



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: [jmulheron@fernexpo.com](mailto:jmulheron@fernexpo.com)

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Discount Deadline:**

**November 28, 2019**

### Booth Equipment

Each 10' x 10' Booth Includes:

8' High Back Drape

3' High Side Drape

1 - Un-Skirted Table \*\* Table is at no cost, but must be ordered\*\*

2 - Folding Chairs \*\* Provided at no cost, but must be ordered\*\*

1 - ID Sign

### Move-in Dates & Times

Monday, December 9, 2019

8:00 AM - 4:00 PM - (Bulk Spaces)

Tuesday, December 10, 2019

8:00 AM - 2:30 PM - (Line Spaces)

### Show Dates & Times

Tuesday, December 10, 2019

3:00 PM - 6:30 PM

Wednesday, December 11, 2019

8:00 AM - 4:30 PM

Thursday, December 12, 2019

8:00 AM - 11:00 AM

### Show Colors:

Booth Drape: Green and White

Carpet: Exhibit hall is not carpeted.

### Executive Furniture & Display Rentals

If you wish to upgrade your booth with

Executive Furniture or a Display, please

email [jmulheron@fernexpo.com](mailto:jmulheron@fernexpo.com).

### Move-out Dates & Times

Thursday, December 12, 2019

11:00 AM

### Advance Warehouse Shipments

Must Arrive Between:

November 5 - December 5, 2019

### Show Site Shipments

December 9, 2019

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

Thursday, December 12, 2019

12:30 PM

### 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](http://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



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: [jmulheron@fernexpo.com](mailto:jmulheron@fernexpo.com)

## **MN Crop Production Retailers**

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### **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 Minneapolis Convention Center.

### **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.



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Discount Deadline:**  
**November 28, 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

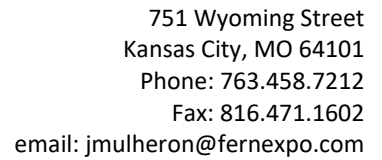
\_\_\_\_/\_\_\_\_

CVV Code

PYMT AUTH - 0019

payment authorization

091319-163825



**Discount Deadline:**  
November 28, 2019

091319-163825



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### 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.



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### 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 \$.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.



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### 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.

## TABLE DRAPING

Fern can provide a skirt for your table for an additional charge. In order to take advantage of this Discount Pricing, orders must be received by **November 28**.

Item.....	Qty	Discount	Standard	Extended
4' Table Skirting.....	_____ x	\$42.50	\$61.50	= \$ _____
6' Table Skirting.....	_____ x	\$42.50	\$61.50	= \$ _____
8' Table Skirting.....	_____ x	\$42.50	\$61.50	= \$ _____

**Color Selection**

☐ Black
 ☐ Blue
 ☐ Burgundy
 ☐ Gold
 ☐ Green
 ☐ Grey
 ☐ Purple
 ☐ Red
 ☐ Teal
 ☐ White

**\*Please select the skirting color you would like. Show colors will be provided if no color is selected\***

**Total Estimated Table Draping \$ \_\_\_\_\_**



We are pleased to announce a show special for the MN Crop Production Retailers 2019 Show.

Undraped tables and folding chairs are included in your booth package at no additional charge, **but are not automatically provided, and must be ordered in advance.** All tables ordered on site will be charged at the standard rate. Please take a moment to fill out this form indicating which table you would like (max. of 1 per booth space) and how many folding chairs you will need (max. of 2 per booth space).

If you would like to have your undraped booth package table(s) skirted, please fill out the "Table Draping" order form and submit it to Fern with payment prior to the show moving in.

Please note: The 8' back draping and 3' side draping for your booth that is listed on the "Event Information" page, is automatically provided based on the floor layout. You will not need to order any standard back and side drape for the show.

Item.....Qty

Folding Chairs.....

4' Table.....

6' Table.....

8' Table.....



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Discount Deadline:**  
**November 28, 2019**

### 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



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319--19

**Discount Deadline:**  
**November 28, 2019**

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: 763.458.7212

Fax: 816.471.1602

email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Discount Deadline:**

**November 28, 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



## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

Discount Deadline:

Nov. 28, 2019

### EXECUTIVE FURNISHINGS

Fern 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 FURNISHINGS

Item	Qty	Discount	Standard	Total
<b>Lounge Furnishings</b>				
Lounge Chair		\$267.75	\$347.75	
Sofa		\$376.00	\$488.75	
Coffee Table		\$137.75	\$179.50	
End Table		\$103.50	\$134.50	
Table Lamp		\$58.75	\$77.25	
Floor Lamp		\$98.00	\$127.50	
<b>Office Style Furnishings</b>				
Executive Desk 72" x 42"		\$447.75	\$581.75	
Credenza 72" x 24"		\$338.75	\$440.25	
Hutch 72" x 44"		\$310.25	\$387.75	
Desk 72" x 36"		\$309.00	\$401.75	
Bookcase 72" High		\$125.50	\$164.50	
Bookcase 48" High		\$107.50	\$139.50	
Executive Leather Office Chair		\$204.25	\$256.25	
Leather Guest Chair		\$211.75	\$275.00	
Chair – Executive Task Chair		\$205.25	\$266.75	
Chair – Conference Chair		\$126.50	\$164.75	
Chair – Stackable Guest Chair		\$92.00	\$119.00	
Table – 36" x 72" Conference Table		\$197.00	\$255.25	
Table – 48" Round Conference Table		\$120.00	\$156.50	
<b>Subtotal Executive Furnishings</b>				\$

