

CARROLL / ADAMS

Purchase Order - JWMOA4924-0025

Vendor

Read Window Products Inc.
5900 Weisbrook Lane
Knoxville, TN 37909
Customer Service - POs/Orders
orders@readwindow.com

Purchase Order as Agent Only

Issue Date	03/23/2025
Required Delivery Date	07/24/2025
Currency	United States Dollar (USD)
Payment Terms	50% Deposit Progress Payments
FOB Point	Knoxville, TN
Ship Via	Will Advise
End Use Location	Bloomington, MN
Quote Numbers	25-162
RFQ Numbers	JWMOA4924-0071

Bill To

**Hotel Development, LLC dba JW
Marriott Minneapolis Mall of America**
c/o The Carroll Adams Group
940 N. Fern Creek Ave
Orlando, FL 32803

Ship To

Will Advise

Project

JW Marriott Minneapolis Mall of America
Rashida Erskine
rerskine@carrolladams.com

Line	Spec Id	Item Name	Quantity	Price	Subtotal
1	LOB-600-WT	SHEER FABRICATION @ LOBBY LOUNGE Public Area / Lobby Lounge	2 EA	1,146.00	2,292.00

Attachments

LOB-600-WT.pdf

Notes

3 Year Warranty, Acknowledgement, Allowed Overages, Approvals, Care and Maintenance, Extra COM, Installation, Invoices, Packaging/Side Marks, PO Terms/Conditions, Window Treatments

Specifications

Description	NEW SHEER DRAPERY FABRICATION WITH EXISTING TRACK AND CEILING HARDWARE.
Style	PENDING
Dimensions & Finished Length	Lounge draperies are two tracks, each 25', ceiling height is 13'.
Hem	BOTTOM HEM: Double hem, 4" deep. Weighted with triple stch seam in thread matching face fabric.
Fullness	RIPPLEFOLD FABRICATION TO BE 120%
Draw	CENTER
Mounting Method	EXISTING CEILING MOUNTED TRACK
Hardware	ALL/ANY NEW HARDWARE STYLES OR FINISHES TO BE REVIEWED BY DESIGNER
Additional Spec	FLAME REQUIREMENTS: NFPA701 // PANELS FIXED OR OPERATIVE: MATCH EXISTING PANELS FINISH LENGTH: .5" AFF

Additional Specifications

SHEER FABRICATION MOUNTED ON EXISTING HARDWARE IN CEILING TRACK. FABRICATOR TO PROVIDE ALL/ANY ADDITIONAL HARDWARE. ANY VISIBLE NEW HARDWARE TO BE REVIEWED AND APPROVED BY DESIGNER FOR STYLE AND FINISH. AT OPERABLE PANELS, BATON TO BE MOUNTED

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Line	Spec Id	Item Name	Quantity	Price	Subtotal
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ON PANEL FACE AT LEADING EDGE. BATON TO BE METAL OR WOOD - NOT CLEAR OR WHITE. ALL THREAD TO MATCH FABRIC IN COLOR.
 FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ON EACH WINDOW ALL DIMENSIONS, QUANTITIES, YARDAGES, COM AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED COM WIDTH AND REPEAT PRIOR TO PURCHASING, MANUFACTURE AND INSTALLATION OF TOTAL QUANTITY.
 SEE DRAWINGS FOR NEW DRAPERY LOCATIONS.

Lounge draperies are two tracks, each 25', ceiling height is 13'.

Comments

NEED REVISED FABRIC SPEC FOR LOB-600A-WT (LAVA ROCK DESERT - 01-AZS)

Submittal Items

Cutting for Approval, Shop Drawings

Sidemark

LOB-600-WT / SHEER FABRICATION @ LOBBY LOUNGE / Lobby Lounge / JW Marriott Minneapolis Mall of America (JWMOA4924)

Customer's Own Materials

1.1	LOB-600A-WTF REV2	SHEER FABRIC @ LOBBY LOUNGE (Marini - Moderno)	1 YD x 2 = 2 YD
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Attachments

LOB-600A-WTF REV1 06.12.25.pdf

Specifications

Pattern	Marini
Color	Moderno
Width & Repeat	118"
Content	100% Polyester
Fire Rating	NFPA 701

2	RES-600-WT	SHEER FABRICATION @ RESTAURANT Public Area / Restaurant	3 EA	982.00	2,946.00
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Attachments

RES-600-WT.pdf

Notes

3 Year Warranty, Acknowledgement, Allowed Overages, Approvals, Care and Maintenance, Extra COM, Installation, Invoices, Packaging/Side Marks, PO Terms/Conditions, Window Treatments

Specifications

Description	NEW SHEER DRAPERY FABRICATION WITH EXISTING TRACK AND CEILING HARDWARE.
Style	PENDING
Dimensions & Finished Length	19' tracks at 13' AFF
Hem	BOTTOM HEM: Double hem, 4" deep. Weighted with triple stitch seam in thread

CARROLL / ADAMS

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Line	Spec Id	Item Name	Quantity	Price	Subtotal
		matching face fabric.			
	Fullness	RIPPLEFOLD FABRICATION TO BE 120%			
	Draw	CENTER			
	Mounting Method	EXISTING CEILING MOUNTED TRACK			
	Hardware	ALL/ANY NEW HARDWARE STYLES OR FINISHES TO BE REVIEWED BY DESIGNER			
	Additional Spec	FLAME REQUIREMENTS: NFPA701 // PANELS FIXED OR OPERATIVE: MATCH EXISTING PANELS FINISH LENGTH: .5" AFF			
	Additional Specifications				
	SHEER FABRICATION MOUNTED ON EXISTING HARDWARE IN CEILING TRACK. FABRICATOR TO PROVIDE ALL/ANY ADDITIONAL HARDWARE. ANY VISIBLE NEW HARDWARE TO BE REVIEWED AND APPROVED BY DESIGNER FOR STYLE AND FINISH. AT OPERABLE PANELS, BATON TO BE MOUNTED				
	(3) 19' tracks at 13' AFF				
	ON PANEL FACE AT LEADING EDGE. BATON TO BE METAL OR WOOD - NOT CLEAR OR WHITE. ALL THREAD TO MATCH FABRIC IN COLOR.				
	FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ON EACH WINDOW ALL DIMENSIONS, QUANTITIES, YARDAGES, COM AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED COM WIDTH AND REPEAT PRIOR TO PURCHASING, MANUFACTURE AND INSTALLATION OF TOTAL QUANTITY.				
	SEE DRAWINGS FOR NEW DRAPERY LOCATIONS.				
	Comments				
	NEED REVISED FABRIC SPEC FOR LOB-600A-WT (LAVA ROCK DESERT - 01-AZS)				
	Submittal Items				
	Cutting for Approval, Shop Drawings				
	Sidemark				
	RES-600-WT / SHEER FABRICATION @ RESTAURANT / Restaurant / JW Marriott Minneapolis Mall of America (JWMOA4924)				
	Customer's Own Materials				
	2.1	RES-600A-WTF REV2	SHEER FABRIC @ RESTAURANT (Marini - Moderno)		1 YD x 3 = 3 YD
	Attachments				
	RES-600A-WTF REV1 06.12.25.pdf				
	Specifications				
		Pattern	Marini		
		Color	Moderno		
		Width & Repeat	118"		
		Content	100% Polyester		
		Fire Rating	NFPA 701		
3	RES-600-WT V2	SHEER FABRICATION @ RESTAURANT Public Area / Restaurant		10 EA	339.00 3,390.00

CARROLL / ADAMS

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Line	Spec Id	Item Name	Quantity	Price	Subtotal
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Attachments

RES-600-WT.pdf

Notes

3 Year Warranty, Acknowledgement, Allowed Overages, Approvals, Care and Maintenance, Extra COM, Installation, Invoices, Packaging/Side Marks, PO Terms/Conditions, Window Treatments

