

As the Official Service Contractor for your event, we are committed to providing you with a smooth running exposition. Please review the following information carefully and place orders early to obtain valuable discounts. We hope this will be a successful marketing event for your company. If we can help in any way, please contact:

Contact Name: Eric Brahms

Phone: 612-328-6586

Email: eric.brahms@chromexpo.com

Show Management

Contact Name: Leah Sweet

Phone: 952-564-3058

Email: lsweet@jaffemanagement.com

Exhibit Information

Each booth is 10' x 10' wide and includes: 8' high BLACK back drape, 3' high BLACK side drape and (1) Booth ID sign

****THE EXHIBIT AREA IS NOT CARPETED****

Important Dates:

Advance Freight Discount Deadline Date

July 26, 2023

Advance Equipment Order Pricing Deadline

July 26, 2023

Exhibit Show Schedule:

Exhibitor Move in: Monday July 31, 2023

11:00am - 5:00pm

Tuesday August 1, 2023

8:00am - 11:30am

Show Hours: Tuesday August 1, 2023

12:00pm - 5:00pm

Exhibitor Move out: Tuesday August 1, 2023

5:00pm

Outbound shipments: Outbound carriers must be checked in by 6:30pm on Tuesday August 1, 2023.

Shipping Information:

Advance to Warehouse:

For: Minnecon

C/O Chrom Expo Services

1134 Stinson Blvd NE

Minneapolis, MN 55413

Show Site Pick Up Location:

St. Paul RiverCenter

175 Kellogg Blvd West

St. Paul, MN 55102

Recap of Orders / Payment Authorization

This form along with your order, check/credit card for payment MUST be returned to Chrom Expo Services at the address listed below to be valid. Orders without payment or a credit card will not be processed.

Order Summary

<input type="checkbox"/> Pay by Credit (add 2.92% transaction fee)	Tables & Furnishings	\$ _____
<input type="checkbox"/> Pay by Check	Carpet	\$ _____
<input type="checkbox"/> Pay by Wire Transfer	Cleaning	\$ _____
<input type="checkbox"/> Third Party Payer	Labor (Non-Taxable)	\$ _____
	Material Handling (Non-Taxable)	\$ _____
	Sales Tax 7.88%	\$ _____
	Credit Card Fee 2.92%	\$ _____
	TOTAL	\$ _____

☐ Tax Exempt

*All Tax Exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form.
Chrom Expo Federal Tax ID # 84-3441966

Payment Authorization

Cardholders name: _____

Cardholders Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Credit Card Number: _____ Exp: _____ VIN: _____

By signing this form I've authorized Chrom the right to charge the credit card for charges and services incurred by myself or my on site representative. If the credit card is declined, Standard-Floor pricing rates will apply along with a \$40.00 service charge.

Terms

- Submission of this form allows Chrom Expo Services to charge for services and the exhibitor agrees to the terms in this service kit.
- Order and payment must be received in full and by the deadline date listed in the kit to be eligible for Advance Order pricing
- Any additional charges incurred for orders or services on site will be applied to the credit card on file or due upon date or order/charge.
- All corrections to the account must be made prior to show close.
- International Exhibitors must pay full balance in advance of show
- Chrome Expo Service reserves the right to charge floor pricing for all equipment not ordered but found within booth spaces.
- Orders canceled or changed once item has been delivered & set will be charged 50% of the original price.

Exhibiting Company: _____

Booth #: _____



Minnecon 2023

St. Paul RiverCentre
Exhibit Hall A

August 1, 2023

THIRD PARTY PAYMENT AUTHORIZATION

THIRD PARTY COMPANY INFORMATION

Company _____

Address _____

City/State/Zip _____

Representative Name _____

Email _____

Signature _____

THIRD PARTY COMPANY CREDIT CARD AUTHORIZATION

Card Number _____

Card Type Visa Master Card Discover American Express Exp _____ cw _____

Card Holder Name _____

Card Holder Signature _____

Email Address _____

Billing Address _____

City/State/Zip _____ Phone _____

Services to be charged to Third Party

____ All Services ____ Booth Furnishings ____ Booth Labor ____ Material Handling ____ Other _____

Acknowledgement of Third Party Credit Authorization

By completing and returning this document to Chrom Expo 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.