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

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Discount Deadline:**  
**November 28, 2019**

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

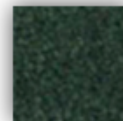
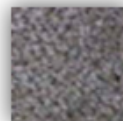
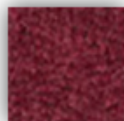
### STANDARD CARPET

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

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

Discount Deadline:

Nov. 28, 2019

## INLINE RENTAL EXHIBITS – 10' X 10'

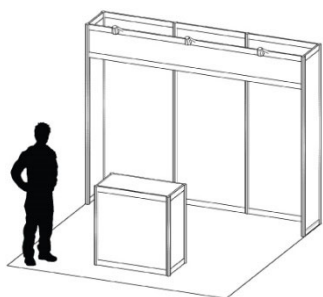
### What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

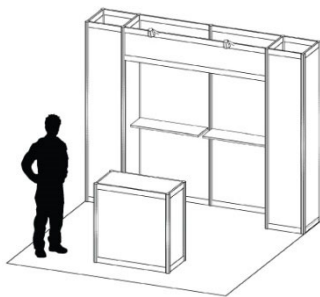
### Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

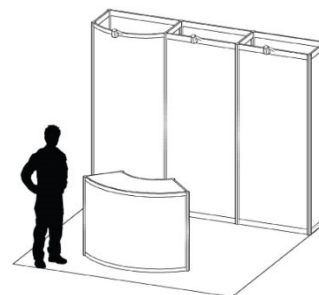
### MODEL 100



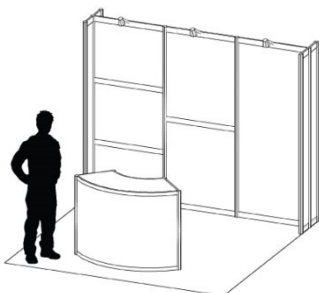
### MODEL 105



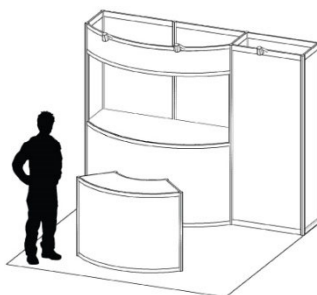
### MODEL 110



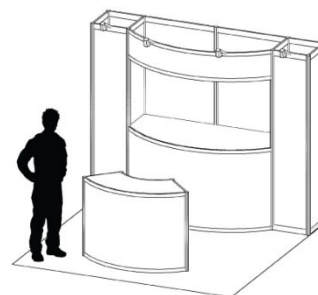
### MODEL 115



### MODEL 120



### MODEL 125



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

Discount Deadline:

Nov. 28, 2019

### INLINE RENTAL EXHIBITS – 10' X 20'

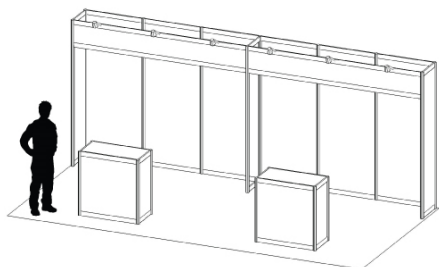
#### What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

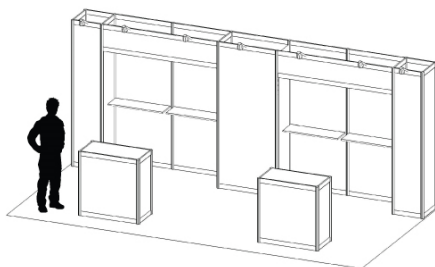
#### Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

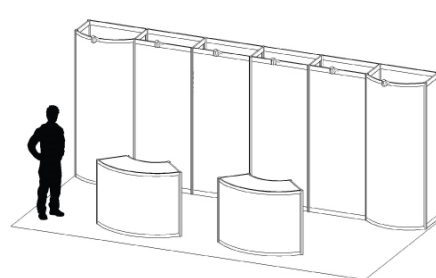
#### MODEL 100



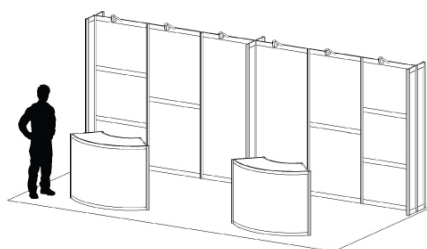
#### MODEL 105



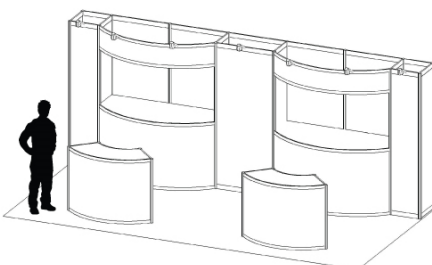
#### MODEL 110



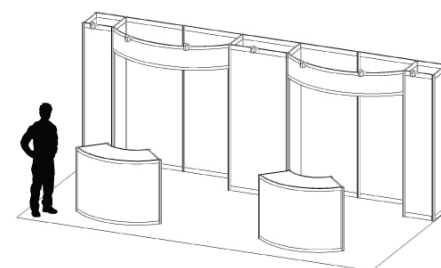
#### MODEL 115



#### MODEL 120



#### MODEL 125



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

Discount Deadline:

