



Exhibitor Information Package



Dairy Calf and Heifer Association Annual Conference
DoubleTree by Hilton
Bloomington, Minnesota
April 11th - 14th

Dear Exhibitor,

SNA Exposition Services is pleased to have been selected as the Official service provider for the upcoming Dairy Calf and Heifer Association Annual Conference. We recognize that your participation in this event is a vital part of your company's marketing program and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The SNA Exposition forms are to be returned to our office. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed Show Details page for vital facts and information about this event. If you have any additional questions about our services, please do not hesitate to contact SNAEP's Dairy Calf and Heifer Association Annual Conference Customer Service Representative at exhibits@snaeventproductions.com.

An SNA Exposition representative will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last-minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you kindly.



Exhibitor Information Package



Dairy Calf and Heifer Association Annual Conference

DoubleTree by Hilton - Grand Ballroom
Bloomington, MN

CustomerService/ Show Management

- 952.893.8428 Fax 952.893.8431 e-mail exhibits@snaeventproductions.com
- Office Hours: 8:00 AM - 4:30 PM (central time)
- No telephone orders accepted; please complete and submit your order and credit card information to SNAEP.

Booths

Each booth includes:

- 8' high back drape
- 3' high side drape

The exhibit hall is carpeted.

MaterialHandling

Direct to Show Site

Do not deliver prior to: April 6, 2022

TO: Exhibiting Company Name and Booth #

FOR: Dairy Calf and Heifer Association Annual Conference

- Grand Ballroom

7800 Normandale Blvd

Bloomington, MN 55439

Schedule

Exhibitor Move-in:	Exhibitor	Monday Tuesday	April 11th, 2022 April 12, 2022	2:00 8:00	PM AM	6:00 1:30	PM PM
	Show Hours:	Tuesday	April 12th, 2022	4:30	PM	6:00	PM
		Wednesday Thursday	April 13th, 2022 April 14th, 2022	12:30 7:45	PM AM	6:00 12:30	PM PM
	Exhibitor Move-out:	Thursday	April 14th, 2022	1:00	PM	5:00	PM

At the DoubleTree by Hilton Bloomington - Minneapolis South there are booths and there are SNA booths. Leave the exposition logistics to SNA & DoubleTree Bloomington to help you execute with ease. With the largest freight elevator in Bloomington, we provide the shortest “push” from freight elevator to ballroom, leaving more time for you and your team to focus on the important details. From Zambonis, to tractors, pickup trucks and everything in between – here you can showcase your company’s products/services with no limitations! Through our partnership, SNA Event Productions has envisioned the endless possibilities when it comes to trade shows and their exhibit booth spaces. We can help you with everything you need starting with a standard booth that is outfit by you or chose from a list of creative offerings designed to help you draw in attendees by projecting the aura of your brand.

Make your booth stand out!

SNA 8’ x 8 or 8’ x 10’ booth space in standard exhibit booth drapery. Ask your SNA Executive Producer for an event quote.



SNA Furnishing of tables and chairs

Rectangular, rounds, high-tops all available to suit your particular style of communication with your attendees.



SNA Signage and Banners

Whether you hang them on the wall or mount them on a stand, trade show banners broadcast your message loud and clear.

Benefit - Since they’re durable, you can use your banners for multiple events to save you money on an annual basis



SNA Giveaways “Swag”

Branded giveaways like water bottles, USB flash drives and gadget bags keep your business top-of-mind long after the event is over.

Benefit - Make your giveaways useful and relevant. Don’t forget the tote bag that will carry all materials - we are a one stop shop to take the stress off of your planning.



SNA Technology Enhanced

Fastest high-speed internet in the Twin Cities - Power - Video screens

Benefit - Video adds the motion element that engages attendees to pay attention. From simple to complex graphic we can help you be more memorable to grow your return on investment..





Exhibitor Information Package



Please fax to the secured number: 952-893-8431
 Do not send this form back by email as it is a violation of the Global Information Policy 3.2.1 PCI Data Security Standard 4.2 states. "Never send unencrypted credit card numbers via email"

EXPOSITION SERVICES: (All AV items are subject to a 24% Service Fee + 7.275% Sales Tax)							
Equipment	Qty	Price	Subtotal	Day of Event Orders	# of Days	Total	
Rigging per point		\$225.00	\$0.00	\$250.00		\$0.00	
22" LCD Flat Screen Monitor		\$200.00	\$0.00	\$240.00		\$0.00	
55" LCD Flat Screen Monitor		\$500.00	\$0.00	\$600.00		\$0.00	
85" LCD Flat Screen Monitor		\$750.00	\$0.00	\$1,000.00		\$0.00	
Premium WIFI Access (Per Device)		\$25.00	\$0.00	\$30.00		\$0.00	
Projection Cart with Drape		\$40.00	\$0.00	\$48.00		\$0.00	
6' x 30" Table		\$30.00	\$0.00	\$40.00		\$0.00	
Standard Chair		\$25.00	\$0.00	\$35.00		\$0.00	
Waste Basket		\$10.00	\$0.00	\$15.00		\$0.00	
Wired High Speed Internet Access Line		\$250.00	\$0.00	\$300.00		\$0.00	
Special audio visual, electrical, air or plumbing needs are available and require prior arrangements. A dedicated technician may be required for these additional needs at a minimum rate of \$85.00 per hour/tech. Any additional AV/Electrical needs ordered day of event may be subject to availability.						Subtotal	\$0.00
						24% Service	\$0.00
						7.525% Tax	\$0.00
						TOTAL:	\$0.00

