

Welcome

Dear Exhibitor:

Hubbell/Tyner is pleased to inform you that we have been selected by show management to serve as the official service contractor for the Annual Conference of the Prognostics and Health Management Society 2012. Please take a moment to carefully review the enclosed information. To help in your planning we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment as soon as possible in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

I am happy to serve as your exhibitor service representative. If you have any questions at all please feel free to contact me.



Mike Marigold

Exhibitor Service Representative
651-280-4928 | Direct
651-917-2658 | Fax
mmarigold@hubbelltyner.com

Event Information

Booth Equipment

- Each 10' x 10' Booth will consist of:
- 8' high back drape
 - 3' high side drape
 - (1) Identification Sign (7" x 44")
 - (1) 6' x 30" Draped Table
 - (2) Side Chairs
 - (1) Waste Basket

Show Colors

- Drape: Black
 Aisle Carpet: Existing facility carpet.

Discount Price Deadlines

Monday, September 17

Advance Freight Receiving Deadline

Thursday, September 20

Event Schedule

Monday, September, 24 2012	Exhibitor Move-In 1:00PM–4:30PM
Monday, September, 24 2012	Welcome/Exhibitor Reception (Exhibits Open) 5:30PM–7:30PM
Tuesday, September, 25 2012	Exhibits Open - Exhibit Hours 9:00AM–1:00PM
Tuesday, September, 25 2012	Exhibits Open - Exhibit Hours 2:00PM–4:00PM
Tuesday, September, 25 2012	Poster Reception (Exhibit Hall) (Exhibits Open) 5:30PM–8:00PM
Wednesday, September, 26 2012	Exhibits Open - Exhibit Hours 9:00AM–1:00PM
Wednesday, September, 26 2012	Exhibits Open - Exhibit Hours 2:00PM–4:00PM
Wednesday, September, 26 2012	Exhibitor Tear Down 4:00PM–6:00PM
Thursday, September, 27 2012	Exhibitor Tear Down & Move-Out 8:00AM–12Noon



Exhibitor Information

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

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

Please include the exhibitor information page with all orders.

Recap of Orders

Important Information

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

Orders received without payment will not be processed.

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

Services Ordered

Taxable Services

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

Non-Taxable Services

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

Method of Payment

Company Check

Make Checks Payable to Hubbell/Tyner

Mail to: Hubbell/Tyner

2110 Old Hwy 8

New Brighton, MN 55112

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

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

Please include the exhibitor information page with all orders.

Third Party Payment Authorization

Acknowledgement of Third Party Credit Authorization.

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

EXHIBITING COMPANY INFORMATION

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

EXHIBITING COMPANY CREDIT CARD AUTHORIZATION

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

THIRD PARTY COMPANY INFORMATION

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

THIRD PARTY CREDIT CARD AUTHORIZATION

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

SERVICES TO BE CHARGED TO THIRD PARTY

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

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

Furnishings & Accessories

- A. Plastic Side Chair
- B. Padded Side Chair
- C. Padded Arm Chair
- D. High Stool
- E. Posterboard
- F. Showcase
- G. Wastebasket
- H. Easel
- I. Chrome Bag Holder
- J. Chrome Stanchion
- K. 8' Velour Rope
- L. Small Refrigerator
- M. Literature Rack
- N. Sales Counter
- O. 4' Table Riser
- P. 6' Table Riser
- Q. 8' Table Riser
- R. 8' High Drape
- S. 3' High Drape