Specifications

Description	NEW SHEER DRAPERY FABRICATION WITH EXISTING TRACK AND CEILING HARDWARE.
Style	PENDING
Dimensions & Finished Length	9'6" track at 13' AFF
Hem	BOTTOM HEM: Double hem, 4" deep. Weighted with triple stitch seam in thread matching face fabric.
Fullness	RIPPLEFOLD FABRICATION TO BE 120%
Draw	CENTER
Mounting Method	EXISTING CEILING MOUNTED TRACK
Hardware	ALL/ANY NEW HARDWARE STYLES OR FINISHES TO BE REVIEWED BY DESIGNER
Additional Spec	FLAME REQUIREMENTS: NFPA701 // PANELS FIXED OR OPERATIVE: MATCH EXISTING PANELS FINISH LENGTH: .5" AFF

Additional Specifications

SHEER FABRICATION MOUNTED ON EXISTING HARDWARE IN CEILING TRACK. FABRICATOR TO PROVIDE ALL/ANY ADDITIONAL HARDWARE. ANY VISIBLE NEW HARDWARE TO BE REVIEWED AND APPROVED BY DESIGNER FOR STYLE AND FINISH. AT OPERABLE PANELS, BATON TO BE MOUNTED

(10) 9'6" track at 13' AFF

ON PANEL FACE AT LEADING EDGE. BATON TO BE METAL OR WOOD - NOT CLEAR OR WHITE. ALL THREAD TO MATCH FABRIC IN COLOR.
FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ON EACH WINDOW ALL DIMENSIONS, QUANTITIES, YARDAGES, COM AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED COM WIDTH AND REPEAT PRIOR TO PURCHASING, MANUFACTURE AND INSTALLATION OF TOTAL QUANTITY.
SEE DRAWINGS FOR NEW DRAPERY LOCATIONS.

Submittal Items

Cutting for Approval, Shop Drawings

Sidemark

RES-600-WT V2 / SHEER FABRICATION @ RESTAURANT / Restaurant / JW Marriott Minneapolis Mall of America (JWMOA4924)

Customer's Own Materials

3.1	RES-600A-WTF REV2	SHEER FABRIC @ RESTAURANT (Marini - Moderno)	1 YD x 10 = 10 YD
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Line	Spec Id	Item Name	Quantity	Price	Subtotal
Attachments					
RES-600A-WTF REV1 06.12.25.pdf					
Specifications					
		Pattern	Marini		
		Color	Moderno		
		Width & Repeat	118"		
		Content	100% Polyester		
		Fire Rating	NFPA 701		
					Subtotal
					8,628.00
					Sales Tax (0%)
					0.00
					Total (USD)
					8,628.00

This order is exempt from sales tax collection. Please see the Sales Tax Exemption Certificate attached.

Notes

3 Year Warranty

Applies To: **All Items**

All products on this purchase order must be warranted for three (3) years against defects in materials and workmanship.

Acknowledgement

Applies To: **All Items**

PLEASE SEND AN ORDER ACKNOWLEDGEMENT FOR THIS PURCHASE ORDER TO THE ATTENTION OF THE PROJECT MANAGER WITHIN 48 HOURS.

Allowed Overages

Applies To: **All Items**

MAXIMUM OVERAGE NOT TO EXCEED 5% FOR FABRIC AND VWC AND 10% FOR CARPET. ANY AMOUNT OVER THIS WILL NEED TO BE PRE-APPROVED BY THE CARROLL ADAMS GROUP.

CARROLL/ADAMS WILL NOT PREPAY FOR OVERAGE PRIOR TO ACTUAL PRODUCTION

Approvals

Applies To: **All Items**

ALL CFA's, SHOP DRAWINGS & FINISH SAMPLES ARE TO BE SENT TO THE PROJECT MANAGER AT THE CARROLL ADAMS GROUP.

Care and Maintenance

Applies To: **All Items**

Mfg. to provide care and maintenance package that clearly defines all approved cleaning methods and products.

Extra COM



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Applies To: **All Items**

ANY REMAINING FABRIC MUST BE SHIPPED WITH FINISHED GOODS AND LABELED SEPARATELY ON THE PACKING LIST/BILL OF LADING.

IF THE MANUFACTURER FAILS TO SHIP REMAINING COM W/ THE FINISHED GOODS, MANUFACTURER IS SOLELY RESPONSIBLE TO SHIP COM AT NO ADDITIONAL COST TO CLIENT.

Installation

Applies To: **All Items**

1.1. Pursuant to this Agreement, the Contractor shall be responsible to unload, uncrate, move, assemble, handle, install, hook up, connect, set in place or otherwise incorporate the Hotel FF&E and/or OS&E into the Project and shall provide any other work or services required by or reasonably inferable from the descriptions in Exhibit A and shall perform or provide all other labor, supervision, equipment, tools, supplies, taxes (sales tax, use tax & any local or State value added taxes, if any, are excluded), permits and services necessary

1.2. Contractor's responsibility to hookup and connect merchandise is limited to hookups and connections that do not require specialty trades or permits, such as electrical and plumbing connections

1.3 The Contractor acknowledges that the Hotel FF&E provided pursuant of this Agreement will need to be installed, assembled, connected and otherwise integrated with certain existing features at the Project (such as, flooring, columns, etc.) and/or with certain other construction or renovation work that will be performed at the Project. Accordingly, the Contractor acknowledges and agrees that, as part of the Work under this Agreement, the Contractor shall be responsible (subject to access being provided by the Owner) to survey prior to installation any existing finishes at the Site, confirm critical building dimensions and confirm the location and adequacy of mechanical, electrical and plumbing systems, utilities, columns, fixed equipment and other major fixed building elements as necessary for the proper and complete performance, installation, operation and connection of the Contractor's Work.

1.4 All work performed hereunder by Contractor shall comply in every respect with all applicable laws (including, but not limited to, the Federal Occupational Safety and Health Act, as amended), ordinances and regulations of duly constituted authorities in force in the locality which the Work is performed. If any licenses, permits or bonds are required in connection therewith, the same shall be furnished by the Contractor at the Contractor's sole cost and expense.

1.5 The Contractor acknowledges that timely Completion of the Work is of the essence in this Agreement. In particular, the Contractor acknowledges and recognizes that the Work involves the construction/renovation of a hotel and that the Owner must have full and beneficial occupancy and use of the completed Work by the Completion Dates, and that the Owner has entered into, or will hereafter enter into, binding agreements for leasing rooms based upon the Contractor's representation that the Contractor can achieve completion of the Work within the Completion Dates. The Contractor acknowledges and understands that the Owner will incur substantial losses and damages if the Owner is not able to use and occupy the Project for its intended purpose as of the Completion Dates. Reasonable direct FF&E and OS&E installation costs shall be the responsibility of the Contractor should the Contractor fail to complete the Work by the Completion Dates

1.6 The Contractor shall purchase and shall maintain, at the Contractor's sole cost and expense, the following insurance with insurance companies authorized to do business in the State in which the property is located, possessing a minimum A.M. Best rating of A-VI:

(a) Commercial General Liability Insurance covering bodily injury (including personal injury) and property damage with a combined single limit per occurrence/annual aggregate of not less than the following: (i) \$1,000,000 if the Contract Sum is equal to or less than \$2 million; (ii) \$2,000,000 if the Contract Sum is Greater than \$2 million and less than \$5 million; (iii) \$5,000,000 if the Contract Sum is Greater than \$5 million and less than \$10 million or (iv) \$10,000,000 if the Contract Sum is greater than \$10 million. All such insurance shall include contractual liability coverage covering the Contractor's indemnity obligations under this Agreement, if available from the insurer, and shall include products and completed operations coverage. The limits of insurance required by this



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Section 1(a) may be satisfied through any combination of primary liability and umbrella liability policies, provided that if umbrella liability coverage is obtained, said limits should also be excess over any auto liability policy.