Equipment & Furniture Order Form

Advance Order Discount Deadline: July 26, 2023

Plain Tables

QTY	Advance	Floor	
___ 4' L x 30" W Plain Table	\$49.00	\$64.00	_____
___ 4' L x 40" W Plain Table	\$53.00	\$76.00	_____
___ 6' L x 30" W Plain Table	\$52.00	\$67.00	_____
___ 6' L x 40" W Plain Table	\$57.00	\$81.00	_____
___ 8' L x 30" W Plain Table	\$57.00	\$74.00	_____
___ 8' L x 40" W Plain Table	\$62.00	\$89.00	_____

Spandex Covered Tables

QTY	Advance	Floor	
___ 4' L x 30" W Spandex Covered Table	\$79.00	\$104.00	_____
___ 4' L x 40" W Spandex Covered Table	\$86.00	\$115.00	_____
___ 6' L x 30" W Spandex Covered Table	\$82.00	\$107.00	_____
___ 6' L x 40" W Spandex Covered Table	\$90.00	\$120.00	_____
___ 8' L x 30" W Spandex Covered Table	\$87.00	\$114.00	_____
___ 8' L x 40" W Spandex Covered Table	\$95.00	\$127.00	_____

Pedestal Tables

QTY	Advance	Floor	
___ 30"hx30" Plain Pedestal	\$75.00	\$98.00	_____
___ 42"hx30" Plain Pedestal	\$75.00	\$98.00	_____
___ 30"hx30" Spandex Covered Pedestal	\$105.00	\$138.00	_____
___ 42"hx30" Spandex Covered Pedestal	\$105.00	\$138.00	_____

Tabletop Risers - 12" Tall

QTY	Advance	Floor	
___ 4'L x 12"T Riser	\$40.00	\$52.00	_____
___ 6'L x 12"T Riser	\$60.00	\$78.00	_____

The Recap of Orders Form must be submitted with all orders

Exhibiting Company: _____

Booth #: _____

Seating

QTY	Advance	Floor	
___ Clear Acrylic Folding Chair	\$35.00	\$46.00	_____
___ Black Plastic Folding Chair	\$25.00	\$36.00	_____
___ High Stool with Back - Black	\$80.00	\$104.00	_____
___ High Stool with Back - White	\$80.00	\$104.00	_____

Display Elements

QTY	Advance	Floor	
___ Easels	\$38.00	\$50.00	_____
___ Bag Holder	\$57.00	\$74.00	_____
___ Tack Board - 4' x 8'	\$102.00	\$133.00	_____
___ Sign Holder - 22"x28"	\$88.00	\$114.00	_____
___ Waste Basket	\$23.00	\$30.00	_____

Gridwall

QTY	Advance	Floor	
___ Gridwall with base - 2'x7'	\$59.00	\$77.00	_____
___ Gridwall - 2'x7'	\$45.00	\$59.00	_____

Pipe & Drape

QTY	Advance	Floor	
___ 3' Pipe & Drape per foot	\$15.00	\$19.00	_____
___ 8' Pipe & Drape	\$17.00	\$21.00	_____

Booth Carpeting & Padding

QTY	Advance	Floor	
___ 10' x 10' Carpeting	\$165.00	\$215.00	_____
___ 10' x 20' Carpeting	\$330.00	\$430.00	_____

Select Color: ☐ Black ☐ Silver ☐ Red ☐ Navy

___ 10' x 10' Carpet Padding	\$100.00	\$130.00	_____
___ 10' x 20' Carpet Padding	\$201.00	\$261.00	_____



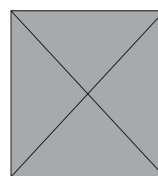
Acrylic
Chair



High
Stool



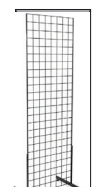
Spandex
Cover



Easel



Pedestal
Table



Grid
Wall



Minnecon 2023

**St. Paul RiverCentre
Exhibit Hall A**

August 1, 2023

Submit this form to order cleaning services from Chrom Expo Services to ensure booth cleanliness post set-up and throughout the show. Daily service includes emptying g of waste baskets. Enter the Total below on Payment Authorization/Order Summary and send along with this form. Orders received without full payment or credit card information will not be processed.

Orders canceled prior to move-in will be charged 50% of the original price.

Orders canceled after move-in begins will be charged 100% of the original price.