Furnishings & Accessories

Furnishings & Accessories	Quantity	Discount	Standard	Extended
A. Plastic Side Chair.....	<input type="text"/> x	\$28.00	\$36.50 =	\$ <input type="text"/>
B. Padded Side Chair.....	<input type="text"/> x	\$49.75	\$64.75 =	\$ <input type="text"/>
C. Padded Arm Chair.....	<input type="text"/> x	\$52.50	\$68.25 =	\$ <input type="text"/>
D. High Stool.....	<input type="text"/> x	\$70.25	\$91.25 =	\$ <input type="text"/>
E. Posterboard (vert/horiz).....	<input type="text"/> x	\$89.25	\$116.00 =	\$ <input type="text"/>
F. Showcase.....	<input type="text"/> x	\$312.00	\$417.00 =	\$ <input type="text"/>
G. Wastebasket.....	<input type="text"/> x	\$20.00	\$26.00 =	\$ <input type="text"/>
H. Easel.....	<input type="text"/> x	\$30.50	\$39.75 =	\$ <input type="text"/>
I. Chrome Bag Holder.....	<input type="text"/> x	\$44.00	\$57.25 =	\$ <input type="text"/>
J. Chrome Stanchion.....	<input type="text"/> x	\$54.00	\$70.25 =	\$ <input type="text"/>
K. 8' Velour Rope.....	<input type="text"/> x	\$25.25	\$32.75 =	\$ <input type="text"/>
L. Small Refrigerator.....	<input type="text"/> x	\$152.00	\$198.00 =	\$ <input type="text"/>
M. Literature Rack.....	<input type="text"/> x	\$73.50	\$95.50 =	\$ <input type="text"/>
N. Sales Counter w/graphic.....	<input type="text"/> x	\$273.00	\$355.00 =	\$ <input type="text"/>
O. 4' Table Riser.....	<input type="text"/> x	\$44.25	\$57.50 =	\$ <input type="text"/>
P. 6' Table Riser.....	<input type="text"/> x	\$54.00	\$70.25 =	\$ <input type="text"/>
Q. 8' Table Riser.....	<input type="text"/> x	\$74.50	\$97.00 =	\$ <input type="text"/>
R. 8' High Masking Drape (p/ft).....	<input type="text"/> x	\$15.25	\$19.75 =	\$ <input type="text"/>
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White <i>Drape color selection please check one</i>				
S. 3' High Masking Drape (p/ft).....	<input type="text"/> x	\$13.25	\$17.25 =	\$ <input type="text"/>
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White <i>Drape color selection please check one</i>				
T. 8' Upright with Base.....	<input type="text"/> x	\$24.00	\$29.00 =	\$ <input type="text"/>
U. 6'-10' Crossbar.....	<input type="text"/> x	\$17.00	\$21.00 =	\$ <input type="text"/>

Total Estimated Furnishings & Accessories \$

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

Company Name: _____ Booth # _____

Tables

Skirted Tables

- A. 4' L x 24"W x 30"H
- B. 6' L x 24"W x 30"H
- C. 8' L x 24"W x 30"H

- D. 4' L x 24"W x 42"H
- E. 6' L x 24"W x 42"H
- F. 8' L x 24"W x 42"H

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



Unskirted Tables

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

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

Unskirted tables include a white vinyl top.



Pedestal Tables

- M. 18" H x 30" Round
- N. 30" H x 30" Round
- O. 42" H x 30" Round

- P. 30" H x 42" Round

- Q. 42" H x 30" Round
 Cover



Tables

30" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
A. 4' L x 24" W.....	<input type="text"/>	x \$94.75	\$123.25 =	\$ <input type="text"/>
B. 6' L x 24" W.....	<input type="text"/>	x \$107.25	\$139.50 =	\$ <input type="text"/>
C. 8' L x 24" W.....	<input type="text"/>	x \$121.25	\$157.50 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/>	x \$43.50	\$56.50 =	\$ <input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

42" High Skirted (on 3 Sides)	Quantity	Discount	Standard	Extended
D. 4' L x 24" W.....	<input type="text"/>	x \$105.25	\$137.00 =	\$ <input type="text"/>
E. 6' L x 24" W.....	<input type="text"/>	x \$118.00	\$153.50 =	\$ <input type="text"/>
F. 8' L x 24" W.....	<input type="text"/>	x \$128.50	\$167.00 =	\$ <input type="text"/>
4 th Side Skirting.....	<input type="text"/>	x \$51.50	\$67.00 =	\$ <input type="text"/>

Black Blue Burgundy Gold Green Grey Purple Red Teal White
 Skirt color selection please check one

30" High Unskirted	Quantity	Discount	Standard	Extended
G. 4' L x 24" W.....	<input type="text"/>	x \$40.50	\$52.75 =	\$ <input type="text"/>
H. 6' L x 24" W.....	<input type="text"/>	x \$43.50	\$56.50 =	\$ <input type="text"/>
I. 8' L x 24" W.....	<input type="text"/>	x \$48.50	\$63.00 =	\$ <input type="text"/>

42" High Unskirted	Quantity	Discount	Standard	Extended
J. 4' L x 24" W.....	<input type="text"/>	x \$43.50	\$56.50 =	\$ <input type="text"/>
K. 6' L x 24" W.....	<input type="text"/>	x \$48.25	\$62.75 =	\$ <input type="text"/>
L. 8' L x 24" W.....	<input type="text"/>	x \$53.50	\$69.50 =	\$ <input type="text"/>

Pedestal Tables	Quantity	Discount	Standard	Extended
M. 18"H x 30" Round.....	<input type="text"/>	x \$53.75	\$69.75 =	\$ <input type="text"/>
N. 30"H x 30" Round.....	<input type="text"/>	x \$78.75	\$102.25 =	\$ <input type="text"/>
O. 42"H x 30" Round.....	<input type="text"/>	x \$88.75	\$115.50 =	\$ <input type="text"/>
P. 30"H x 42" Round.....	<input type="text"/>	x \$78.75	\$102.50 =	\$ <input type="text"/>
Q. 42"H x 30" Round – with black cover.....	<input type="text"/>	x \$114.75	\$149.25 =	\$ <input type="text"/>

