



Dear Exhibitor:

Mid America Convention Services is thrilled to have been selected to be the official service contractor for the upcoming **North American Farm & Power Show**. Participating in shows such as this is a great way to get your company seen by your target audience, and we want to make sure that your experience with the show is easy, profitable and rewarding.

Please take some time to review the information in the following pages. Be sure to note the advanced order deadline, it is recommended to submit your order and payment as soon as possible to ensure that you are taking advantage of our advance order rates. Orders received after the advance order date will be billed at floor pricing, and availability is not guaranteed.

I am happy to assist you in anything you may need. If you have any questions please do not hesitate to contact me.

Sincerely,

Chris Martin  
(507) 226-2582 (Direct)  
midamerica.c.service@gmail.com



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## GENERAL INFORMATION & POLICIES

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### BOOTHS

Your 10" x 10' booth includes:

- 8' high back drape in show colors
- 3' high side drape in show colors

**Show Colors:** Blue & White

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### ADVANCE DEADLINES

Orders must be received with full payment prior to the following date to take advantage of advanced pricing.

Carpet & furnishing rentals: March, 14th

Advance freight must arrive to the warehouse by:

Advance freight deadline: March, 14th

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### MATERIAL HANDLING

#### ADVANCE TO WAREHOUSE

#### DIRECT TO SITE

Late charges apply to deliveries after: March, 14th We do not encourage or assist with this option

**TO:** Exhibiting Company Name & Booth #

**FOR:** North American Farm & Power Show

Mid America Convention Services

605 Industrial Drive SE

Elgin, MN 55932

## **PAYMENT POLICY**

- All orders must be received with full payment or credit card information. Orders without prior payment will not be processed and will be charged at site rates on show day.
  - All charges must be paid prior to the opening of the show.
  - We accept: Cash, Check, VISA, MasterCard & American Express
  - We are unable to accept purchase orders for payment of goods and services.
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## **TAX EXEMPTION**

- If a sales tax exemption exists for your company, a copy of your ST-3 tax exemption certificate must be sent in along with your order.
  - No adjustments can be made for tax exemption after the opening of the show.
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## **THIRD PARTY BILLING**

- The exhibiting company is responsible for final charges. If a third party is involved and payment has not been made prior to the beginning of the show, it is the exhibiting companies responsibility to pay existing charges promptly.
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## **UTILITIES & SHOW SERVICES**

- For all booth utilities and additional services, please contact applicable vendors directly. If you are unsure who to contact, we will be happy to point you in the right direction.
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## **CANCELLATIONS & ORDER ADJUSTMENTS**

- A restocking fee of 50% will be invoiced for cancellations or order changes, unless otherwise noted on order form.
  - No adjustments will be made after the opening of the show.
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## **MISCELLANEOUS**

- If rental items are found in your booth that have not been ordered, they will be invoiced at the standard show rate.
  - All pricing is in U.S. Dollars (\$).
  - All rental items are subject to applicable State & Local taxes.
  - All rental items are the exclusive property of Mid America Convention Services.
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Advance Orders Due: March, 14th

# ORDER SUMMARY (This page must be completed in full with payment to confirm your order)

<b>Taxable Services</b>	
Furnishings & Accessories	\$
Floor Covering	\$
Displays & Signage	\$
Booth Cleaning Services	\$
6.825% MN Sales Tax if not including valid ST3 form	\$
<b>Non-Taxable Services</b>	
Labor (Requires Credit Card on File)	\$
<b>Grand Total</b>	<b>\$</b>

## PAYMENT METHOD

Credit Card                       Check # \_\_\_\_\_  
 Card Number \_\_\_\_\_  
 Card Type                       Visa                       MasterCard                       Discover                       American Express  
 Exp \_\_\_\_\_                      CCV \_\_\_\_\_  
 Card Holder Name \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_                      Phone \_\_\_\_\_

## EXHIBITING COMPANY

Company \_\_\_\_\_                      Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_                      Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_