(b) Worker's Compensation insurance coverage satisfying the Contractor's obligations and liabilities under the worker's compensation laws of each applicable jurisdiction, including employer's liability insurance with limits of not less than \$1,000,000 for each accident disease-each employee and disease-policy limit;

(c) Comprehensive Automobile Liability insurance covering bodily injury and property damage arising out of the use of any vehicle in the performance of the Contractor's services under this Agreement with a combined single limit of not less than \$1,000,000 per accident; and

(d) Property insurance on an "all risk" or "special risk" form covering all owned and non-owned assets the Contractor may use in the performance of its services under this Agreement, including a waiver of subrogation from the insurer in favor of all Additional Insureds as defined in this Section below.

Invoices

Applies To: ***All Items***

ALL INVOICING MUST BE SENT DIRECTLY TO CAGI'S PROJECT MANAGER/COORDINATOR.

Packaging/Side Marks

Applies To: ***All Items***

ALL PACKAGES AND SHIPPING DOCUMENTATION MUST BE CLEARLY SIDE-MARKED WITH "PROJECT NAME" AND "ITEM #" AND BE PACKAGED AND CARTONED TO WITHSTAND COMMON CARRIER, AND IF APPLICABLE, OCEAN FREIGHT SHIPMENTS AND COMMERCIAL WAREHOUSE STORAGE.

PO Terms/Conditions

Applies To: ***All Items***

THIS PO IS SUBJECT TO TERMS AND CONDITIONS STATED IN THE ATTACHED DOCUMENT.

Window Treatments

Applies To: ***All Items***

Contractor shall make site measurements, provide fabric take-offs, and verify required hardware showing finished size, type of draw and projection and that adequate blocking is planned to support the drapery system as a whole.

Consideration shall be given to special conditions such as differences between drawings and actual site conditions. Should deviations be found, Contractor is to notify The Carroll Adams Group immediately so that pertinent changes may be made.

Continuous panels made from the same weaving or dye lot. Panels made from mixed weave or dye lots are not acceptable.

Panels shall hang straight and even, with no pulling, puckering, or loose threads. Panel defects or visible horizontal seams are not acceptable

Window treatments are to align in length. Do not permit under drapery to hang below over drapery



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Match patterns exactly at each vertical seam, prior to sewing. Join vertical seams with over-lock stitch and free of puckering. Place vertical seam behind pleats from top to bottom. All seams shall be surged

Match patterns at seams and across all windows, vertically and horizontally, in the same room

Unless specified otherwise, all thread shall match the background color of the fabric

All components and hardware must be rust proof

Draperies shall be shipped fan-folded for shipment.

All Drapery panels, Sheers and Cornices are to have a label sewn in the corner closest to the return wall with Size and Unit number.

Terms and Conditions

AGENT ONLY PURCHASE ORDER

TERMS & CONDITIONS

In these Terms & Conditions, the word "Buyer" refers to the Client referenced on the front of this Purchase Order. The Carroll Adams Group, Inc is contracted by the client as an Agent to act as a Buyer on the client's behalf.

1. Acceptance of Order:

The acceptance of this purchase order shall bind Seller to all Buyer's terms and conditions. This purchase order shall govern in the event of a conflict with Seller's acknowledgement unless Buyer in writing accepts changes.

2. Modification:

No modification, waiver of, or exception of any of the terms, conditions, provisions, and/or specifications contained in Buyer's purchase order shall be valid unless agreed to in writing by Buyer. The quantity, packs or unit size of the goods ordered must not be changed without Buyer's prior written consent.

3. Assignment:

This purchase order is not assignable by either party, (except that Buyer may assign it to any of its subsidiaries or affiliates, to which benefits of this contract shall extend).

4. Delivery:

If Seller refuses or fails to make deliveries of articles or services, or fulfill any part thereof or fails or refuses to perform any element of this contract within the time specified in this purchase order or any extension thereof, the same shall be deemed a breach warranting cancellation of this contract. Buyer may terminate the right of the Seller to deliver any or all such articles or services at no cost to Buyer.

5. Packaging:

All articles shall be suitably packed or otherwise prepared for shipment to prevent damage, to assume the lowest transportation and insurance rates and to meet the carrier's requirements. Goods must be shipped in accordance with instructions on this purchase order. The order number and related numbers must appear on all invoices, bills of lading, packing slips and correspondence. Packing lists will accompany all shipments, listing contents of shipments in detail. They shall be clearly identified and accessible so as to be first off the carrier.

6. Title:

Title to the goods shall pass when they are delivered and accepted by the Buyer at the destination, subject to rejection after Buyer's inspection. Risk of loss, injury or destruction of the goods shall be borne by the Seller until title passes to Buyer.

7. Inspections:

Buyer shall have a reasonable time after delivery of the goods to inspect them and reject and refuse acceptance of goods not conforming with this contract. Buyer does not assume the responsibility for 100% inspection; if this is necessary as indicated by partial inspection, the entire shipment may be rejected. Buyer may charge Seller for the cost of inspecting goods rejected. All rejected goods may either be returned to Seller, transportation charges collected (plus incoming transportation if paid by Buyer), or may be held by Buyer for disposition at Seller's risk and expense. Payment for any goods hereunder shall not be deemed an acceptance thereof. Unless accepted Buyer reserves the right to return merchandise at Seller's expense. Partial acceptance through successful use of any portion shall not negate Buyer's right to reject nonconforming articles.

8. Increases or Decreases:

Increase or decrease in quantity shall not be made without the expressed written consent of the Buyer. Buyer may refuse to accept shipments where quantities vary from those specified in the Buyer's purchase order.

9. Prices:

Unless otherwise noted herein, the prices indicated on the Buyer's purchase order include all charges for Seller's packing, crating and transportation to FOB point. No charge for additions or improvements to products or services ordered herein will be paid by Buyer unless such extras have been ordered in writing by the Buyer and the price is stated on Buyer's purchase order.

10. Warranties:

Seller warrants that the items delivered pursuant to this order shall be free from defects and fit for particular purpose, character, propensity, merchantability, quality or capacity and, without limiting Buyer's remedies for a breach of any warranty, express or implied. Buyer reserves the right to return all or any part of the items listed on Buyer's purchase order if defective in any way or if otherwise not conforming to this order.

11. Patent Protection:

Seller agrees to indemnify, hold harmless, and to defend, at its own cost, all suits, actions or proceedings in which Buyer is made defendant for actual or alleged infringement of any United States or Foreign patent, trademark, copyright and the like resulting from the sale or use of goods purchased hereunder and further agrees to pay and discharge any and all decrees which may be rendered in any suit, action or proceeding against defendant herein.

12. Cancellation:

If Seller refuses or fails to make deliveries of articles or services, or fulfill any part thereof or fails or refuses to perform any element of this contract within the time specified in this purchase order or any extension thereof, the same shall be deemed a breach warranting cancellation of this contract. Buyer may terminate the right of Seller to deliver any or all such articles or services at no cost to Buyer.

13. Confidential:

Seller shall neither disclose, advertise or publish, the fact that Seller has contracted to furnish the Buyer the articles mentioned herein, nor disclose any details connected with Buyer's purchase order to any third party without the prior expressed written consent of the Buyer.

14. Bankruptcy:

In the event of the insolvency of Seller or in the event of the institution of any proceedings in bankruptcy by or against Seller, or if there is a change in ownership or control of Seller, then Buyer shall have the right to terminate this contract upon written notice.

15. Interpretation:

The laws of Florida shall interpret this contract.