Total Estimated Tables \$

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

Company Name: _____ **Booth #** _____

Floor Covering

Standard Carpet

10 oz. nylon carpeting



Black



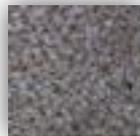
Blue



Burgundy



Green



Grey



Red



Tan



Teal

Premium Carpet

28 oz. nylon carpeting



Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

Floor Covering

Standard Carpet (10oz. nylon)	Quantity	Discount	Standard	Extended
10' x 10'.....	<input type="text"/>	\$142.00	\$184.00 =	\$ <input type="text"/>
10' x 20'.....	<input type="text"/>	\$284.00	\$368.00 =	\$ <input type="text"/>
10' x 30'.....	<input type="text"/>	\$426.00	\$552.00 =	\$ <input type="text"/>
10' x 40'.....	<input type="text"/>	\$568.00	\$736.00 =	\$ <input type="text"/>

Standard Carpet – Custom Size (10oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$1.42 / sq ft	\$1.84 / sq ft =	\$ <input type="text"/>

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one (if carpet color is not selected, grey will be provided)

Premium Carpet (28oz. nylon)

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$4.15	\$5.40 =	\$ <input type="text"/>

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

Carpet color selection please check one

- Premium carpet must be ordered 14 days prior to the first day of move in
- Once an order for premium carpet has been place it is subject to a 100% cancellation fee
- Premium carpet orders require a 100 square foot minimum
- Premium carpet orders come with protective covering

Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.95	\$1.25 =	\$ <input type="text"/>

Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.....		\$0.80	\$1.00 =	\$ <input type="text"/>

Total Estimated Floor Covering \$

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

Company Name: _____ Booth # _____

Executive Furnishings

Premium Lounge Furnishings	Quantity	Discount	Standard	Extended
A. Leather Chair.....	<input type="text"/>	x \$236.25	\$307.00 =	\$ <input type="text"/>
B. Leather Sofa.....	<input type="text"/>	x \$399.00	\$515.75 =	\$ <input type="text"/>
C. Leather Loveseat.....	<input type="text"/>	x \$315.00	\$409.00 =	\$ <input type="text"/>
Executive Lounge Furnishings				
D. Chair.....	<input type="text"/>	x \$140.75	\$183.00 =	\$ <input type="text"/>
E. Sofa.....	<input type="text"/>	x \$240.50	\$312.75 =	\$ <input type="text"/>
F. Loveseat.....	<input type="text"/>	x \$220.50	\$286.50 =	\$ <input type="text"/>
G. Coffee Table.....	<input type="text"/>	x \$126.00	\$163.75 =	\$ <input type="text"/>
H. End Table.....	<input type="text"/>	x \$94.50	\$122.75 =	\$ <input type="text"/>
I. Table Lamp.....	<input type="text"/>	x \$54.00	\$70.25 =	\$ <input type="text"/>
J. Floor Lamp.....	<input type="text"/>	x \$89.25	\$116.00 =	\$ <input type="text"/>
Office Style Furnishings				
K. Lacasse Executive Desk 72" x 42".....	<input type="text"/>	x \$409.50	\$532.00 =	\$ <input type="text"/>
L. Lacasse Credenza 72" x 24".....	<input type="text"/>	x \$309.75	\$402.75 =	\$ <input type="text"/>
M. Lacasse Hutch 72" x 44".....	<input type="text"/>	x \$283.50	\$368.50 =	\$ <input type="text"/>
N. Executive Desk 72" x 36".....	<input type="text"/>	x \$294.00	\$382.25 =	\$ <input type="text"/>
O. Bookcase 72" High.....	<input type="text"/>	x \$115.50	\$150.00 =	\$ <input type="text"/>
P. Bookcase 48" High.....	<input type="text"/>	x \$98.00	\$127.50 =	\$ <input type="text"/>
Q. Chair – Karizma Executive Leather Chair....	<input type="text"/>	x \$125.00	\$162.50 =	\$ <input type="text"/>
R. Chair – Karizma Leather Guest Chair.....	<input type="text"/>	x \$104.00	\$135.25 =	\$ <input type="text"/>
S. Chair – Savvy Executive Task Chair.....	<input type="text"/>	x \$115.50	\$135.25 =	\$ <input type="text"/>
T. Chair – Savvy Conference Chair.....	<input type="text"/>	x \$102.00	\$132.75 =	\$ <input type="text"/>
U. Chair – Savvy Guest Chair.....	<input type="text"/>	x \$84.00	\$109.25 =	\$ <input type="text"/>
V. Chair – Savvy Simple Task Chair.....	<input type="text"/>	x \$97.00	\$116.00 =	\$ <input type="text"/>
W. Table – 36" x 72" Conference Table.....	<input type="text"/>	x \$180.00	\$234.00 =	\$ <input type="text"/>
X. Table – 48" Round.....	<input type="text"/>	x \$110.00	\$143.00 =	\$ <input type="text"/>

Total Estimated Executive Furnishings \$

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

Company Name: _____ Booth # _____

Rental Displays

What's Included?