ELECTRICAL SERVICES: (15 AMPs = 1 House hold Outlet or 1875 Watts)							
Equipment	Qty	Price	Subtotal	Day of Event Orders	# of Days	Total	
120 Volt Line Up To 15AMPs		\$45.00	\$0.00	\$54.00		\$0.00	
Single Phase 208 Volt 30 AMPs or Less		\$150.00	\$0.00	\$180.00		\$0.00	
Single Phase 208		\$250.00	\$0.00	\$294.00		\$0.00	
3-Phase 100 AMPs		\$550.00	\$0.00	\$660.00		\$0.00	
3-Phase 200 AMPs		\$700.00	\$0.00	\$840.00		\$0.00	
Local Phone Line		\$75.00	\$0.00	\$90.00		\$0.00	
Power Package (Cord & Strip)		\$25.00	\$0.00	\$48.00		\$0.00	
Hotel is not responsible for damages to equipment due to power surge or interruption. Surge protection is strongly recommended.						Subtotal:	\$0.00
						7.525% Tax:	\$0.00
						TOTAL:	\$0.00



Exhibitor Information Package



EXHIBITOR INFORMATION: (Include phone & email for confirmation purposes)	
Company Name:	Contact Name:
Address:	
City, State & Zip:	
Phone:	Email:

EVENT INFORMATION: (# of days must include setup date)	
Event Name:	Booth #:
Setup Date & Time:	Teardown Date & Time:
Credit Card #:	Exp. Date:
Signature (Required):	

Exhibitor Information Package

Shipping and receiving information from the DoubleTree Bloomington Minneapolis South

INBOUND PACKAGE HANDLING FEES

This is the standard weight of pounds to be used by all hotels and the minimum fee to be applied to all incoming packages:

<u>WEIGHT</u>	<u>PRICE</u>
0 to 5 lbs.	\$ 5.00 per box
6 lbs. – 20 lbs.	\$10.00 per box
21 lbs. – 50 lbs.	\$15.00 per box
Over 50 lbs.	\$35.00 per box
Crate	\$75.00 per crate
Pallet	\$150.00 per pallet

OUTBOUND PACKAGE HANDLING FEES

\$15.00 each box plus carrier costs. Vendors/Booth attendees will be required to fill out a form with their shipping information and payment details before product will be moved for shipping.


Certain packages may incur additional charges for packaging, please confirm packaging price with Receiving prior to shipping. All services are subject to 7.275% sales tax. Packages stored on property for more than or prior to 3 business days will be subject to a per day storage fee equal to the handling fee for each item.

Shipping Tips:

- All boxes should be uniformly addressed. The requested format is as follows:

GUEST NAME (Name of the programs on site contact, not Hotel contact)
GUEST ARRIVAL DATE
C/O DOUBLETREE BY HILTON BLOOMINGTON - MINNEAPOLIS SOUTH
7800 Normandale Boulevard
Minneapolis, MN 55439
RE: CONVENTION / PROGRAM NAME AND DATES

- Multiple packages within a single shipment should be numbered in sequence (e.g. 1 of 3, 2 of 3, etc...); it may be helpful to make note of the individual package contents so that careful records of all materials may be maintained and the sender alerted in the event of damage or non-receipt.
- Heavy boxes should be identified as such so that staff (either yours or ours) can avoid injury while lifting them.
- Require exhibitors to ship freight to the designated drayage company and not to the hotel. The drayage company will deliver boxes to the appropriate exhibit booth.
- Send shipping information in writing to your Catering or Convention Service Manager. Be specific regarding: the number of boxes shipped, the point of origin (company/city), how they were shipped, when they will arrive, where they should be delivered upon arrival, the size, weight and relative condition of the boxes, and any other information which would help the Hotel properly handle your shipment.
- Refrain from sending sensitive equipment (e.g. computers) as outside labor may be required at an additional expense to the group.

	<p>DoubleTree by Hilton Bloomington–Minneapolis South 7800 Normandale Blvd, Minneapolis MN 55439</p> <p>Please fill out the Credit Card Authorization and fax with any additional documentation to 952-893-8431</p> <p>Please do not send this form back electronically as it is in violation of the Global Information Policy 3.2.1.</p> <p>PCI Data Security Standard 4.2 states: “Never send unencrypted credit card numbers via e-mail”</p>
---	--

Credit Card Authorization/Billing Request

I, _____ authorize the Doubletree by Hilton Bloomington Minneapolis South to charge my credit card according to the details listed below. I guarantee full payment of the account as described below:

Name of Group AND/OR Guest & Confirmation #:

Arrival Date: _____ Departure Date: _____

Billing to Include:

Credit Card Type: _____ Credit Card Expiration: _____

Credit Card Account Number: _____

Address of Cardholder: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Card Holders Name (As it appears on the card): _____

Phone & Email Address:

Please Indicate charges that are guaranteed to this credit card:

- | | | | |
|---|--------------------------|---|--------------------------|
| Room and Tax Only:
(Bringing own CC 4 incidentals) | <input type="checkbox"/> | All Charges: | <input type="checkbox"/> |
| Packages: | <input type="checkbox"/> | Save card for future use: | <input type="checkbox"/> |
| Valet or Park & Stay: | <input type="checkbox"/> | | |
| Internet: | <input type="checkbox"/> | | |
| Food & Beverage: | <input type="checkbox"/> | → (Room Service/Restaurant, Gift Shop, Coffee Shop, Banquets) | |

Print Name: _____

Signature : _____



Exhibitor Information Package



Exhibitor Information Package