Nov. 28, 2019

## ISLAND RENTAL EXHIBITS – 20' X 20'

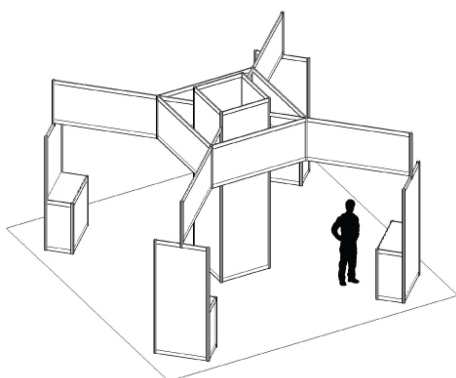
### What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

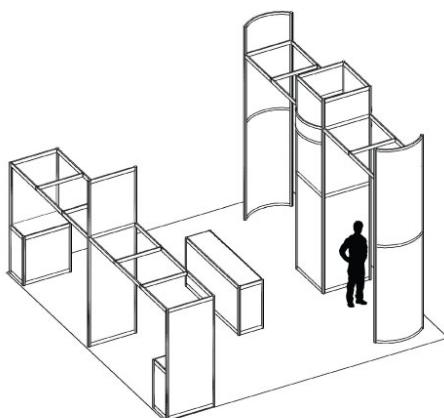
### Order Deadline

Rental display orders along with print ready graphic files must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

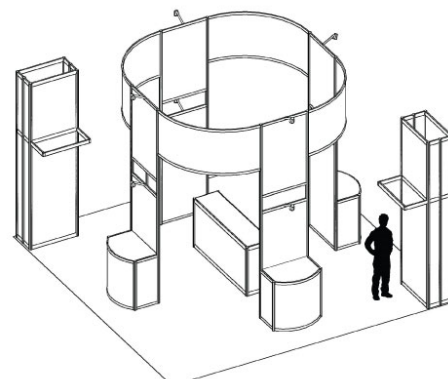
### MODEL 100



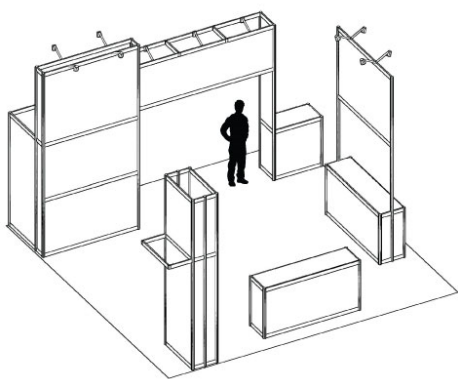
### MODEL 105



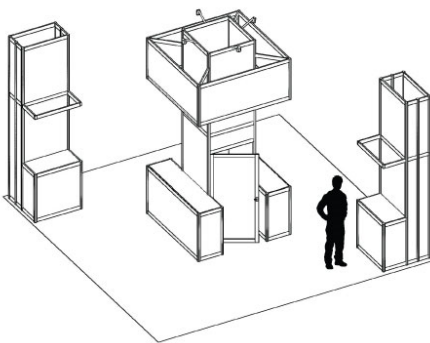
### MODEL 110



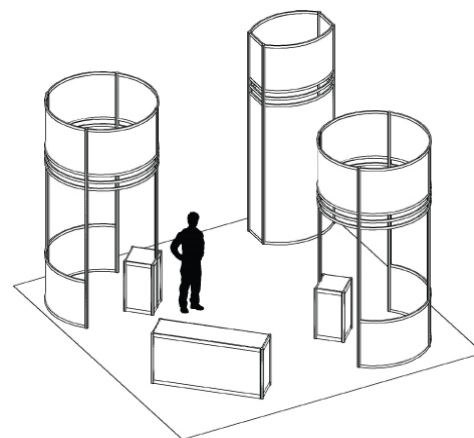
### MODEL 115



### MODEL 120



### MODEL 125



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

Discount Deadline:

