Exhibit Hall Direct Shipments Crated (200 lb. Minimum)

\*\*Receiving Date and Time: Thursday, February 9, 2012

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 received after 4:30 pm Mon – Fri or weekends

Shipment Weight \_\_\_\_\_ ÷ 100 = \_\_\_\_\_ x \$15.00 per 100 lbs =

Total Estimated Material Handling \$

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

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

## Material Handling Information

### Freezable/Controlled Environment Shipments

Hubbell/Tyner does not have facilities for shipments that require refrigeration or a controlled environment. It is the exhibitor's responsibility to make arrangements for controlled environment storage. Hubbell/Tyner is not responsible for shipments that are not properly labeled.

### Overtime

Overtime charges apply to shipments that meet the following guidelines:

#### Inbound Freight

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:00 pm on weekdays or delivered anytime on weekends or holidays.

#### Outbound Freight

Shipments loaded after 4:00 pm on weekdays or anytime on weekends or holidays.

### Late Freight

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

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

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

### Return Shipping

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

### Outbound Shipping Information

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

## Advance Shipping Labels

### Advance Shipment

Minneapolis Lake Home & Cabin Show

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

Minneapolis Lake Home & Cabin Show

To: **HUBBELL/TYNER**  
CONVENTION & TRADE SHOW SPECIALISTS  
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## Direct Shipping Labels

### Direct Shipment

Minneapolis Lake Home & Cabin Show

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

c/o: Hubbell/Tyner  
1301 2<sup>nd</sup> Ave S  
Minneapolis, MN 55403

D

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
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To: **HUBBELL/TYNER**  
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Minneapolis, MN 55403

D

Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

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## Recap of Orders

### Important Information

Payment in full must accompany your order to qualify for discount rates.

Orders received without payment will not be processed.

Please complete your order summary below along with payment information and return to Hubbell/Tyner via fax.

### Services Ordered

### Taxable Services

Furnishings & Accessories.....	\$
Tables.....	\$
Floor Covering.....	\$
Booth Package.....	\$
Executive Furnishings.....	\$
Rental Displays.....	\$
Booth Cleaning.....	\$
7.775% Sales Tax.....	\$

### Non-Taxable Services

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

### Method of Payment




Company Check

Make Checks Payable to Hubbell/Tyner

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

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

Credit Card

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

Please include the exhibitor information page with all orders.

## Event Information

### Booth Equipment

Each 10' x 10' Booth will consist of:  
 8' high back drape  
 3' high side drape  
 (1) Identification Sign (7" x 44")

### Show Colors

Drape: Hunter Green & White  
 Aisle Carpet: Tan

### Discount Price Deadlines

Tuesday January 31, 2012

### Advance Freight Receiving Deadline

Friday February 3, 2012



### Event Schedule

#### Exhibitor Move In

Exhibitor move in times are published by Porchlight Productions.

#### Exhibit Hours

Friday	February 10, 2012	2:00 pm – 8:00 pm
Saturday	February 11, 2012	10:00 am – 6:00 pm
Sunday	February 12, 2012	10:00 am – 4:00 pm

#### Exhibitor Move Out

Sunday	February 12, 2012	4:00pm - midnight
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## 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	