Form ST3, Certificate of Exemption**Purchaser:** Complete this certificate and **give it to the seller.****Seller:** If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Name of Purchaser _____

Business Address _____ City _____ State _____ ZIP code _____

Purchaser's Tax ID Number _____ State of Issue _____

If no tax ID number, Enter one of the following:	FEIN	Driver's license number/State issued ID number
		State of Issue Number

Name of seller from whom you are purchasing, leasing, or renting _____

Seller's Address _____ City _____ State _____ ZIP code _____

Type of Business

- | | |
|--|--|
| ☐ 01 Accommodation and food services | ☐ 11 Transportation and warehousing |
| ☐ 02 Agricultural, forestry, fishing, hunting | ☐ 12 Utilities |
| ☐ 03 Construction | ☐ 13 Wholesale trade |
| ☐ 04 Finance and insurance | ☐ 14 Business services |
| ☐ 05 Information, publishing and communications | ☐ 15 Professional services |
| ☐ 06 Manufacturing | ☐ 16 Education and health-care services |
| ☐ 07 Mining | ☐ 17 Nonprofit organization |
| ☐ 08 Real estate | ☐ 18 Government |
| ☐ 09 Rental and leasing | ☐ 19 Not a business (explain) _____ |
| ☐ 10 Retail trade | ☐ 20 Other (explain) _____ |

Reason for Exemption (See Instructions)

- ☐
- A Federal government (department) _____
-
- ☐
- B Specific government exemption _____

- ☐
- C Tribal government (name)
- Shakopee Mdewakanton Sioux Community
-
- ☐
- D Foreign diplomat # _____
-
- ☐
- E Charitable organization # _____
-
- ☐
- F Educational organization # _____
-
- ☐
- G Religious organization # _____
-
- ☐
- H Resale
-
- ☐
- I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project)

- ☐
- J Agricultural production
-
- ☐
- K Industrial production/manufacturing
-
- ☐
- L Direct pay authorization
-
- ☐
- M Multiple points of use (services, digital goods, or computer software delivered electronically)
-
- ☐
- N Direct mail
-
- ☐
- O Other (enter number from instructions) _____
-
- ☐
- P Percentage exemption
-
- ☐
- Advertising (enter percentage) _____ %
-
- ☐
- Utilities (enter percentage) _____ %
-
- ☐
- Electricity (enter percentage) _____ %

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser

Print Name Here

Title

Date



6/25/2024

Form ST3 Instructions

Fact sheets and industry guides are available on our website at www.revenue.state.mn.us.

Purchasers

Complete this certificate and give it to the seller. Include your Minnesota tax identification number if you have one. Do not send it to the Minnesota Department of Revenue.

Note: You are responsible for knowing if you qualify to claim exemption from tax and will be held liable for any use tax, interest and possible penalties due if the items you purchased are not eligible for exemption.

Sellers

Keep this certificate as part of your records. Accepting a completed exemption certificate relieves you from collecting the tax. If this certificate is not completed, you must charge sales tax. You may be required to provide this exemption certificate (or the data elements required on the form) to the state to verify this exemption.

Exemption Descriptions

Use these descriptions to complete the **Reason for Exemption** section.

A. Federal government — Enter the name of the department. The seller must obtain a purchase order, payment voucher, work order, a completed Form ST3 or similar documentation to show the purchase was from the federal government. See the *Government - Federal Government Industry Guide*.

B. Specific government exemptions — Enter the specific exemption from the list below.

- Ambulance services
- Biosolids processing equipment
- Bullet-resistant body armor
- Chore/homemaking services
- Correctional facility meals or drinks
- Emergency rescue vehicle repair and replacement parts
- Emergency vehicle accessory items
- Firefighter equipment
- Hospitals
- Libraries
- Local Governments
- Metropolitan Council
- Nursing homes
- Petroleum products used by government
- Regionwide public safety radio communication system
- Solid waste disposal facility
- State or local government agency from another state
- Transit program vehicles
- Water used directly in providing fire protection

See *Fact Sheet 142, Sales to Governments*, *Fact Sheet 135, Fire Fighting, Police and Emergency Equipment*, *Government - Local Governments Industry Guide*, and *Fact Sheet 139, Libraries*.

C. Tribal government — All sales to tribal governments are exempt. Enter the name of the tribe. See *Fact Sheet 160, Tribal Governments and Members*.

D. Foreign diplomat — Sales tax exemption cards are issued to some foreign diplomats and consular officials stationed in this country. Enter the number issued to the foreign diplomat. See the *Government - Federal Government Industry Guide*.

E. Charitable organizations — Must be operated exclusively for charitable purposes. You must apply for and receive exempt status authorization from the department. Some nonprofit organizations do not qualify for sales tax exemption. This exemption may not be used for the purchase of lodging or prepared food. See the *Nonprofit Organizations Industry Guide*.

F. Educational organizations — Educational organizations operated exclusively for educational purposes must use Form ST3 on qualifying purchases. Organizations such as nonprofit professional and trade schools, scouts, youth groups, youth athletic and recreational programs, etc., operated exclusively for educational purposes must apply for exempt status authorization from the department and use Form ST3 on qualifying purchases. This exemption may not be used for the purchase of lodging or prepared food. See the *Nonprofit Organizations Industry Guide*.

Form ST3 instructions (*continued*)

- G. Religious organizations** — Churches and other religious organizations operated exclusively for religious purposes can use Form ST3 without exempt status authorization or may apply for exempt status authorization from the department. This exemption may not be used for the purchase of lodging or prepared food. See the *Nonprofit Organizations Industry Guide*.
- H. Resale** — Items or services must be purchased for resale in the normal course of business. You may not use this exemption if the vendor is restricted by federal or state law from selling certain products for resale. **Liquor retailers cannot sell alcoholic beverages exempt for resale.** *M.S. 340A.505*
- I. Qualifying Capital Equipment** — Machinery and equipment purchased or leased primarily for manufacturing, fabricating, mining, or refining tangible personal property to be sold ultimately at retail if the machinery and equipment are essential to the integrated production process.
- Additional information needs to be provided when the CE exemption is claimed for a construction project that would normally be considered an improvement to real property. The purchaser must provide documentation to the contractor to identify the exempt portion of the project.
- See *Fact Sheet 103, Capital Equipment* and *Fact Sheet 128, Contractors*.
- J. Agricultural production** — Materials and supplies used or consumed in agricultural production of items intended to be sold ultimately at retail. Does not cover furniture, fixtures, machinery, tools (except qualifying detachable tools and special tooling) or accessories used to produce a product. See the *Agricultural and Farming Industry Guide*.
- K. Industrial production** — Materials and supplies used or consumed in industrial production of items intended to be sold ultimately at retail. Does not cover furniture, fixtures, machinery, tools (except qualifying detachable tools and special tooling) or accessories used to produce a product. See *Fact Sheet 145, Industrial Production*.
- L. Direct pay** — Allows the buyer to pay sales tax on certain items directly to the state instead of to the seller. Applicants must be registered to collect sales tax in order to qualify and must apply for and receive direct pay authorization from the department. The State of Minnesota (all state agencies) has direct pay authorization. This means state agencies pay sales tax directly to the department, rather than to the seller. Direct pay authorization may not be used for meals and drinks; lodging or related lodging services; admissions to places of amusement or athletic events, or use of amusement devices; motor vehicles; certain services; or memberships to sports and athletic facilities. If you sell any of the excluded items, you should charge sales tax.
- M. Multiple points of use** — Taxable services, digital goods, or electronically delivered computer software that is concurrently available for use in more than one taxing jurisdiction at the time of purchase. Purchaser is responsible for apportioning and remitting the tax due to each taxing jurisdiction.
- N. Direct mail** — Allows the buyer to pay sales tax on direct mail directly to the state instead of to the seller. Direct mail is printed material that meets the three following criteria:
- It is delivered or distributed by U.S. Mail or other delivery service.
 - It is sent to a mass audience or to addresses on a mailing list provided by the purchaser or at the direction of the purchaser.
 - The cost of the items is not billed directly to recipients.
- O. Other exemptions** —
1. **Aggregate delivered by a third party hauler to be used in road construction.** Charges for delivery of aggregate materials by *third party haulers* are exempt if the aggregate will be used in road construction.
 2. **Airflight equipment.** The aircraft must be operated under Federal Aviation Regulations, parts 91 and 135. See the *Aircraft Industry Guide*.
 3. **Ambulance services** — privately owned (leases of vehicles used as an ambulance or equipped and intended for emergency response). Must be used by an ambulance service licensed by the EMS Regulatory Board under section 144E.10. See *Fact Sheet 135, Fire Fighting, Police, and Emergency Equipment*.
 4. **Aquaculture production equipment.** Qualifying aquaculture production equipment, and repair or replacement parts used to maintain and repair it. See the *Agricultural and Farming Industry Guide*.
 5. **Automatic fire-safety sprinkler systems.** Fire-safety sprinkler systems and all component parts (including waterline expansions and additions) are exempt when installed in an existing residential dwelling, hotel, motel or lodging house that contains four or more dwelling units.
 6. **Coin-operated entertainment and amusement devices** are exempt when purchased by retailers who (1) sell admission to places of amusement, or (2) make available amusement devices. See *Fact Sheet 158, Vending Machines and Other Coin-Operated Devices*.
 7. **Construction exemption for special projects under M.S. 297A.71.** Certain purchases for the construction of a specific project or facility are exempt under M.S. 297A.71, such as waste recovery facilities. This exemption does not apply to projects for which you must pay sales or use tax on qualifying purchases and then apply for a refund.
 8. **Exempt publications.** Materials and supplies used or consumed in the production of newspapers and publications issued at average intervals of three months or less. Includes publications issued on CD-ROM, audio tape, etc. See *Fact Sheet 109, Printing Industry*.