Nov. 28, 2019

### RENTAL EXHIBITS

Item	Qty	Discount	Standard	Total
<b>10' x 10' Inline Exhibit</b>				
Model 100		\$1500.00	\$1950.00	
Model 105		\$1750.00	\$2275.00	
Model 110		\$1750.00	\$2275.00	
Model 115		\$1500.00	\$1950.00	
Model 120		\$2100.00	\$2730.00	
Model 125		\$1900.00	\$2470.00	
<b>Carpet Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
<b>10' x 20' Inline Exhibit</b>				
Model 100		\$2475.00	\$3215.00	
Model 105		\$2890.00	\$3755.00	
Model 110		\$2890.00	\$3755.00	
Model 115		\$2475.00	\$3220.00	
Model 120		\$3465.00	\$4505.00	
Model 125		\$3135.00	\$4075.00	
<b>Carpet Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
<b>20' x 20' Island Exhibit</b>				
Model 100		\$8600.00	\$11180.00	
Model 105		\$8750.00	\$11375.00	
Model 110		\$9200.00	\$11960.00	
Model 115		\$9000.00	\$11700.00	
Model 120		\$7800.00	\$10140.00	
Model 125		\$8300.00	\$10790.00	
<b>Carpet Color Selection</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Tan <input type="checkbox"/> Teal				
<b>Subtotal Rental Exhibits</b>				\$

A Fern Exposition Services representative will contact you to discuss your Rental Exhibit and answer any questions you may have upon receipt of your order.

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

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN  
07-13319-19

**Discount Deadline:**  
**November 28, 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	\$ _____
<b>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.</b>	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



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Deadline to Return this Form:**  
**November 29, 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: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### 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: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Deadline to Return this Form:**  
**November 28, 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.

Installation Labor Rate		
Straight Time	\$	89.00
Over Time	\$	147.00

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

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



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Deadline to Return this Form:**

**November 28, 2019**

### BOOTH LAYOUT

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

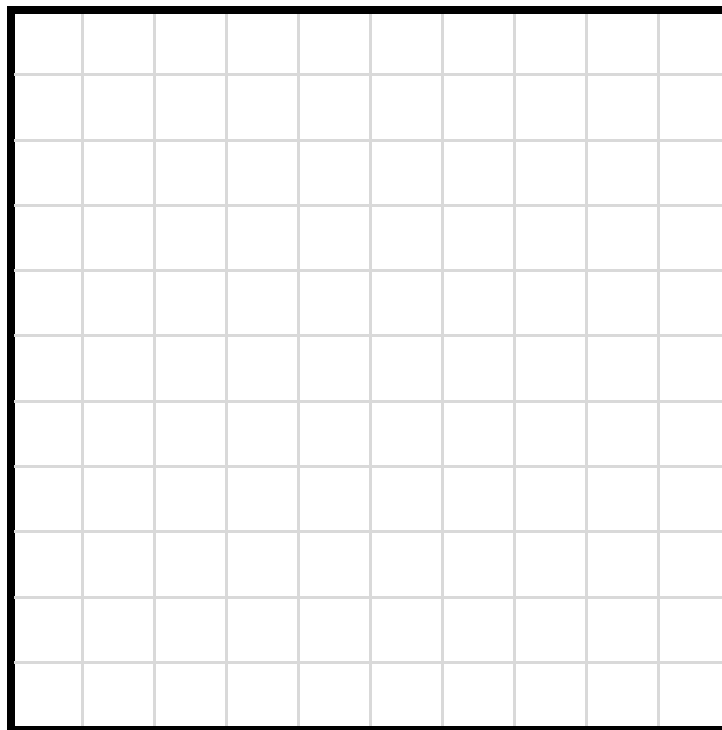
To use this grid: Use bold lines to indicate the outline of your booth. Indicate the scale of the grid (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. Mark the adjacent booth numbers or aisle numbers.

- ☐ 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  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN  
07-13319-19

**Deadline to Return this Form:**  
**November 28, 2019**

### FORKLIFT TO RIG IN BOOTH

*This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.*

#### 5000 lb forklift (3 Stage)

☐ 1005 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

☐ 1007

Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### 5000 lb forklift (4 Stage)

☐ 1006 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

☐ 1008

Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### 5000 lb forklift (3 Stage)

Straight Time \$ 99.63

Over Time \$ 139.48

#### 5000 lb forklift (4 Stage)

Straight Time \$ 123.38

Over Time \$ 171.75

*If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one hour minimum and half hour increments thereafter. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. 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.*

### Estimated Rigging Labor Cost for Advanced Payment

Installation:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Dismantle:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

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

☐ 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.**

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 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

**forklift to rig in booth**

091719-134204





751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN  
07-13319-19

**Deadline to Return this Form:**  
**November 28, 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 200 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	\$ 85.00	\$ 170.00
B	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS )	\$ 130.00	\$ 260.00
L	Late surcharge for shipment received after 11/11 Via common carrier	\$ 29.00	\$ 58.00
M	Late surcharge for shipment received after 11/11 Via specialized carrier/small pkg	\$ 22.00	\$ 44.00
T	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 52.00 /small package shipment	

#### DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
D	Boxed, crated or skidded shipment via common carrier	\$ 82.00	\$ 164.00
U	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 52.00 /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**

091719-133026



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN  
07-13319-19

**Deadline to Return this Form:**  
**November 28, 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 - 4:30 PM - Monday through Friday

