



Welcome to your Exhibitor Services Manual for the 2014 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**

<b>NACAC General Info:</b> <a href="http://www.nacacnet.org/fairs">www.nacacnet.org/fairs</a> or call NACAC office at 800/822.6285  <b>NACAC Event Manager:</b> Rasheena Wilson <a href="mailto:rwilson@nacacnet.org">rwilson@nacacnet.org</a>	<b>Set-Up Hours:</b> Monday, October 6, 2014 2:00pm – 6:00pm Tuesday, October 7, 2014 7:00am – 8:30am	<b>Fair Hours:</b> Tuesday, October 7, 2014 9:00am – 12:00pm 4:30pm – 8:00pm Wednesday, October 8, 2014 9:00am – 12:00pm
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### **SHIPPING INFORMATION**

<b>Advance Shipping Address:</b> <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  <b>Receiving Deadline:</b> Wednesday, October 1, 2014	<b>Material Handling Charges:</b> <ul style="list-style-type: none"> <li>- Small Packages: Max 50lbs per shipment</li> <li>- Shipments over 50lbs: ST/ST rate assumed 200lbs (2 CWT) min charge</li> </ul> NOTE: UPS, Fed-Ex and Courier shipments are billed as Spec Handling	\$49.75 first piece \$24.85 each add'l piece  \$81.75 per CWT Crated \$106.28 per CWT Spec Handling  ("CWT" = 100 lbs)
<b>Direct Shipping Address:</b> <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  <b>Receiving Times:</b> Monday, October 6, 2014 2:00pm – 6:00pm Tuesday, October 7, 2014 7:00am – 8:30am	<b>Material Handling Charges:</b> <ul style="list-style-type: none"> <li>- Small Packages: Max 50lbs per shipment</li> <li>- Shipments over 50lbs: ST/ST rate assumed 200lbs (2 CWT) min charge</li> </ul> NOTE: UPS, Fed-Ex and Courier shipments are billed as Spec Handling	\$49.75 first piece \$24.85 each add'l piece  \$70.75 per CWT Crated \$91.98 per CWT Spec Handling  ("CWT" = 100 lbs)

**NOTE:** See Pages 19 – 29 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 order Form A-6.

<b>Standard Booth Package:</b> <ul style="list-style-type: none"><li>- (1) 6' Draped Table, Blue</li><li>- (2) Plastic Chairs</li><li>- (1) Waste Basket</li></ul> Charge: Included	<b>Upgraded Booth Package:</b> <ul style="list-style-type: none"><li>- (1) 6' Draped Counter, Blue</li><li>- (2) Plastic Chairs</li><li>- (1) Waste Basket</li></ul> Charge: \$40.50 (discount price)	<b>Upgraded Booth Package 2:</b> <ul style="list-style-type: none"><li>- (1) 6' Draped Counter, Blue</li><li>- (2) Stools</li><li>- (1) Waste Basket</li></ul> Charge: \$58.00 (discount price)
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**NOTE: If keeping the standard booth package, no order is necessary.** Use order Form A-6 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 order Form A-1, 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) 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](http://www.ges.com/chat)), fax orders in to 866.329.1437, or order directly with GES Online at [www.ges.com](http://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/links at the back of this kit, or contact MCC Exhibitor Services at 612/335-6550.