All rental units come with the options shown. This includes booth carpet, lighting and full color graphics for the printed panels shown at the right. Additional graphic panels are available at the rates listed on our sign and banner form. Panel dimension will be provided upon request.

A Hubbell/Tyner service representative will touch base with you to discuss your rental display and answer any questions you may have upon receipt of your order.

Custom Rental Displays

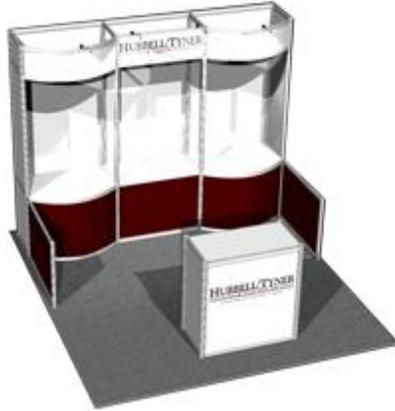
Please note that custom display options are available upon request. Please call us at 651-917-2632 to discuss your custom rental display.

Order Deadline

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

10' x 10' Rental Displays

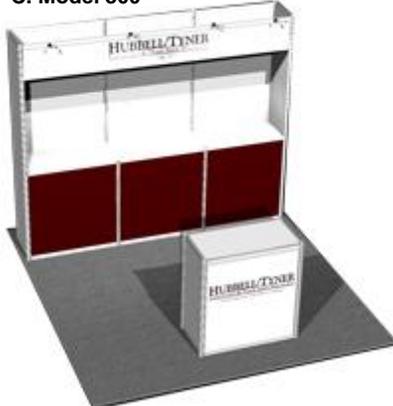
A. Model 100



B. Model 200

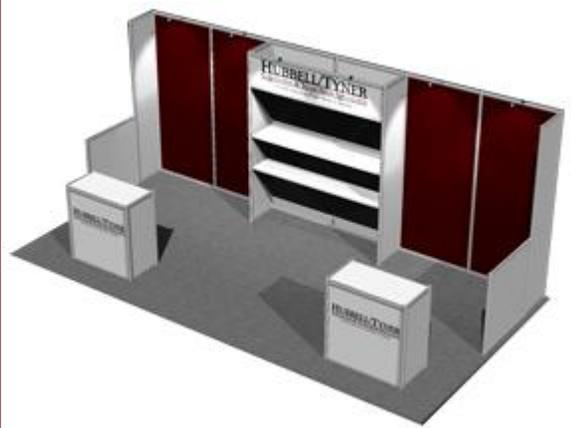


C. Model 300

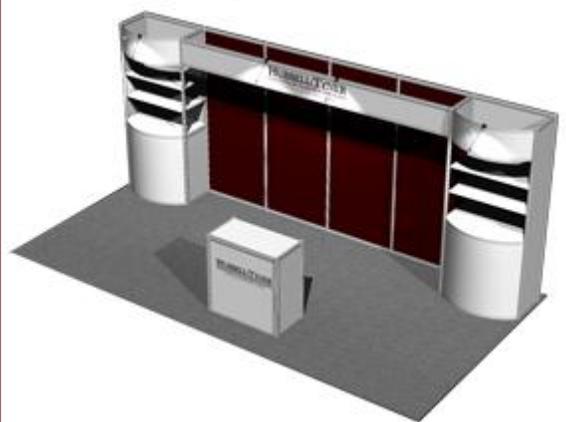


10' x 20' Rental Displays

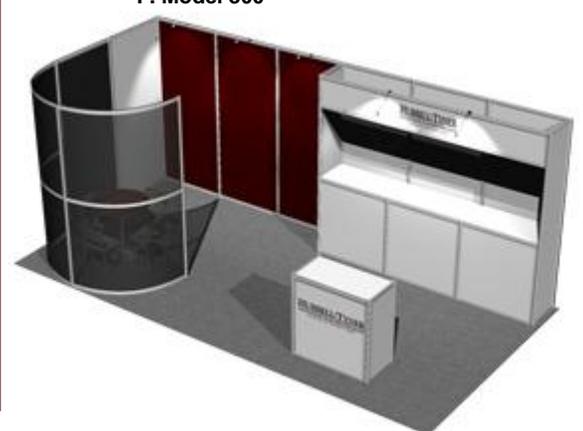
D. Model 100



E. Model 200



F. Model 300



Rental Displays

Important Information

A Hubbell/Tyner service representative will touch base with you to discuss your rental display and answer any questions you may have upon receipt of your order.