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

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

**MN Crop Production Retailers** (Booth #)

Shipments must arrive by:  
**Thursday, December 5, 2019**

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition  
Mpls. Convention Center - Hall D  
1301 2nd Ave. South  
Minneapolis, MN 55403

**MN Crop Production Retailers** (Booth #)

Shipments cannot arrive before:  
**Monday, December 9, 2019**

### 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

091719-133026



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

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**  
**YRCW/STP**  
**12400 Dupont Avenue South**  
**Burnsville, MN 55337-1682**

**MN Crop Production Retailers 2019**

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

**Must Arrive By:**  
**Thursday, December 5, 2019**

**fern**

**EXHIBIT MATERIAL**  
***RUSH***  
**ADVANCE WAREHOUSE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

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

**MN Crop Production Retailers 2019**

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

**Must Arrive By:**  
**Thursday, December 5, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**Minneapolis Convention Center**

**1301 2nd Ave South**

**Minneapolis, MN 55415**

**MN Crop Production Retailers 2019**

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

**Cannot Arrive Before:  
Monday, December 9, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**Minneapolis Convention Center**

**1301 2nd Ave South**

**Minneapolis, MN 55415**

**MN Crop Production Retailers 2019**

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

**Cannot Arrive Before:  
Monday, December 9, 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.



HOME  
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](mailto:cspare@fernexpo.com)

**fern**





751 Wyoming Street  
Kansas City, MO 64101  
Phone: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN  
07-13319-19

**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)

<b>Level of Service:</b>	<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>
<b>Special Handling:</b>	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
<b>Declared Value:</b>	<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 #

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 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:** \_\_\_\_\_

#### 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: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

**Deadline to Return this Form:**  
**November 28, 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: 763.458.7212  
Fax: 816.471.1602  
email: jmulheron@fernexpo.com

## MN Crop Production Retailers

December 10 - 12, 2019

Minneapolis Convention Center - Hall D, Minneapolis, MN

07-13319-19

### 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



**AUDIO VISUAL & VIDEO RESOURCES**

Event Name:

Show Date:

Location:

## AUDIO / VISUAL SERVICES

CONSULTING FOR LARGE EXHIBITS OR CUSTOM DISPLAYS PLEASE CALL (952)-814-9898

Video / Computer Equipment				BOOTH LIGHTING			
Qty	Description	Show rate	Total	Qty	Description	Show rate	Total
	DVD Blu-ray Player	\$ 50.00			Color Changing LED Light Fixture Small	\$ 45.00	
	20" LCD w/ table stand	\$ 75.00			Color Changing LED Light Fixture Medium	\$ 60.00	
	30" LCD w/ table stand	\$125.00			LED 3' Strip Light	\$ 75.00	
	40" LCD w/table stand	\$250.00			Adjustable focus light fixture	\$ 35.00	
	50" LCD w/table stand	\$350.00			General Light Fixture	\$ 35.00	
	60" LCD w/table stand	\$550.00			GOBO (**CALL**)	\$ 100.00	
	70" LCD w/table stand	\$650.00			LED Mini Mover Lights	\$ 100.00	
	80" LCD w/table stand	\$750.00			25' AC cable	\$ 5.00	
	LCD Projector (5000 Lumen)	\$250.00			Power Strip	\$ 5.00	
	Digital Camcorder	\$200.00					
	PowerPoint Remote	\$ 25.00					
	PC Laptop	\$200.00					
	MAC Laptop	\$200.00					
	VGA / HDMI Distro	\$ 50.00					
Sound Equipment				Miscellaneous			
	90w Speaker/Stand	\$ 35.00			Chain Motor	\$ 250.00	
	300w PA System	\$ 175.00			Portable Screen 6'	\$ 50.00	
	Microphone	\$ 15.00			Portable Screen 7'	\$ 55.00	
	Mic Stand	\$ 10.00			Portable Screen 8'	\$ 60.00	
	Wireless Mic	\$ 100.00			Plasma / LCD Stand (30-50")	\$ 50.00	
	Wireless Headset	\$ 145.00			Plasma / LCD Stand (50-80")	\$ 100.00	
	CD Player	\$ 35.00			Truss (10',5',Corner,Base)	\$ 50.00	
					Charging Station w/ 50" LCD Monitor	\$ 500.00	
					**Custom Graphics Available**		
COMMON PACKAGES							
Qty	Description	Price					Total
	30" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 175.00			40" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 300.00	
	50" LCD Monitor with floor stand, connection cables, AC cables, and power strip	\$ 400.00			60" LCD with floor stand, connection cables, AC cables, and power strip	\$ 650.00	
	Add external sound to any of above packages (Video or computer audio Playback)	\$ 75.00			Add DVD player and shelf to any of above packages	\$ 50.00	
	2 Speaker pa system with wireless Countryman headset mic and all cables	\$ 300.00			PC Laptop with 20" LCD Monitor and all cables	\$ 250.00	
	Add 2nd 20" monitor and VGA splitter to above package and all cables	\$ 75.00			8 Fixture Lighting Package – 4 LED lights, 1 Focus Light Fixture, 3 General Lights, Cables, and Controller	\$ 450.00	
<p align="center">**MANY OTHER ITEMS AVAILABLE. PLEASE CALL FOR AVAILABILITY AND PRICING**</p> <p><b>COMPANY NAME:</b> _____ <b>BOOTH #</b> _____</p>							
<b>Total Costs</b>			<b>Delivery / Payment Information</b>				
Equipment Price:			Delivery Date:				
Delivery / Set / Strike:		\$ 70.00	Delivery Time:				
Sub Total:			Show End Time / Date:				
7.875% Sales Tax:			<input type="checkbox"/> Check Enclosed (payable to AVVR)		<input type="checkbox"/> Visa/MC/AmEx		
			Card # :		Exp.		
<b>TOTAL:</b>			Signature:				