Form ST3 Instructions (*continued*)

9. **Farm machinery.** Qualifying farm machinery, and repair or replacement parts (except tires) used to maintain and repair it. See the *Agricultural and Farming Industry Guide*.
10. **Handicapped accessible (residential building materials).** Building materials and equipment purchased by nonprofit organizations if the materials are used in an existing residential structure to make it handicapped accessible, and the homeowner would have qualified for a refund of tax paid on the materials under M.S. 297A.71, subd. 11 or subd. 22. Nonprofit organizations include those entities organized and operated exclusively for charitable, religious, educational or civic purposes; and veteran groups exempt from federal taxation under IRC 501(c)(19).
11. **Handicapped accessible (vehicle costs).** Conversion costs to make vehicles handicapped accessible. Covers parts, accessories and labor.
12. **Herbicides for use on invasive aquatic plants.** Starting July 1, 2019, herbicides used under an invasive aquatic plant management permit are exempt from sales tax. The exemption only applies to herbicides labeled for use in water and registered with the Department of Agriculture for use on invasive aquatic plants. The herbicides must be purchased by lakeshore property owners, a lakeshore property association, or a contractor hired to provide invasive aquatic plant management.
13. **Horse materials.** Covers consumable items such as feed, medications, bandages and antiseptics purchased for horses. Does not cover machinery, tools, appliances, furniture and fixtures. See the *Veterinary Practice Industry Guide*.
14. **Hospitals and outpatient surgical centers.** Sales to a hospital and outpatient surgical center are exempt if the items purchased are used in providing hospital or outpatient surgical services. (M.S. 297A.70, subd. 7)
15. **Instructional materials** required for study courses by college or private career school students (M.S. 297A.67, subd. 13a)
16. **Logging equipment.** Qualifying logging equipment, and repair or replacement parts (except tires) used to maintain and repair it. See *Fact Sheet 108, Logging Equipment*.
17. **Materials used for business outside Minnesota** in a state where no sales tax applies to such items; or for use as part of a maintenance contract. This exemption applies only if the items would not be taxable if purchased in the other state (e.g., a state that does not have sales tax).
18. **Materials used to provide certain taxable services.** Materials must be used or consumed directly in providing services taxable under M.S. 297A.61, subd. 3(g)(6).
19. **Medical supplies for a health-care facility.** Purchases by a licensed health care facility, outpatient surgical center or licensed health-care professional of medical supplies used directly on a patient or resident to provide medical treatment. The exemption does not apply to equipment, lab or radiological supplies, etc. See *Fact Sheet 172, Health Care Facilities*.
20. **Motor carrier direct pay (MCDP).** Allows motor carriers to pay tax directly to the state when they lease mobile transportation equipment or buy certain parts and accessories. Applicants must be registered for sales tax in order to apply. You must apply for and receive MCDP authorization from the Department of Revenue. See the *Motor Vehicle Industry Guide*.
21. **Nonprofit snowmobile clubs.** Certain machinery and equipment is exempt when used primarily to groom state (or grant-in-aid) trails. Prior certification from DNR must be received.
22. **Nursing homes and bonding care homes.** Sales to nursing homes and boarding care homes are exempt. Nursing homes must be licensed by the state. Boarding care homes must be certified as a nursing facility.
23. **Packing materials.** Packing materials used to pack and ship household goods to destinations outside of Minnesota.
24. **Poultry feed.** The poultry must be for human consumption.
25. **Preexisting construction bids and contracts.** Tangible personal property or services purchased in relation to a preexisting construction bid or contract are exempt from a new local tax or a tax rate increase for six months from the effective date of the new local tax or rate increase. This exemption is only for the change in tax on items or services purchased during the transitional period. The preexisting bid must be submitted and accepted before the effective date of the tax change and the building materials or services must be used pursuant to an obligation of the bid. A construction contract must have documentation of a bona fide written lump-sum or fixed price construction contract in force from before the effective date of the tax change.
26. **Prizes.** Items given to players as prizes in games of skill or chance at events such as community festivals, fairs and carnivals lasting fewer than six days.
27. **Purchasing agent.** Allows a business who has been appointed as a purchasing agent by an exempt organization to make purchases exempt from sales tax. All documentation pertaining to the purchasing agent agreement is kept by the purchasing agent to verify exemption.
28. **Repair or replacement parts used in another state or country** as part of a maintenance contract. This does not apply to equipment or tools used in a repair business.
29. **Resource recovery facilities.** Applies to equipment used for processing solid or hazardous waste (after collection and before disposal) at a resource recovery facility. You must apply for and receive approval from the department.

Form ST3 Instructions (*continued*)

30. **Rolling-stock for railroad use.** Railroad businesses involved in interstate or intrastate commerce can buy certain rolling-stock items exempt. See the *Transportation Service Providers Industry Guide*.
31. **Senior citizen groups.** Groups must limit membership to senior citizens age 55 or older, or under 55 but physically disabled. They **must** apply for and receive exempt status authorization from the department.
32. **Ship repair or replacement parts and lubricants.** Repair or replacement parts and lubricants for ships and vessels engaged principally in interstate or foreign commerce. See the *Transportation Service Providers Industry Guide*.
33. **Ski areas.** Items used or consumed primarily and directly for tramways at ski areas, or in snowmaking and snow-grooming operations at ski hills, ski slopes or ski trails. Includes machinery, equipment, water additives and electricity used in the production and maintenance of machine-made snow.
34. **Solar energy system** means a set of devices whose primary purpose is to collect solar energy and convert and store it for useful purposes including heating and cooling buildings or other energy using processes, or to produce generated power by means of any combination of collecting, transferring, or converting solar-generated energy.
35. **Taconite production items.** Mill liners, grinding rods and grinding balls used in taconite production if purchased by a company taxed under the in-lieu provisions of M.S. 298 if they are substantially consumed in the production of taconite. See *Fact Sheet 147, Taconite and Iron Mining*.
36. **Telecommunications, cable television and direct satellite equipment** used directly by a service provider primarily to provide those services for sale at retail. See *Fact Sheet 119, Telecommunications, Pay Television, and Related Services*. **This exemption was not in effect from July 1, 2013 through March 31, 2014.**
37. **Textbooks** required for study to students who are regularly enrolled.
38. **Tribal government construction contract.** Materials purchased on or off the reservation by tribal government or non-tribal government contractors and subcontractors for use in construction projects on the reservation when the tribe or a tribally owned entity is a party to the contract, and the contract is being undertaken for the purpose of the tribe's welfare. It does not extend to the purchase or lease of equipment or tools for use on the project.
41. **TV commercials.** Covers TV commercials and tangible personal property primarily used or consumed in preproduction, production or post-production of a TV commercial. Includes rental equipment for preproduction and production activities only. (Equipment purchased for use in any of these activities is taxable.) See *Fact Sheet 163, TV Commercials*.
42. **Veteran organizations.** Limited exemption applies to purchases by veteran organizations and their auxiliaries if they are organized in Minnesota and exempt from federal income tax under IRC Section 501(c)(19); and the items are for charitable, civic, educational or nonprofit use (e.g. flags, equipment for youth sports teams, materials to make poppies given for donations).
43. **Waste-management containers and compactors** purchased by a waste-management service provider to use in providing waste-management services that are subject to solid-waste management tax.
44. **Wind energy systems.** Wind energy conversion systems and materials used to construct, install, repair or replace them.