10' x 10' Display	Discount	Standard	Extended
A. Model 100.....	\$997.00	\$1296.00	= \$ <input style="width: 50px;" type="text"/>

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

B. Model 200.....	\$997.00	\$1296.00	= \$ <input style="width: 50px;" type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

C. Model 300.....	\$997.00	\$1296.00	= \$ <input style="width: 50px;" type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

10' x 20' Display	Discount	Standard	Extended
D. Model 100.....	\$2047.50	\$2661.75	= \$ <input style="width: 50px;" type="text"/>

Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

E. Model 200.....	\$2047.50	\$2661.75	= \$ <input style="width: 50px;" type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

F. Model 300.....	\$2047.50	\$2661.75	= \$ <input style="width: 50px;" type="text"/>
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Carpet Selection

Black Blue Burgundy Green Grey Red Tan Teal

Carpet color selection please check one

Total Estimated Rental Displays \$

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

Company Name: _____ **Booth #** _____

Signs & Banners

Important Information

- All signs are mounted on 3/16" foam. Other substrates are available upon request.
- Hubbell/Tyner can accept image files via e-mail. Please contact Exhibitor Services at 651-917-2632 for instructions.

Standard Size Signs	Quantity	Discount	Standard	=	Extended
11" x 14".....	<input type="text"/>	x \$15.40	\$20.00	=	\$ <input type="text"/>
14" x 22".....	<input type="text"/>	x \$30.80	\$38.50	=	\$ <input type="text"/>
22" x 28" (Standard easel sign).....	<input type="text"/>	x \$61.60	\$77.00	=	\$ <input type="text"/>
28" x 44".....	<input type="text"/>	x \$123.20	\$160.00	=	\$ <input type="text"/>

Custom Size Signs	Quantity	Discount	Standard	=	Extended
$\frac{\quad}{L}$ " x $\frac{\quad}{W}$ " = <input type="text"/> sq in.....	<input type="text"/>	x \$0.10 sq in	\$0.15 sq in	=	\$ <input type="text"/>

Banners	Quantity	Discount	Standard	=	Extended
$\frac{\quad}{L}$ ' x $\frac{\quad}{W}$ ' = <input type="text"/> sq ft.....	<input type="text"/>	x \$14.40 sq ft	\$18.75 sq ft	=	\$ <input type="text"/>

Order Deadline

All sign/banner orders must be placed 14 days prior to the 1st day of exhibitor move in.

Total Estimated Signs & Banners \$

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

Company Name: _____ **Booth #** _____

Material Handling Rates

Important Information

Direct to show shipments will only be accepted during the scheduled exhibitor move in hours posted on the Event Information page

All shipments must be sent pre-paid. Hubbell/Tyner will not accept C.O.D. shipments.

	CWT Charge	200lb. Minimum
Warehouse Advance Shipments Crated (8:00 am – 4:30 pm Mon – Fri) <ul style="list-style-type: none"> Storage at our advance warehouse up to 30 days prior to show opening Delivery to show site and placement at your booth Removal & Return of empty containers Loading of outbound shipments from show site 	\$65.00	\$130.00
Exhibit Hall – Direct Shipments Crated <ul style="list-style-type: none"> Placement of materials at your booth Removal & return of empty containers Loading of outbound shipments from show site Must have certified weight ticket 	\$68.00	\$136.00
Uncrated Material / Specialized Carrier Shipments <ul style="list-style-type: none"> Loose or pad wrapped materials can only be received at show site during exhibitor setup hours 	\$99.50	\$199.00
Late Freight <ul style="list-style-type: none"> Freight received at warehouse less than 5 days prior to show move in times Late freight is an additional charge to the appropriate drayage rate 	\$22.25	\$44.50
Overtime <ul style="list-style-type: none"> Before 8:00 am or after 4:00 pm Mon – Fri, all day Sat & Sun, & Holidays Overtime is an additional charge to the appropriate drayage rate 	\$18.00	\$36.00
Small Package Rate <ul style="list-style-type: none"> Cartons/Envelopes weighing less than 30 lbs per shipment 	\$43.00 per small package shipment.	

