



**Rochester Home & Lifestyle Show**

Graham Arena, Rochester MN

March 14th - 16th, 2025

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Dear Exhibitor:

Alliance Event Design is thrilled to have been selected to be the official service contractor for the upcoming **Rochester Home & Lifestyle 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,

Jessica Martin  
(507) 226-2581 (Direct)  
Jessica@AllianceEventDesign.com

## 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 Alliance Event Design.



Advance Orders Due: **March 9th, 2025**

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

### Taxable Services

Furnishings & Accessories	\$
Floor Covering	\$
Tables	\$
Displays & Signage	\$
Booth Cleaning Services	
8.125% Rochester Sales Tax if not including valid ST3 form	\$

### Non-Taxable Services

Labor (Requires Credit Card on File)	\$
<b>Grand Total</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 \_\_\_\_\_

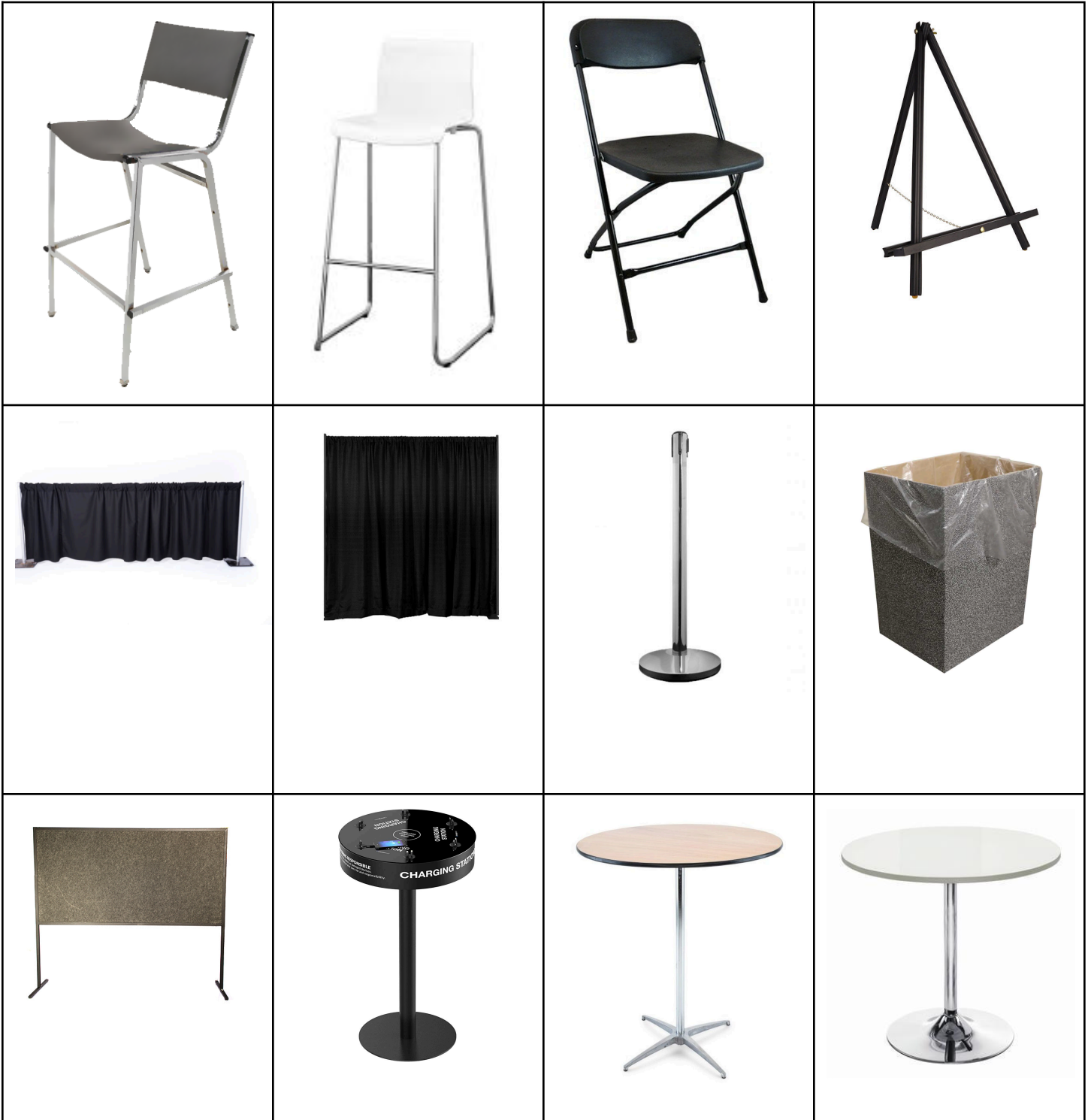
City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_                      Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Advance Orders Due: **March 9th, 2025**

## FURNISHINGS & ACCESSORIES





Advance Orders Due: **March 9th, 2025**

## FURNISHINGS & ACCESSORIES

Item	Qty	Advance	Show Price	Total
<b>STANDARD CHAIRS</b>				
Plastic Side Chair		\$18.50	\$24.50	
High Stool		\$50.00	\$60.00	
<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>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'		\$148.00	\$178.00	
10' x 30'		\$198.00	\$228.00	
10' x 40'		\$248.00	\$278.00	
<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"/> Grey				
<b>Subtotal Floor Covering</b>				\$



Advance Orders Due: **March 9th, 2025**

## 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		\$65.75	\$85.75	
42" H x 30" Round		\$73.00	\$93.00	
42" H x 30" Round with black spandex cover		\$95.25	\$115.25	
<b>Subtotal Tables</b>				<b>\$</b>



Advance Orders Due: **March 9th, 2025**

## 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 #: \_\_\_\_\_

**Alliance Event Design Supervision**

Work performed under the supervision of Alliance will be charged an additional 30% of the total labor bill. In order for Alliance to perform the work without the exhibitor present, Alliance 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.