P. Percentage Exemptions —

- **Advertising materials:** Percentage exemptions may be claimed for advertising materials for use outside of Minnesota or local taxing area. Purchaser must enter exempt percentage on Form ST3. See *Fact Sheet 133, Advertising*.
- **Utilities:** Exemption applies to percent of utilities used in agricultural or industrial production. General space heating and lighting is not included in the exemption. Purchaser must enter exempt percentage on Form ST3. See the *Agricultural and Farming Industry Guide* and *Fact Sheet 129, Utilities Used in Production*.
- **Electricity:** Exemption applies to percent of electricity used to operate enterprise information technology equipment, or used in office and meeting spaces, and other support facilities in support of enterprise information technology equipment. Purchaser must enter exempt percentage on Form ST3. See *Revenue Notice 16-07: Sales Tax – Exemptions – Qualified Data Centers*.

Forms and Information

Website: www.revenue.state.mn.us.

Email: SalesUse.Tax@state.mn.us

Phone: 651-296-6181 or 1-800-657-3777

SHEER FABRICATION @
LOBBY LOUNGE

2141 LINDAU LN. BLOOMINGTON, MINNESOTA, 55425

WIDTH:

DIMENSIONS:

PANELS FIXED OR MATCH EXISTING
OPERATIVE:

FULLNESS: RIPPLEFOLD FABRICATION TO BE 120%

FLAME NFPA701
REQUIREMENTS:

WINDOW SIZE: VIF

WINDOW VIF
QUANTITY:

NOTES

SHEER FABRICATION MOUNTED ON EXISTING HARDWARE IN CEILING TRACK. FABRICATOR TO PROVIDE ALL/ANY ADDITIONAL HARDWARE. ANY VISIBLE NEW HARDWARE TO BE REVIEWED AND APPROVED BY DESIGNER FOR STYLE AND FINISH. AT OPERABLE PANELS, BATON TO BE MOUNTED ON PANEL FACE AT LEADING EDGE. BATON TO BE METAL OR WOOD - NOT CLEAR OR WHITE. ALL THREAD TO MATCH FABRIC IN COLOR.

OFCI **OFOI** **CFCI** **CFOI** | **Arch** **FFE**

FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ON EACH WINDOW ALL DIMENSIONS, QUANTITIES, YARDAGES, COM AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED COM WIDTH AND REPEAT PRIOR TO PURCHASING, MANUFACTURE AND INSTALLATION OF TOTAL QUANTITY.

SEE DRAWINGS FOR NEW DRAPERY LOCATIONS.

VENDOR

VENDOR CONTACT

TO BID

LOB-600A-WTF, WINDOW
TREATMENT FABRIC

REQUIRED ITEMS FOR DESIGNER APPROVAL PRIOR TO FABRICATION

☒ CFA
 ☐ FINISH SAMPLE
 ☐ FLAME CERT
 ☐ PROTOTYPE
 ☐ SEAMING DIAGRAM
 ☒ SHOP DWGS
 ☐ STRIKE OFF

INSTRUCTIONS:

ALL GOODS SHALL BE PROPERLY WRAPPED AND OTHERWISE PACKAGED TO ENSURE PROTECTION FROM DAMAGE AND SOILING DURING SHIPPING AND HANDLING. MANUFACTURER/FABRICATOR TO SIDEMARK OUTSIDE OF SHIPPING BOX WITH PROPERTY, ITEM AND AREA SPECIFIED.

NOTIFY DESIGNER OF ANY SUBSTITUTIONS AND/OR CHANGES TO SPECIFICATION, MANUFACTURER, ETC. ALL SUBSTITUTIONS AND/OR CHANGES MUST BE APPROVED BY DESIGNER IN WRITING PRIOR TO PURCHASE.

PURCHASING AGENT MUST PROVIDE OWNER WITH MANUAL, CERTIFICATES OF COMPLIANCE, INSTALLATION GUIDELINES AND MAINTENANCE INSTRUCTIONS IN ADDITION TO WARRANTIES IF APPLICABLE.

PURCHASING AGENT TO COORDINATE WITH MANUFACTURER/FABRICATOR TO DELIVER A DUPLICATE SET OF ALL FINAL FF&E FINISH MATERIALS INCLUDING WALLCOVERING, CARPET STRIKES, CASEGOOD FINISHES AND FINAL SHOP DRAWINGS FOR CLIENT USED AND RECORD.

ALL MATERIALS AND FINISHES SHALL BE AUTHENTIC, NATURAL AND SOLID IN NATURE AND QUALITY. MANUFACTURER SHALL NOT QUOTE OR SUPPLY FAUX OR SYNTHETIC MATERIALS OR FINISHES WITHOUT DESIGNER APPROVAL.

ALL CUSTOM GOODS MUST BE REVIEWED BY DESIGNER AND MUST OBTAIN WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF TOTAL QUANTITY. MANUFACTURER MUST SUBMIT SHOP DRAWINGS AND FINISH SAMPLES TO DESIGNER FOR FINAL APPROVAL.

LOB-600-WT
SHEER FABRICATION @
LOBBY LOUNGE

JW MARRIOTT MINNEAPOLIS #2407

2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

MANUFACTURER/FABRICATOR TO ENSURE THAT ALL MATERIALS, CONSTRUCTION METHODS AND FINISHES ARE CONTRACT QUALITY AND SUITABLE FOR COMMERCIAL USE IN A HOSPITALITY ENVIRONMENT.

PURCHASING AGENT IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES, YARDAGES AND SQUARE FOOTAGE. QUANTITIES, DIMENSIONS, YARDAGES AND SQUARE FOOTAGE REFERENCED BY DESIGNER'S SPECIFICATIONS ARE GENERAL ESTIMATES ONLY.

PURCHASING AGENT TO VERIFY COM/COL QUANTITIES WITH MANUFACTURER. DESIGNER IS NOT RESPONSIBLE OR LIABLE FOR MATERIAL QUANTITIES OR TAKE-OFFS.

MANUFACTURER SHALL PROVIDE ALL HARDWARE FOR INSTALLATION, INCLUDING BUT NOT LIMITED TO SCREWS, PLUGS, SILICONE, OR SECURITY MOUNTING HARDWARE FOR COMPLETE AND FINISHED INSTALLATION.

ALL DRAPERY FABRIC MUST PASS NFPA 701.

DRAPERY PANELS TO OVERLAP 3" AT POINTS WHERE PANELS MEET TO ENSURE NO LIGHT LEAKAGE. DRAPERY SHEER TO OVERLAP 3" AT POINTS WHERE SHEERS MEET.

FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ALL QUANTITIES, YARDAGE AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED C.O.M. WIDTH AND REPEAT PRIOR TO PURCHASING.

THE METHODS OF CONSTRUCTION OF GOODS (INCLUDING HEMMING, PLEATING, FASTENING, STITCHING, SEAMING, SEWING, HANGING, INSTALLING) WILL BE OF THE HIGHEST QUALITY AND MADE TO MEET THE DETAILS IN THE DESIGNER'S SPECIFICATIONS.

ANY TRIMMING IS TO BE SEWN OR APPLIED AS DETAILED IN SPECIFICATION AND SHOP DRAWING (IF APPLICABLE)

FABRICATOR MUST SITE MEASURE AND VERIFY ALL DIMENSIONS PRIOR TO FABRICATION OF WINDOW TREATMENT FABRICATIONS. EACH ROOM WITHIN AN AREA SPECIFIED IS TO BE MEASURED INDIVIDUALLY.