Empty Containers

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

\$15.00 / each – Any fiber case, box or carton

\$40.00 / each – Empty wooden crates and skids/pallets

Please see the following page to estimate your Material Handling needs

Estimated Material Handling

Shipping Addresses

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

*Advance Shipments

To: Your Company Name / Booth #
For: **Annual Conference of the Prognostics
 and Health Management Society 2012**
 Hubbell/Tyner
 c/o YRC/STP
 12400 Dupont Avenue South
 Burnsville, MN 55337-1682

** Direct Shipments

To: Your Company Name / Booth #
For: **Annual Conference of the Prognostics
 and Health Management Society 2012**
 c/o Hubbell/Tyner
 Hyatt Regency Minneapolis
 1300 Nicollet Mall
 Minneapolis, MN 55403

Warehouse Advance Shipments Crated (200 lb. Minimum)

*Receiving cut-off date: Thursday, September 20

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

Exhibit Hall Direct Shipments Crated (200 lb. Minimum)

**Receiving Date and Time: Monday, Sept. 24: 8:00am – 4:30pm

Shipment Weight _____ ÷ 100 = _____ x \$68.00 per 100 lbs =

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

Shipment Weight _____ ÷ 100 = _____ x \$99.50 per 100 lbs =

Late Freight (200 lb. Minimum)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ 100 = _____ x \$22.25 per 100 lbs =

Overtime Freight (200 lb. Minimum)

Freight loaded or received after 4:30 pm Mon – Fri or weekends

Shipment Weight _____ ÷ 100 = _____ x \$18.00 per 100 lbs =

Total Estimated Material Handling

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

Company Name: _____ **Booth #** _____

Material Handling Information

Freezable/Controlled Environment Shipments

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

Overtime

Overtime charges apply to shipments that meet the following guidelines:

Inbound Freight

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:30 pm on weekdays or delivered anytime on weekends or holidays.

Outbound Freight

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

Late Freight

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

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

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

Return Shipping

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

Outbound Shipping Information

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

Advance Shipping Labels

Advance Shipment

Annual Conference of the Prognostics and Health Management Society 2012

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

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

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Advance Shipment

Annual Conference of the Prognostics and Health Management Society 2012

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

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

A

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Direct Shipping Labels

Direct Shipment

Annual Conference of the Prognostics and Health Management Society 2012

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

**c/o :Hubbell/Tyner - Hyatt Regency
1300 Nicollet Mall
Minneapolis, MN 55403**

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Direct Shipment

Annual Conference of the Prognostics and Health Management Society 2012

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

**c/o: Hubbell/Tyner – Hyatt Regency
1300 Nicollet Mall
Minneapolis, MN 55403**

D

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ of _____ pieces

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

Labor

Important Information

On-Site orders will be charged an additional 20%

There will be a 100% cancellation fee, for labor canceled on show site.

There will be a 1 hour charged per man to exhibitors that cancel their labor request within 48 hours of the start time.

Labor Rates

Straight Time: \$73.50 per man hour
 (8:00 am – 4:30 pm, Monday – Friday)

Overtime: \$116.50 per man hour
 (Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays)

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

Labor Supervision Options (check one)

Exhibitor Supervision

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

Representative Name/Company: _____
 Cell Phone #: _____

Hubbell/Tyner Supervision

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

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

Ship To: _____

Bill To: _____

Total Estimated Labor \$

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

Company Name: _____ Booth # _____

Booth Cleaning

Important Information

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

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

DAILY BOOTH VACUUMING SERVICE (please circle days requested below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended
Vacuuming.....	<input type="text"/>	x \$0.35 / sq ft	x <input type="text"/>	= \$ <input type="text"/>

Total Estimated Booth Cleaning \$

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

Company Name: _____ Booth # _____

Exhibitor Appointed Non-Official Contractor

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

Exhibiting Company: _____

Exhibitor Appointed Contractor

Company _____

Contact: _____ **Title:** _____

Address: _____

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

Phone: _____ **Fax:** _____

Work Being Performed: _____

The EAC must provide Hubbell/Tyner with the following information

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

The EAC must abide by the following

- Union Rules and Regulations
- Rules and Regulations provided by Show Management

Company Name: _____ **Booth #** _____



ELECTRICAL SERVICE ORDER FORM

In order for us to properly service all exhibitors, this electrical service order form must be completed and returned to the HYATT REGENCY MINNEAPOLIS seven [7] days prior to set-up date. Payment MUST BE INCLUDED with this order form. Orders received without payment CANNOT be processed until payment is received. **If payment is not received prior to set-up date, the request will be subject to a \$100.00 same day set-up fee**, in addition to the electrical service charge. Payments may be made by cash, company check or credit card payable to HYATT REGENCY MINNEAPOLIS.