\*Exhibitor must be present upon delivery and is liable for all equipment once delivered. Orders must be received and paid for two weeks prior to delivery. Orders placed and canceled less than 48 hours before delivery will be charged in full. Orders placed after cut off are subject to a late fee. Equipment may be substituted for similar equipment. Equipment will be picked up within one hour of show close. Call with any special instructions or needs.

### E-MAIL OR FAX TO:

**Audio Visual & Video Resources**

**ATTN: Carlyle Kramer**

**801 American Blvd. E**

**Bloomington, MN 55420**

**Phone: 952.814.9898**

**Fax: 952.814.9907**

**sales@avvr.com**

AUDIO VISUAL SERVICES CONTACT:

AVVR Inc.

801 American Blvd E, Bloomington, MN 55420

(952) 814-9898 · www.avvr.com



## 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](mailto: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 \_\_\_\_\_

## EXHIBITOR SERVICE INFORMATION

(612) 335-6163  
Fax (612) 335-6600  
TDD (612) 335-6500

## ONLINE ORDERING AVAILABLE AT

[minneapolisconventioncenter.com](http://minneapolisconventioncenter.com)

## MAIL TO

1301 Second Avenue South  
Minneapolis, Minnesota 55403  
(612) 335-6000

**For your security DO NOT email credit card #**

### SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
- All orders Emailed / Faxed / Mailed will incur a \$25 processing fee

### SAVE TIME

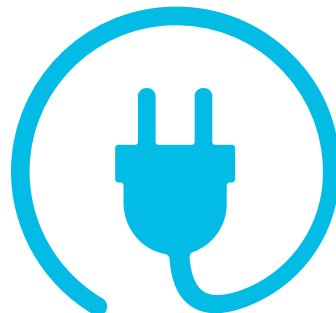
- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

### DID YOU KNOW?

**Other services offered at the Minneapolis Convention Center:**

- Cleaning and Porter Service
- Plumbing/Compressed Air Service
- Guest Services
- Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online at [www.kelber.com](http://www.kelber.com)

**\*2019 Prices effective 1/1/19 through 12/31/19**





Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

# Electrical Service Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

*Incomplete information will delay processing.*

**Submit Form**

**Avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)**

Event or Show:		Booth no. (s)	
Event or show date(s):	Company name:		Exhibiting firm:
Billing address:	City:	State:	Zip: Country:
Phone:		Email:	
Ordered by/title:		On - site contact:	
Order Date:		On - site phone:	

**Payment Notice:**

**Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.**

120 Volts Standard electrical single connection (nontaxable)						Total Due: \$
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
10 amps (1100 watts)		\$125.00	\$150.00		+50% rate	
20 amps (2200 watts)		\$155.00	\$180.00		+50% rate	
					<b>Total:</b>	

208 Volts single phase- per single connection (nontaxable)						
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Single Phase 20 Amp		\$220.00	\$260.00		+50% rate	
208V Single Phase 30 Amp		\$300.00	\$350.00		+50% rate	
208V Single Phase 60 Amp		\$400.00	\$450.00		+50% rate	
208V Single Phase 100 Amp		\$850.00	\$1,000.00		+50% rate	
208V Single Phase 200 Amp		\$900.00	\$1,050.00		+50% rate	
					<b>Total:</b>	

208 Volts three phase- per single connection (nontaxable)						
(labor not included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Three Phase 20 Amp		\$309.00	\$388.00		+50% rate	
208V Three Phase 30 Amp		\$346.00	\$436.00		+50% rate	
208V Three Phase 60 Amp		\$460.00	\$641.00		+50% rate	
208V Three Phase 100 Amp		\$750.00	\$935.00		+50% rate	
208V Three Phase 200 Amp		\$850.00	\$1,050.00		+50% rate	
208V Three Phase 400 Amp		\$1,000.00	\$1,250.00		+50% rate	
					<b>Total:</b>	

Service Accessories (taxable)						
(power not included)	QTY	Standard Rate				
25' Round Extension Cord		\$35.00				
Triple Tap (3 Outlets)		\$20.00				
Power Strip with surge protection		\$35.00				
					<b>Tax 8.025%</b>	
					<b>Total:</b>	

Labor Rates				
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)			\$125.00	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)			\$187.50	
Monday through Friday, 6:30 p.m. - 7:30 a.m. All day Saturday, Sunday & Holidays			\$250.00	
			<b>Total:</b>	

	<b>Processing Fee:</b>	\$25.00
	<b>Order Total:</b>	

By your signature below, you acknowledge and agree to MCC IMPORTANT CONDITIONS AND REGULATIONS.