SELECT YOUR SERVICE

	SERVICE	Number of Days		Square Feet		Square Foot Charge		TOTAL
<input type="checkbox"/>	Vacuum once prior to show open		X		X	\$0.50	=	
<input type="checkbox"/>	Vacuum once prior to show open and daily thereafter		X		X	\$0.50	=	

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

Exhibiting Company _____ **Booth #** _____

Submit this form to order labor from Chrom Expo Services. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of equipment. Enter the Total below on Payment Authorization/Order Summary and send along with this form. Orders received without full payment or credit card information will not be processed.

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

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

All Labor is billed on a one our per laborer minimum then billed in 1/2 hour increments

LABOR

STANDARD RATES

Straight Time Labor per hour \$108.00
Overtime Labor per hour \$178.00

ON-SITE RATES

Straight Time Labor per hour \$130.00
Overtime Labor per hour \$210.00

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

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

LABOR SUPERVISION OPTIONS (please check one)

☐ Exhibitor Supervision

Work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed. No shows will be billed at the minimum per laborer rate.

☐ Chrom Expo Services Supervision

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

Representative Name/Company: _____ Cell Phone #: _____

LABOR ESTIMATE

	Date	Time	# Laborers		Est. Hours per Laborer		Total Hours		Rate per hour		Subtotal		Chrom Supervision (subtotal x .30)		Estimated Cost
Installation				X		=		X		=		+		=	
Dismantle				X		=		X		=		+		=	

OUTBOUND FREIGHT (Shipped via our preferred carrier unless prior arrangements are made by the exhibiting company)

Ship to: _____

Bill to: _____

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

Exhibiting Company _____ **Booth #** _____

MATERIAL HANDLING RATES

WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:30 PM MON – FRI)

- 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

Per 100 Weight \$95.00
200 lb. Minimum \$190.00

LATE FREIGHT

- Freight received at warehouse less than 5 days prior to show move in times

Per 100 Weight \$125.00
200 lb. Minimum \$250.00

OVERTIME

- Before 8:00 am or after 4:30 pm Mon – Fri, and all day Sat & Sun, & Holidays
- Overtime is an additional charge to the appropriate drayage rates

Per 100 Weight \$30.00
200 lb. Minimum \$60.00

SMALL PACKAGE/SHIPMENT RATE

- Cartons/Envelopes weighing less than 30 lbs. per shipment

\$55.00 / small package shipment

EMPTY CONTAINERS

Chrom Expo Services will store exhibit materials/containers that have not been handled by Chrom Expo Services at the following rates:

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

\$45.00 / each – Empty wooden crates and skids/pallets

Please Note: All shipments must be sent prepaid. Chrom Expo Services will not accept C.O.D shipments.

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

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

Advance Shipments:

Receiving dates: July 1 - July 28, 2023

Receiving hours: Mon – Friday 8:00am – 4:30pm

To: Exhibiting Company Name / Booth #

For: Minnecon

C/O Chrome Expo Services

1134 Stinson Blvd NE

Minneapolis, MN 55413

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

Warehouse Advance Shipments (*200 lb. Minimum Handling Charge)

Shipment Weight _____ ÷ *100 = _____ x \$95.00 per 100 lbs = _____

Late Freight (*200 lb. Minimum Handling Charge)

Freight received at Advance warehouse after advance deadline

Shipment Weight _____ ÷ *100 = _____ x \$125.00 per 100 lbs = _____

Overtime Freight (*200 lb. Minimum Handling Charge)

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

Shipment Weight _____ ÷ *100 = _____ x \$30.00 per 100 lbs = _____

Total Estimated Material Handling \$ _____

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

Exhibiting Company _____

Booth # _____

MATERIAL HANDLING INFORMATION

Freezable/Controlled Environment Shipments

Chrom Expo Services 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. Chrom Expo Services 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 Chrom Expo Services' contracted carriers. Blank bills of lading & shipping labels will be available at the Chrom Expo Services Service Desk. Chrom Expo Services 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 Chrom Expo Services Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

SHIPPING LABELS

ADVANCE WAREHOUSE

Minnecon - ADVANCE SHIPMENT

***late warehouse charges apply after: July 28, 2023**

To: C/O CHROME EXPO SERVICES
1134 Stinson Blvd NE
Minneapolis, MN 55413

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ **of** _____ **pieces**

**ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED
USING LARGE LETTERS. Chrom Expo Services WILL NOT BE RESPONSIBLE FOR GOODS NOT
LABELED**

ADVANCE WAREHOUSE

Minnecon - ADVANCE SHIPMENT

***late warehouse charges apply after: July 28, 2023**

To: C/O CHROME EXPO SERVICES
1134 Stinson Blvd NE
Minneapolis, MN 55413

Exhibiting Company Name _____

Booth Number _____

Piece #: _____ **of** _____ **pieces**

**ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED
USING LARGE LETTERS. Chrom Expo Services WILL NOT BE RESPONSIBLE FOR GOODS NOT
LABELED**

Complete this form to request pre-done outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth as showsite.