Please complete the following:

Convention Name _____ Convention Dates _____
 Exhibitor Name _____ Booth Number _____
 Address _____ Phone Number _____
 City _____ State _____ Zip _____
 Authorized Signature _____ Convention Services Manager _____

Please Print Your Name Here

Type Of Service Required:	Standard _____	Special Service _____
Method Of Payment:	Check _____	Credit Card Type and # _____ exp _____

**** ORDERS NOT RECEIVED PRIOR TO SET-UP DAY OR RECEIVED WITHOUT PAYMENT ARE SUBJECT TO A \$100.00 SAME DAY SET-UP FEE ****

STANDARD ELECTRICAL SERVICE AVAILABLE*:

A) 20 amp/ 120 volt/ single phase \$75.00/ line/ day

SPECIAL ELECTRICAL SERVICE AVAILABLE:

- B) 30 amp/ 208 volt/ single phase \$130.00/ line/ day
- C) 60 amp/ single phase \$130.00/ line/ day
- D) 60 amp/ 3 phase \$220.00/ line/ day
- E) 100 amp/ 3 phase \$350.00/ line/ day
- F) 200 amp/ 3 phase \$640.00/ line/ day

Multi-outlet Electric Box

G) 8 outlets (20 amps each) \$400.00/ line/ day

POWER REQUESTED

(Circle type that applies): **A B C D E F G**

Number of Lines _____
 Cost per Line _____ x \$ _____
 Number of Days required _____
 Total Electrical Cost _____ = \$ _____

Number of Power Strips _____
 Cost per Power Strip _____ x \$ _____
 Total Power Strip Cost _____ = \$ _____

SPECIAL REQUEST:

Power Strip \$25.00/ strip Grand Total Cost _____ = \$ _____

*Standard Electrical Power is the same type of power that is typically in most homes. Each power line has 3 – 3 prong outlets.

ABSOLUTELY NO ORDERS FOR ELECTRICAL SERVICE WILL BE TAKEN OVER THE TELEPHONE!!

BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM EXHIBIT HALL BEFORE 12:00 MIDNIGHT OF TEARDOWN DAY. MATERIALS LEFT BEHIND WILL BE DISCARDED.

Office use only!! Amount Received \$ By	Mail Order Form and Payment to: HYATT REGENCY MINNEAPOLIS ATTENTION: CONVENTION SERVICES 1300 NICOLLET MALL MINNEAPOLIS, MN 55403 Equipment hook ups are not done, we only provide power.	FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM AND IS NON-REFUNDABLE FOR NON-USERS OR NO-SHOWS
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QUESTIONS PLEASE CALL 612-596-4530 OR FAX 612-596-4539.

ELECTRICAL SERVICE ORDER FORM



Hyatt Regency Minneapolis

Exhibitor High Speed Internet Order Form



Hyatt Regency Minneapolis, 1300 Nicollet Mall., Minneapolis, MN. 55403
 Phone: 612.343.4018 * Fax: 612.343.4019

CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Name:	Show Dates:	
Billing Street Address:	City, State & Zip	
Contact Name	Telephone:	
E-Mail Address:	Fax Number:	

SERVICE DESCRIPTION	QTY	Days	X	RATE	=	TOTAL
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Standard SHARED Internet Services						
Single user/device shared Ethernet connection (Single Public IP address)	0	x	0	x	\$150.00	= -
Additional user/device (Public IP Address)	0	x	0	x	\$50.00	= -

Engineered DEDICATED Internet Services						
384Kbps Dedicated VLAN Ethernet connection	0	x	0	x	\$225.00	= -
512Kbps Dedicated VLAN Ethernet connection	0	x	0	x	\$250.00	= -
768Kbps Dedicated VLAN Ethernet connection	0	x	0	x	\$275.00	= -
1024Kbps Dedicated VLAN Ethernet connection	0	x	0	x	\$350.00	= -
1536Kbps Dedicated VLAN Ethernet connection (T-1 speed)	0	x	0	x	\$400.00	= -
Customized firewall configuration	0	x	0	x	Per Request	= -
Point-to-Point tunneling configuration	0	x	0	x	Per Request	= -

Equipment Rental						
Netgear 5-Port Ethernet switch (10/100)	0	x	0	x	\$25.00	= -
Cisco 24-Port Ethernet switch (10/100)	0	x	0	x	\$75.00	= -
Cisco Wireless Access Point	0	x	0	x	\$75.00	= -
PC laptop with Microsoft Office	0	x	0	x	\$175.00	= -
Safelock Projector Table	0	x	0	x	\$20.00	= -
17" Flat Panel Computer Monitor	0	x	0	x	\$100.00	= -
20" Flat Panel Computer Monitor	0	x	0	x	\$125.00	= -
32" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$250.00	= -
50" Flat Panel TV Monitor (on 6' stand w/ shelf & speakers)	0	x	0	x	\$450.00	= -

Special Services						
Cyber Café	0	x	0	x	Per Request	= -
Video Conferencing	0	x	0	x	Per Request	= -

SUBTOTAL =	-
X 22% SERVICE CHARGE =	-
X 7.775 SALES TAX =	Tax on Service Charge & Gear/No Tax On Internet
GRAND TOTAL =	-

***All prices listed are on a per day rate * There is a 22% Service Charge to all orders.**

Payment Method

<input type="checkbox"/> American Express	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Hotel Master Acct
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Card Number:

Expiration Date:

Card Holder Signature:



COMMUNICATIONS ORDER FORM

To expedite processing of your order please make certain all information is complete.