Payment must be in U.S. Funds. **USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.**

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
----------------	--------------	---------------	----------	-------------------------------



Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

*Incomplete information will delay processing.*

**MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES  
CREDIT CARD AUTHORIZATION FORM**

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>		Name on Card:		
Credit Card Number (Last 4 digits only):		Expiration Month:		Expiration Year:
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by:		Show site contact:		
Date:		Contact phone:		
By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.				

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	
----------------	--------------	--



MINNEAPOLIS CONVENTION CENTER  
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781  
Request for Electrical Service  
(612) 335-6550

---

**IMPORTANT CONDITIONS AND REGULATIONS**

---

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations:  
Refunds will be computed as follows:
    1. After installation - **NO REFUND.**
    2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

---

Standard Electrical Services .....	120 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request .....	480 Volt, A.C., Three Phase, 60 Cycle
	240 Volt, A.C., Three Phase, 60 Cycle

## EXHIBITOR SERVICE INFORMATION

(612) 335-6163

Fax (612) 335-6600

TDD (612) 335-6500

## ONLINE ORDERING AVAILABLE AT

[minneapolisconventioncenter.com](http://minneapolisconventioncenter.com)

## MAIL TO

1301 Second Avenue South  
Minneapolis, Minnesota 55403  
(612) 335-6000

**For your security DO NOT email credit card #**

### SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
- All orders Emailed / Faxed / Mailed will incur a \$25 processing fee

### SAVE TIME

- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

### DID YOU KNOW?

**Other services offered at the Minneapolis Convention Center:**

- Electrical Service
- Plumbing/Compressed Air Service
- Guest Services
- Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online at [www.kelber.com](http://www.kelber.com)

**\*2019 Prices effective 1/1/19 through 12/31/19**





Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

## Cleaning and Porter Service Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

*Incomplete information will delay processing.*

**Submit Form**

**Save money and avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)**

Event or Show:		Booth no. (s)			
Event or show date(s):		Company name:			
Billing address:	City:	State:	City:	Country:	
Phone:		Email:			
Ordered by/title:		On - site contact:			
Order Date:		On - site phone:			

### Payment Notice:

**Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.**

*Cost of vacuuming will be invoiced on the total area of your booth. **100 sq. ft. minimum**  
Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.  
Convention Center staff will remove trash from Convention Center aisle containers daily.  
Should you require trash removal from your booth during show hours, please order porter service below.*

### Vacuuming:

**Total Due: \$**

**Booth Size** \_\_\_\_\_ **X** \_\_\_\_\_ **=** \_\_\_\_\_ **sq. ft. (100 sq. ft. minimum)**

**COST PER DAY**

**Advance Rate**  
27¢/sq. ft.

**Standard Rate**  
32¢/sq. ft.

**Number of Days** \_\_\_\_\_ **X** \_\_\_\_\_ **sq. ft. x rate \$** \_\_\_\_\_  
(100 sq. ft. min.)

**Total:**

### Damp Mop:

**COST PER SQUARE FOOT**

**Advance Rate**  
45¢

**Standard Rate**  
55¢

\_\_\_\_\_ **sq. ft. x rate \$** \_\_\_\_\_  
(100 sq. ft. min.)

**Number of Days** \_\_\_\_\_ **X** \_\_\_\_\_ **sq. ft. x rate \$** \_\_\_\_\_  
(100 sq. ft. min.)

**Total:**

### Periodic Porter Service:

*Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.*

	QTY	Advance Rate	Standard Rate	Total:
0-600 sq. ft.		\$60.00	\$75.00	
600+ sq. ft.		\$110.00	\$125.00	

Specify dates for service & number of days \_\_\_\_\_ x rate \$ \_\_\_\_\_

**Total:**

**Processing Fee** \$25.00

**Order Total:**

By your signature below, you acknowledge and agree to MCC important conditions and regulations.

Payment must be in U.S. Funds. **USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### For MCC use only

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
----------------	--------------	---------------	----------	-------------------------------



Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

*Incomplete information will delay processing.*

**MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES  
CREDIT CARD AUTHORIZATION FORM**

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>		Name on Card:		
Credit Card Number (Last 4 digits only):		Expiration Month:		Expiration Year:
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by:		Show site contact:		
Date:		Contact phone:		
By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.				