Advance Orders Due: March, 14th

## FURNISHINGS & ACCESSORIES

Item	Qty	Advance	Show Price	Total
<b>STANDARD CHAIRS</b>				
Plastic Side Chair		\$18.25	\$24.50	
High Stool		\$50.50	\$65.00	
<b>ACCESSORIES</b>				
Horizontal Poster Board (4' high x 8' wide)		\$60.25	\$79.25	
Vertical Poster Board (8' high x 4' wide)		\$60.25	\$79.25	
Wastebasket		\$15.75	\$23.75	
Tabletop Easel		\$37.75	\$49.50	
Charging Station		\$175.00	\$205.00	
<b>TABLE RISERS</b>				
4' Tabletop Riser		\$51.75	\$67.25	
6' Tabletop Riser		\$72.50	\$94.25	
8' Tabletop Riser		\$94.25	\$122.50	
<b>MASKING DRAPE</b>				
8' High (Price per linear ft.)		\$17.50	\$20.50	
3' High (Price per linear ft.)		\$15.00	\$17.50	
Drape Color Selection <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Seafoam Green				
<b>Subtotal Furnishings &amp; Accessories</b>				\$

## FLOOR COVERING

Item	Qty	Advance	Show Price	Total
<b>Standard Carpet (10 oz. Nylon)</b>				
10' x 10'		\$98.00	\$128.00	
10' x 20'		\$169.00	\$198.00	
10' x 30'		\$259.00	\$298.00	
10' x 40'		\$349.00	\$398.00	
<b>Custom Size - Standard Carpet</b>				
Length _____ x Width _____ = sq. ft.	sq. ft.	\$0.78	NA	
Carpet Color Selection <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red				
<b>Subtotal Floor Covering</b>				\$



Advance Orders Due: March, 14th

## TABLES

Item	Qty	Advance	Show Price	Total
<b>30" High Skirted Tables (on 3 Sides)</b>				
4' L x 24" W		\$78.50	\$98.50	
6' L x 24" W		\$88.50	\$108.50	
8' L x 24" W		\$98.50	\$118.50	
4th Side Skirting		\$48.00	\$62.25	
Skirting Color Selection <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Teal				
<b>42" High Skirted Tables (on 3 Sides)</b>				
4' L x 24" W		\$88.00	\$108.00	
6' L x 24" W		\$98.00	\$118.00	
8' L x 24" W		\$108.00	\$128.00	
4th Side Skirting		\$48.75	\$63.25	
Skirting Color Selection <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red				
<b>30" High Unskirted Tables (on 3 Sides)</b>				
4' L x 24" W		\$49.25	\$62.50	
6' L x 24" W		\$51.75	\$67.25	
8' L x 24" W		\$57.25	\$74.25	
<b>42" High Unskirted Tables (on 3 Sides)</b>				
4' L x 24" W		\$53.00	\$69.00	
6' L x 24" W		\$58.75	\$76.25	
8' L x 24" W		\$65.25	\$84.50	
<b>High Top Tables</b>				
30" H x 30" Round		\$75.75	\$95.75	
42" H x 30" Round		\$78.00	\$98.00	
42" H x 30" Round with black spandex cover		\$95.25	\$115.25	
<b>Subtotal Tables</b>				<b>\$</b>



Advance Orders Due: March, 14th

## LABOR

Item	Standard	On-Site
<b>Labor Rates</b>		
Straight Time Labor	\$89.00	\$130.00
Overtime Labor	\$147.00	\$210.00
Holiday Labor	\$147.00	\$210.00

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

Overtime: Before 8:00 am and after 4:30 pm, Monday - Friday, and all day Saturday and Sunday.

Holiday: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

## LABOR SCHEDULE

	Date & time	# of Laborers	# Hours per	Hourly Rate	Total Cost
Installation		X	X	=	
		X	X	=	
Dismantle		X	X	=	
		X	X	=	
<b>Subtotal Labor Service</b>					

## LABOR SUPERVISION OPTIONS (please check one)

**Exhibitor Supervision**

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

Representative Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**MidAmerica Supervision**

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

**NOTE:**

- There will be a 100% cancellation fee for all labor canceled on show site.
- There will be a 2 hour charge per man to exhibitors that cancel their labor request within 24 hours of start time.