OUTBOUND SHIPPING INFORMATION

Ship to (Company): _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

SHIPPING METHOD

Ground: ☐ YRC Freight ☐ Other Ground _____

Air: ☐ YRC Freight ☐ Other Ground _____

☐ Next Day ☐ 2nd Day ☐ Deferred

FREIGHT CHARGES GUARANTEED BY

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SHIPPING LABELS REQUEST

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

NOTES

- Please complete one form per shipment
- Do not leave Bills of Lading in your Booth.
- Please review the *Material Handling Information, Material Handling Rate Schedule, and Limits of Liability forms.*

Exhibiting Company: _____

Booth #: _____

LIMITS OF LIABILITY

1. All shipments should be insured by you, the Exhibitor, from the time it leaves your facilities until the time it is returned from the show. Shipments received without receipts or freight bills (UPS/FedEx) will be delivered to the booth without guarantee of piece count or condition. Chrom Expo Services is not responsible for shipments left in booth by an exhibitor. We will count & ship pieces found in the booth as we remove them from the exhibit hall. Chrom Expo Services is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Chrom Expo Services is limited to \$0.30/lbs. per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Chrom Expo Services personnel or contractors. Any damage claims must be made before the close of the show.

2. Claims of loss or damage must be submitted to Chrom Expo Services by the close of the show. Otherwise, Chrom Expo Services will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Chrom Expo Services more than one year after the show. Chrom Expo Services shall not be liable for loss, damage, theft or disappearance of exhibitor materials after same have been delivered to the exhibitor booth.

3. In order to expedite removal of materials from the show site, Chrom Expo Services shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Chrom Expo Services reserves the right to remove, ship and re-route such shipments, or ship to the Chrom Expo Services warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Chrom Expo Services and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Chrom Expo Services assumes no liability as a result of such re-routing.

4. Chrom Expo Services shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Chrom Expo Services at least 30 days prior to the event. Chrom Expo Services shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Chrom Expo Services.

5. Chrom Expo Services shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Chrom Expo Services shall not be liable for exhibitor materials before they are picked up from the exhibitor's booth for loading after the show.

6. Empty container labels will be available at the Chrom Expo Services service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Chrom Expo Services assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Chrom Expo Services assumes no responsibility for exhibitor's failure to follow the above procedures, removal of containers with old labels or without Chrom Expo Services labels; shipping of containers with improper information or empty labels, or the removal or disposition of materials stored in containers with improper information or empty labels, or the removal or disposition of materials stored in containers with empty labels.

7. Small package shipments received without individual or carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., will be delivered to the booth without guarantee of piece count or condition. Chrom Expo Services shall not accept liability for such shipments.

8. The exhibitor agrees in connection with the receipt, handling, temporary storage, and reloading of its materials; that Chrom Expo Services will provide these services as the exhibitor's agent and not as Bailee or shipper. If any employee of Chrom Expo Services signs a delivery receipt, bill of lading or other document, we agree that Chrom Expo Services will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Chrom Expo Services shall not be liable for damage to exhibitor materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative. Forklift and operators are available to assist you with setup, spotting of machinery and unskidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.



EXHIBITOR SERVICES

ORDER ONLINE AT RIVERCENTRE.ORG

To order services for your booth, please visit www.rivercentre.org/exhibit/order-exhibitor-services

This online system allows you to create an account, order services, receive email receipts, access prior orders and submit credit requests.

IMPORTANT INFORMATION

All orders must be submitted online

Saint Paul RiverCentre only accepts credit cards as payment

(Visa, Mastercard, Discover & American Express)

SECURE & EASY TO USE

Contact our Exhibitor Services Team with Questions

651-265-4875 or exhibit@rivercentre.org

ELECTRICITY INTERNET TELEPHONE CABLE TV WATER DRAIN COMPRESSED AIR