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	
----------------	--------------	--

MINNEAPOLIS CONVENTION CENTER  
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781  
Request for Cleaning and Porter Service  
(612) 335-6550

---

**IMPORTANT CONDITIONS AND REGULATIONS**

---

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:

Refunds will be computed as follows:

    1. After service - **NO REFUND.**
    2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.

## EXHIBITOR SERVICE INFORMATION

(612) 335-6163  
Fax (612) 335-6600  
TDD (612) 335-6500

## ONLINE ORDERING AVAILABLE AT

[minneapolisconventioncenter.com](http://minneapolisconventioncenter.com)

## MAIL TO

1301 Second Avenue South  
Minneapolis, Minnesota 55403  
(612) 335-6000

**For your security DO NOT email credit card #**

### SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
- All orders Emailed / Faxed / Mailed will incur a \$25 processing fee

### SAVE TIME

- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

### DID YOU KNOW?

**Other services offered at the Minneapolis Convention Center:**

- Electrical Service
- Cleaning and Porter Service
- Guest Services
- Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online at [www.kelber.com](http://www.kelber.com)

**\*2019 Prices effective 1/1/19 through 12/31/19**





Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

Compressed Air - Water -  
Drain - Gas Service Order Form  
Prices Effective 1/1/19 thru 12/31/19 2019

Submit Form

Incomplete information will delay processing.

Save money and avoid a \$25.00 processing fee, order online at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

Event or Show:		Booth no. (s)			
Event or show date(s):		Company name:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		On - site contact:			
Order Date:		On - site phone:			

Payment Notice:

Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY.  
Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Compressed Air:

Total Due: \$

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator

	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service
Service charge for 1st connection		\$248.00	\$273.00		+50% rate
Each additional connection		\$100.00	\$152.00		+50% rate
Lines above 1/2" in size, add 50% to service connection charge					
Size of air-line required: _____			CFM required: _____		
					Total:

Water Supply & Drain Connections:

Note: Cold water only. Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

(Water: (prices based on 1/2" line)

	QTY	Advance Rate	Standard Rate	QTY	Lines above 1/2"
Service charge for 1st 10 ft. of supply line		\$264.00	\$331.00		+50% rate
Each additional supply line		\$80.00	\$143.00		+50% rate
Lines above 1/2" in size, add 50% to connection charge					+50% rate
Size of water line required: _____					

Drainage (prices based on 3/4" line).

	QTY	Advance Rate	Standard Rate	QTY	Lines above 1/2"
Service charge for 1st 10 ft. of supply line		\$264.00	\$331.00		+50% rate
Each additional drain line		\$80.00	\$143.00		+50% rate
Lines above 1/2" in size, add 50% to connection charge					+50% rate
Size of drainage line required: _____					
					Total:

One-Time Water Fill and Drain:

	QTY	Advance Rate	Standard Rate			
One-time Fill and drain (< 500-gallon unit)		\$140.00	\$180.00			
Additional Units same booth (<500 gallon)		\$70.00	\$85.00			
Daily Top-off (< 500-gallon unit)		\$25.00	\$35.00			
Additional Units Daily Top-off (< 500-gallon unit)		\$10.00	\$15.00			
Services over 500 gallons**	**Call for pricing**					
					Total:	

Natural Gas:

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter.  
Your cost will consist of our connection fee plus your payment to the pipefitter.

	QTY	Advance Rate	Standard Rate		
Service charge for access		\$235.00	\$355.00		
					Total:

Labor Rates

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	\$126.00
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	\$189.00
Monday through Friday, 6:30 p.m. - 7:30 a.m. all day Saturday, Sunday & Holidays	\$252.00

Processing Fee \$25.00  
Order Total:

By your signature below, you acknowledge and agree to MCC important conditions and regulations.

Payment must be in U.S. Funds. USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.

Signature:

Date:

For MCC use only

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
----------------	--------------	---------------	----------	-------------------------------



Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

*Incomplete information will delay processing.*

### MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES CREDIT CARD AUTHORIZATION FORM

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>		Name on Card:		
Credit Card Number (Last 4 digits only):		Expiration Month:		Expiration Year:
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by:		Show site contact:		
Date:		Contact phone:		
<b>By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.</b>				

Signature:

Date:

**For MCC use only**

Date Received:	Received by:	
----------------	--------------	--



MINNEAPOLIS CONVENTION CENTER  
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781  
Request for Compressed Air - Water - Drain - Gas Service  
(612) 335-6550

---

**IMPORTANT CONDITIONS AND REGULATIONS**

---

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations:  
Refunds will be computed as follows:
    1. After installation - **NO REFUND.**
    2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5.
  - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
  - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
  - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.



# Internet Service Contract Minneapolis Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](https://orders.smartcitynetworks.com/tc.aspx?center=099)

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<p><b>Dedicated Wired Internet - Routers Allowed</b> Connection speeds of 3Mbps and up Required for: • Web Casting • HD Streaming • Routers (wired or wireless) Includes 5 Static Public IP Addresses</p>	<p><b>Broadband Wired Internet - No Wired or Wireless Routers</b> Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP Recommended for: • Email • Social Media • Surfing the web Includes 1 Private IP Addresses</p>

**Additional services available — please contact us at (888) 446-6911 or visit our website**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](https://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.</b>					
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)</b>					
				<b>SUBTOTAL</b>	
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% Tax/FEES</b>	
				<b>GRAND TOTAL</b>	
<b>Effective January 1, 2019 – December 31, 2019</b>		<b>Customer No: 2019 – 024 -</b>			