Advance Orders Due: March, 14th

DAILY BOOTH VACUUMING SERVICE (Please circle requested days below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Cleaning Service	Area	Price	# Days	Extended Price
Vacuuming	_____	x \$0.45 / sq. ft.	x _____	\$ _____
<b>Total Estimated Booth Cleaning</b>				<b>\$ _____</b>



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## MATERIAL HANDLING LIMITATIONS OF LIABILITY

Mid America Convention Service's (Mid America) liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

1. Mid America shall not be responsible for damage to uncrated materials, improperly packed materials, or items damaged by shipping company

2. Mid America shall not be responsible for loss, theft, or disappearance of materials once materials have been delivered to the exhibitor's booth.

3. Mid America shall not be responsible for loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth for reloading after the show.

4. Mid America shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or any collateral costs, which may result from loss or damage to an exhibitor's materials which make it impossible or impractical to exhibit the same.

5. The consignment or delivery of a shipment to Mid America by an exhibitor or by any shipper on behalf of any exhibitor shall be construed as an acceptance by the exhibitor of the terms and conditions set forth in this bulletin.

6. Mid America shall exercise ordinary diligence and care in the receiving, handling and the storage of all shipments. Mid America shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Mid America's liability shall be limited to physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Mid America is limited to \$.30 per pound per article, with the maximum of \$50.00 per item and a maximum of \$1000.00 per shipment. This applies while these goods are in Mid America's warehouse, in delivery vehicles, or at the show site.

7. Claims for loss or damage which are not submitted to Mid America within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Mid America or it's subcontractors more than one (1) year after the accrual of the cause of action therefore.

8. Affixing outbound shipping labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Mid America assumes no responsibility for errors to the aforementioned procedure, improper information on empty labels, or valuables stored in containers with empty labels.

9. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Be sure that your material has been carefully crated or packed, and properly marked.

10. In order to expedite removal of equipment; Mid America shall have the authority, without further clearance with exhibitors, to change designated carriers.

11. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to the suppliers or customers.

The exhibitor agrees, in the event of a dispute with Mid America relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Mid America for Drayage or any other services provided during the event, as an offset against the amount of alleged loss or damage.

12. Service charge of 1 ½ % per month on any unpaid balance will be made starting 30 days after the date of invoice.

13. Where an exhibitor chooses to arrange a carrier for pickup service at show site, it is the exhibitor's responsibility to arrange prompt pickup service in the limited time provided. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the event location, Mid America reserves the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed. Mid America is not responsible for loss, theft, or disappearance of materials that are left behind at the event location by an exhibitor.

14. EXHIBITORS ARE STRONGLY URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made from exhibitor's possession until shipments are received back after the show.



Advance Orders Due: March, 14th

# ESTIMATED INBOUND SHIPMENT HANDLING ORDER FORM

Please complete the following form if you are planning on shipping inbound exhibit materials.  
Mail, Email or Fax this form to Mid America Convention Services.

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Event Name \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Estimated Date of Shipment \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_

	PARCEL DESCRIPTION	CARRIER	EST. WEIGHT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**ALL MATERIALS WILL BE DELIVERED TO SHOW SITE AND PLACED IN BOOTH**

- **ALL SHIPMENTS MUST BE RECEIVED PRIOR TO ADVANCE FREIGHT DEADLINE.**

- We will only be inbounding exhibit materials. No Outbound freight handling service will be needed.
- We will be out-bounding exhibit materials. Please have a Mid America representative contact us at the show site.
- At this time we are unsure of our outbound shipment handling needs. Please have a Mid America representative contact us at the show site.

**MATERIAL HANDLING RATES**

Inbound Freight	\$100.00 per 100 lbs.	\$100.00 minimum charge.
Outbound Freight	\$100.00 per 100 lbs.	\$100.00 minimum charge.

\*All material handling charges will be billed prior to the start of the show.