



Welcome to your Exhibitor Services Manual for the 2013 National College Fair. We are happy you are participating, and look forward to helping you have a great show.

Below is a summary of the key important points regarding this event - please read carefully...

GENERAL EVENT INFORMATION

NACAC General Info: www.nacacnet.org/fairs or call NACAC office at 800/822.6285 NACAC Event Manager: Stephanie Moore smoore@nacacnet.org	Set-Up Hours: Monday, September 23, 2013 2:00pm – 6:00pm Tuesday, September 24, 2013 7:00am – 9:00am	Fair Hours: Tuesday, September 24, 2013 9:00am – 12:00pm 4:30pm – 8:00pm Wednesday, September 25, 2013 9:00am – 12:00pm
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SHIPPING INFORMATION

Advance Shipping Address: <i>(Your Name/Institution)</i> <i>(Booth Number)</i> Minnesota National College Fair c/o Global Experience Specialists 12400 DuPont Avenue S Burnsville, MN 55337 Receiving Deadline: Wednesday, September 18, 2013	Material Handling Charges: - Small Packages: Max 50lbs per shipment - Shipments over 50lbs: ST/ST rate assumed 200lbs (2 CWT) min charge NOTE: UPS, Fed-Ex and Courier shipments are billed as Spec Handling	\$47.75 first piece \$23.90 each add'l piece \$78.50 per CWT Crated \$102.05 per CWT Spec Handling ("CWT" = 100 lbs)
Direct Shipping Address: <i>(Your Name/Institution)</i> <i>(Booth Number)</i> Minnesota National College Fair c/o Global Experience Specialists 1301 Second Avenue S Minneapolis, MN 55403 Receiving Times: Monday, September 23, 2013 2:00pm – 6:00pm Tuesday, September 24, 2013 7:00am – 9:00am	Material Handling Charges: - Small Packages: Max 50lbs per shipment - Shipments over 50lbs: ST/ST rate assumed 200lbs (2 CWT) min charge NOTE: UPS, Fed-Ex and Courier shipments are billed as Spec Handling	\$47.75 first piece \$23.90 each add'l piece \$68.00 per CWT Crated \$88.40 per CWT Spec Handling ("CWT" = 100 lbs)

NOTE: See Pages 15 - 25 for more detailed information and order forms regarding Material Handling services.

BOOTH FURNISHINGS INFORMATION

For your convenience, there are three different packages available for you to select for your booth. Each booth is 10' x 10', and each package is per 10' x 10' space (for example: a 20' x 20' booth would get 4 packages). Each package is specified below, and must be ordered using the order form on Page 33.

Standard Booth Package: <ul style="list-style-type: none">- (1) 6' Draped Table, Blue- (2) Plastic Chairs- (1) Waste Basket Charge: Included	Upgraded Booth Package: <ul style="list-style-type: none">- (1) 6' Draped Counter, Blue- (2) Plastic Chairs- (1) Waste Basket Charge: \$39.00 (discount price)	Upgraded Booth Package 2: <ul style="list-style-type: none">- (1) 6' Draped Counter, Blue- (2) Stools- (1) Waste Basket Charge: \$55.70 (discount price)
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NOTE: If keeping the standard booth package, no order is necessary. Use order form only to order the upgraded packages. For ease of delivery, Blue is the only color offered in the packages. If you desire a color other than Blue, you must order the furnishings a-la-carte using the order form on Page 32, and they will be delivered in addition to the Standard Booth Package.

Remember, if there are items in the standard booth package you do not want, please put the unwanted items in the aisle and GES personnel will come around to collect them when they are able. Please be careful – once discarded and collected, you will be charged for the return of the item(s) at kit pricing.

IMPORTANT: Do not assume items in aisles are free for the taking. You must obtain authorization from the discarding booth to use such items. Any unordered additional furnishings in booths will be investigated, and any without supporting authorization will be charged at kit pricing. Furthermore, the discarding booth loses ability to reclaim items free of charge once authorization given.

PLACEMENT IN BOOTH: Unless a clear Form H-3 (Booth Layout Form, Page 53) is completed and submitted with order, GES will place any items in booth at GES' discretion.

TO PLACE ORDERS...

Call the GES National Servicer at 800.475.2098 (or email at www.ges.com/chat), fax orders in to 866.329.1437, or order directly with GES Online at www.ges.com.

IMPORTANT PAYMENT INFORMATION

Even if paying in advance by check, a Credit Card will be required for any orders placed onsite!
Please plan accordingly. No items can be delivered without payment at time of order.

ELECTRICAL / INTERNET / CLEANING

These services are provided exclusively by the Minneapolis Convention Center. To order these services, use the provided order forms at the back of this kit, or contact MCC Exhibitor Services at 612/335-6550.