RUST-PROOF HEM WEIGHTS OF APPROPRIATE SIZE SHALL BE USED TO ENSURE PROPER HANGING WITHOUT SAGGING OR PULLING.

CONTRACT QUALITY, HEAVY DUTY DRAPERY TRACKS SHALL BE MOUNTED TO UNDERSIDE OF SOFFIT. ALL TRACKS SHALL HAVE BALL-BEARING NYLON CARRIERS.

DRAPERIES TO BE SUITABLY WRAPPED AND FAN FOLDED IN ORDER TO AVOID ANY DAMAGE DURING SHIPPING, TRANSPORTATION OR INSTALLATION. FABRICATOR/INSTALLER SHALL STEAM DRAPERY FOLLOWING INSTALLATION/ HANGING.

LOB-600A-WTF
SHEER FABRIC @ LOBBY
LOUNGE

JW MARRIOTT MINNEAPOLIS #2407
2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

ISSUED: 12/12/2024
REVISED: 3/28/2025
5/19/2025
6/2/2025

AREAS: Lobby Lounge (LOB)
PATTERN NAME: Marini
PATTERN NUMBER: 10305-02-0
COLOR: Moderno
CONTENT: 100% POLYESTER
WIDTH: 118"
FLAME NFPA 701 Method 1
REQUIREMENTS:
STAIN TREATMENT: YES
NOTES: OEKO-TEX

www.valleyforge.com



OFCI OFOI CFCI CFOI | Arch FFE
☐ ☒ ☐ ☐ | ☐ ☒

VENDOR
VALLEY FORGE

VENDOR REP CONTACT
ATHENA SLEJKO
754-801-7576
ASLEJKO@VALLEYFORGE.COM
[HTTPS://WWW.VALLEYFORGE.COM/](https://www.valleyforge.com/)

REQUIRED ITEMS FOR DESIGNER APPROVAL PRIOR TO FABRICATION

☒ CFA ☐ STRIKE OFF

INSTRUCTIONS:

- ALL CUSTOM GOODS MUST BE REVIEWED BY DESIGNER AND MUST OBTAIN WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF TOTAL QUANTITY. MANUFACTURER MUST SUBMIT SHOP DRAWINGS AND FINISH SAMPLES TO DESIGNER FOR FINAL APPROVAL.
- ALL GOODS SHALL BE PROPERLY WRAPPED AND OTHERWISE PACKAGED TO ENSURE PROTECTION FROM DAMAGE AND SOILING DURING SHIPPING AND HANDLING. MANUFACTURER/FABRICATOR TO SIDEMARK OUTSIDE OF SHIPPING BOX WITH PROPERTY, ITEM AND AREA SPECIFIED.
- ALL MATERIALS AND FINISHES SHALL BE AUTHENTIC, NATURAL AND SOLID IN NATURE AND QUALITY. MANUFACTURER SHALL NOT QUOTE OR SUPPLY FAUX OR SYNTHETIC MATERIALS OR FINISHES WITHOUT DESIGNER APPROVAL.
- MANUFACTURER/FABRICATOR TO ENSURE THAT ALL MATERIALS, CONSTRUCTION METHODS AND FINISHES ARE CONTRACT QUALITY AND SUITABLE FOR COMMERCIAL USE IN A HOSPITALITY ENVIRONMENT.
- NOTIFY DESIGNER OF ANY SUBSTITUTIONS AND/OR CHANGES TO SPECIFICATION, MANUFACTURER, ETC. ALL SUBSTITUTIONS AND/OR CHANGES MUST BE APPROVED BY DESIGNER IN WRITING PRIOR TO PURCHASE.
- PURCHASING AGENT IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES, YARDAGES AND SQUARE FOOTAGE. QUANTITIES, DIMENSIONS, YARDAGES AND SQUARE FOOTAGE REFERENCED BY DESIGNER'S SPECIFICATIONS ARE GENERAL ESTIMATES ONLY.
- PURCHASING AGENT MUST PROVIDE OWNER WITH MANUAL, CERTIFICATES OF COMPLIANCE, INSTALLATION GUIDELINES AND MAINTENANCE INSTRUCTIONS IN ADDITION TO WARRANTIES IF APPLICABLE.
- PURCHASING AGENT TO COORDINATE WITH MANUFACTURER/FABRICATOR TO DELIVER A DUPLICATE SET OF ALL FINAL FF&E FINISH MATERIALS INCLUDING WALLCOVERING, CARPET STRIKES, CASEGOOD FINISHES AND FINAL SHOP DRAWINGS FOR CLIENT USED AND RECORD.
- PURCHASING AGENT TO VERIFY COM/COL QUANTITIES WITH MANUFACTURER. DESIGNER IS NOT RESPONSIBLE OR LIABLE FOR MATERIAL QUANTITIES OR TAKE-OFFS.
- ALL C.O.M./C.O.L TO BE FROM SAME DYE LOT. MANUFACTURER TO PROVIDE DYE LOT CUTTING OF C.O.M./C.O.L. FROM CURRENT STOCK FOR REVIEW AND WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING AND INSTALLATION OF GOODS.
- ALL CUSTOM C.O.M./C.O.L. OR THOSE NOT PRODUCED AS STANDARD ITEMS SHALL REQUIRE SAMPLES TO BE SUBMITTED (1/2 OR 1 YARD SAMPLE FOR C.O.M. OR LEATHER AND 1/4 YARD SAMPLE FOR TRIM) TO DESIGNER FOR APPROVAL.
- ALL NECESSARY CERTIFICATES SHALL BE OBTAINED DIRECTLY BY THE PURCHASING AGENT FROM EACH RESPECTIVE TEXTILE FINISHING COMPANY. THE PURCHASING

LOB-600A-WTF
SHEER FABRIC @ LOBBY
LOUNGE

JW MARRIOTT MINNEAPOLIS #2407

2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

ISSUED: 12/12/2024
REVISED: 3/28/2025
5/19/2025
6/2/2025

AGENT IS RESPONSIBLE FOR SUBMITTING ALL NECESSARY CERTIFICATES TO THE PROPERTY OWNER.

- ALL SPECIFIED C.O.M./C.O.L. MUST RECEIVE TREATMENTS TO MEET ALL LOCAL, STATE AND FEDERAL CODE REQUIREMENTS, INCLUDING: FIRE & FLAME, NON-FADING, PRE-SHRINKING, NON CROCKING, ACRYLIC BACKING, SOIL, AND STAIN TREATMENTS.
- ALL UPHOLSTERY FABRIC TO MEET ALL LOCAL, STATE AND FEDERAL CODES. ALL UPHOLSTERY FABRICS MUST PASS CALIFORNIA TECHNICAL BULLETIN #117 SECTION E - CLASS 1.
- IF C.O.M./C.O.L IS NOT PRE-TREATED OR INHERENTLY STAIN RESISTANT, GOODS SHALL BE TREATED WITH GENERAL STAIN PROTECTANT, UNLESS SPECIFIC TREATMENT NOTED IN SPECIFICATION. DESIGNER DOES NOT BEAR RESPONSIBILITY FOR DAMAGE TO TEXTILES NOT TREATED DUE TO BUDGET OR SCHEDULE CONSTRAINTS.
- MANUFACTURER TO PROVIDE DYE LOT SAMPLE CUTTING (CFA) OF C.O.M./C.O.L. FROM CURRENT STOCK DESIGNER'S WRITTEN APPROVAL PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF GOODS.
- PURCHASING AGENT TO NOTIFY DESIGNER UPON SHIPMENT OF COM TO TREATMENT FACILITY. TREATMENT FACILITY TO PROVIDE DESIGNER WITH CUTTING OF FABRIC AFTER TREATMENTS HAVE BEEN APPLIED FOR FINAL APPROVAL.
- THE FABRICATOR MUST RETURN ANY UNUSED FABRIC TO THE PURCHASING AGENT AFTER INSTALLATION. PURCHASING AGENT SHALL PROVIDE ALL UNUSED FABRIC TO OWNERS OR SITE REPS FOR USE AS ATTIC STOCK.
- ALL DRAPERY FABRIC MUST PASS NFPA 701.