In order for us to properly service all clients, this phone service order must be completed and returned to the Hyatt Regency Minneapolis seven [7] days prior to set-up date. If same day set-up is required there will be an additional \$50.00 service charge over and above the normal phone charges.

CONVENTION NAME _____ DATES _____

COMPANY NAME _____

GROUP CONTACT/ EXHIBITOR NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

TYPE OF SERVICE REQUESTED

DID HOUSE LINES / 56K COMPUTER LINES

A. HOUSE PHONE No outside calls incoming or outgoing; no installation fee; \$30.00 per phone per day equipment rental

B. IN-HOUSE/ LOCAL DIRECT DIAL LINE WITH PHONE \$100.00 installation fee per line; \$30.00 per phone per day; no charge for local calls

C. LOCAL AND LONG DISTANCE DIRECT DIAL LINE WITH PHONE \$100.00 installation fee per line; \$30.00 per phone per day; no charge for local calls; long distance billed at operator assisted rate plus \$.20 per minute plus a \$1.00 plus tax access fee

D. DIRECT DIAL OUTSIDE LINE FOR COMPUTER MODEM \$100.00 installation fee per line; no charge for local calls; long distance billed at operator assisted rate plus \$.20 per minute plus a \$1.00 plus tax access fee

E. ANY OF THE ABOVE WITH VOICE MAIL CAPABILITY Above listed price plus an additional \$40.00 installation fee per line

MEETING ROOM / BOOTH NUMBER _____

INSTALLATION DATE _____ TIME _____ REMOVAL DATE _____ TIME _____

METHOD OF PAYMENT

CREDIT CARD TYPE _____ CARD# _____ EXP. DATE _____

DIRECT BILL COMPANY NAME _____ DB# _____

Must have prior approval for direct bill option

BILL TO ROOM ROOM # _____

AUTHORIZED SIGNATURE _____

PLEASE PRINT NAME _____

DID HOUSE LINES / 56K COMPUTER LINES ORDER:

MAIL OR FAX TO:
HYATT REGENCY MINNEAPOLIS
ATTENTION: CATERING/ CONVENTION SERVICES
1300 NICOLLET MALL MINNEAPOLIS, MN 55403
FAX 612-596-4539

FOR HOTEL USE ONLY

FRONT DESK Extension _____ Res # _____ Room # _____

CONVENTION SERVICES Jack # _____ CATERING/CS MANAGER _____

BACHMAN'STM

Commercial Plant Services

Green Plants (Rental Only)	Quantity	Unit Cost	Total
3 Foot Green Plant	[____]	35.00	____ [____]
4 Foot Green Plant	[____]	45.00	____ [____]
5 Foot Green Plant	[____]	55.00	____ [____]
6 Foot Green Plant	[____]	65.00	____ [____]
7 Foot Green Plant	[____]	90.00	____ [____]
Small Fern 6" Pot	[____]	20.00	____ [____]
Large Fern 8" Pot	[____]	30.00	____ [____]

Blooming Plants (Purchase Only)	Quantity	Unit Cost	Total
Chrysanthemum	[____]	19.99	____ [____]
Azaleas	[____]	30.00	____ [____]

Fresh Floral Service (Purchase Only)	Quantity	Unit Cost	Total
Cut Flower Arrangement 18" High	[____]	50.00	____ [____]
Cut Flower Arrangement 24" High	[____]	65.00	____ [____]
Tropical Arrangement	[____]	75.00	____ [____]
Delivery Charge (for up to 10 plants)	[____]		10.99 [____]
Call for orders over 10 plants			
Service Fee	[____]		[____]

Subtotal: [____]
 7.775% Tax [____]
 Total: [____]

Green Plant
 Rental Includes:
 Decorative Containers
 Removal at end of event

Orders placed after move in
 are subject to \$25.00
 Special Service Fee

Payment Policy
 All Orders Must Be
 Paid in Full Prior to Event

Special Services
 Call For Quotation
 Corsages, Boutonnieres
 Hospitality Suites/ Flowers

Add \$99. To service fee
 for Sunday pick-up

Please fill out completely:

Show Name _____ 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 _____

Pick-up Date _____ A.M. _____ P.M. _____ Date & Time Show Opens _____

Credit Card # _____ Exp. Date _____ CVC Code _____

Name on Credit Card _____

Signature _____

For Special Services Contact Bachman's
 Fax 612-861-7766 or www.comserv@bachmans.com





Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.610.6500