SHEER FABRICATION @ RESTAURANT

2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

NOTES

FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ON EACH WINDOW ALL DIMENSIONS, QUANTITIES, YARDAGES, COM AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED COM WIDTH AND REPEAT PRIOR TO PURCHASING, MANUFACTURE AND INSTALLATION OF TOTAL QUANTITY.

SEE DRAWINGS FOR NEW DRAPERY LOCATIONS.

VENDOR

VENDOR CONTACT

TO BID

REQUIRED ITEMS FOR DESIGNER APPROVAL PRIOR TO FABRICATION

INSTRUCTIONS:

ALL GOODS SHALL BE PROPERLY WRAPPED AND OTHERWISE PACKAGED TO ENSURE PROTECTION FROM DAMAGE AND SOILING DURING SHIPPING AND HANDLING.
MANUFACTURER/FABRICATOR TO SIDEMARK OUTSIDE OF SHIPPING BOX WITH PROPERTY, ITEM AND AREA SPECIFIED.

NOTIFY DESIGNER OF ANY SUBSTITUTIONS AND/OR CHANGES TO SPECIFICATION, MANUFACTURER, ETC. ALL SUBSTITUTIONS AND/OR CHANGES MUST BE APPROVED BY DESIGNER IN WRITING PRIOR TO PURCHASE.

PURCHASING AGENT MUST PROVIDE OWNER WITH MANUAL, CERTIFICATES OF COMPLIANCE, INSTALLATION GUIDELINES AND MAINTENANCE INSTRUCTIONS IN ADDITION TO WARRANTIES IF APPLICABLE.

PURCHASING AGENT TO COORDINATE WITH MANUFACTURER/FABRICATOR TO DELIVER A DUPLICATE SET OF ALL FINAL FF&E FINISH MATERIALS INCLUDING WALLCOVERING, CARPET STRIKES, CASEGOOD FINISHES AND FINAL SHOP DRAWINGS FOR CLIENT USED AND RECORD.

ALL MATERIALS AND FINISHES SHALL BE AUTHENTIC, NATURAL AND SOLID IN NATURE AND QUALITY. MANUFACTURER SHALL NOT QUOTE OR SUPPLY FAUX OR SYNTHETIC MATERIALS OR FINISHES WITHOUT DESIGNER APPROVAL.

ALL CUSTOM GOODS MUST BE REVIEWED BY DESIGNER AND MUST OBTAIN WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF TOTAL QUANTITY. MANUFACTURER MUST SUBMIT SHOP DRAWINGS AND FINISH SAMPLES TO DESIGNER FOR FINAL APPROVAL.

RES-600-WT
SHEER FABRICATION @
RESTAURANT

JW MARRIOTT MINNEAPOLIS #2407

2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

MANUFACTURER/FABRICATOR TO ENSURE THAT ALL MATERIALS, CONSTRUCTION METHODS AND FINISHES ARE CONTRACT QUALITY AND SUITABLE FOR COMMERCIAL USE IN A HOSPITALITY ENVIRONMENT.

PURCHASING AGENT IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES, YARDAGES AND SQUARE FOOTAGE. QUANTITIES, DIMENSIONS, YARDAGES AND SQUARE FOOTAGE REFERENCED BY DESIGNER'S SPECIFICATIONS ARE GENERAL ESTIMATES ONLY.

PURCHASING AGENT TO VERIFY COM/COL QUANTITIES WITH MANUFACTURER. DESIGNER IS NOT RESPONSIBLE OR LIABLE FOR MATERIAL QUANTITIES OR TAKE-OFFS.

MANUFACTURER SHALL PROVIDE ALL HARDWARE FOR INSTALLATION, INCLUDING BUT NOT LIMITED TO SCREWS, PLUGS, SILICONE, OR SECURITY MOUNTING HARDWARE FOR COMPLETE AND FINISHED INSTALLATION.

ALL DRAPERY FABRIC MUST PASS NFPA 701.

DRAPERY PANELS TO OVERLAP 3" AT POINTS WHERE PANELS MEET TO ENSURE NO LIGHT LEAKAGE. DRAPERY SHEER TO OVERLAP 3" AT POINTS WHERE SHEERS MEET.

FABRICATOR IS RESPONSIBLE FOR VERIFYING AND CONFIRMING ALL QUANTITIES, YARDAGE AND MATERIAL REQUIREMENTS BASED ON STYLE OF WINDOW TREATMENT AND SPECIFIED C.O.M. WIDTH AND REPEAT PRIOR TO PURCHASING.

THE METHODS OF CONSTRUCTION OF GOODS (INCLUDING HEMMING, PLEATING, FASTENING, STITCHING, SEAMING, SEWING, HANGING, INSTALLING) WILL BE OF THE HIGHEST QUALITY AND MADE TO MEET THE DETAILS IN THE DESIGNER'S SPECIFICATIONS.

ANY TRIMMING IS TO BE SEWN OR APPLIED AS DETAILED IN SPECIFICATION AND SHOP DRAWING (IF APPLICABLE)

FABRICATOR MUST SITE MEASURE AND VERIFY ALL DIMENSIONS PRIOR TO FABRICATION OF WINDOW TREATMENT FABRICATIONS. EACH ROOM WITHIN AN AREA SPECIFIED IS TO BE MEASURED INDIVIDUALLY.

RUST-PROOF HEM WEIGHTS OF APPROPRIATE SIZE SHALL BE USED TO ENSURE PROPER HANGING WITHOUT SAGGING OR PULLING.

CONTRACT QUALITY, HEAVY DUTY DRAPERY TRACKS SHALL BE MOUNTED TO UNDERSIDE OF SOFFIT. ALL TRACKS SHALL HAVE BALL-BEARING NYLON CARRIERS.

DRAPERIES TO BE SUITABLY WRAPPED AND FAN FOLDED IN ORDER TO AVOID ANY DAMAGE DURING SHIPPING, TRANSPORTATION OR INSTALLATION. FABRICATOR/INSTALLER SHALL STEAM DRAPERY FOLLOWING INSTALLATION/ HANGING.

RES-600A-WTF

SHEER FABRIC @ RESTAURANT

JW MARRIOTT MINNEAPOLIS #2407

2141 LINDAU LN, BLOOMINGTON, MINNESOTA, 55425

ISSUED: 12/12/2024

REVISED: 3/28/2025

5/19/2025

6/2/2025

AREAS: Restaurant (RES)
PATTERN NAME: Marini
PATTERN NUMBER: 10305-02-0
COLOR: Moderno
CONTENT: 100% POLYESTER
WIDTH: 118"
FLAME NFPA 701 Method 1
REQUIREMENTS:
STAIN TREATMENT: YES
NOTES: OEKO-TEX

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VENDOR

VALLEY FORGE

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REQUIRED ITEMS FOR DESIGNER APPROVAL PRIOR TO FABRICATION

☒ CFA ☐ STRIKE OFF

INSTRUCTIONS:

- ALL CUSTOM GOODS MUST BE REVIEWED BY DESIGNER AND MUST OBTAIN WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF TOTAL QUANTITY. MANUFACTURER MUST SUBMIT SHOP DRAWINGS AND FINISH SAMPLES TO DESIGNER FOR FINAL APPROVAL.
- ALL GOODS SHALL BE PROPERLY WRAPPED AND OTHERWISE PACKAGED TO ENSURE PROTECTION FROM DAMAGE AND SOILING DURING SHIPPING AND HANDLING. MANUFACTURER/FABRICATOR TO SIDEMARK OUTSIDE OF SHIPPING BOX WITH PROPERTY, ITEM AND AREA SPECIFIED.
- ALL MATERIALS AND FINISHES SHALL BE AUTHENTIC, NATURAL AND SOLID IN NATURE AND QUALITY. MANUFACTURER SHALL NOT QUOTE OR SUPPLY FAUX OR SYNTHETIC MATERIALS OR FINISHES WITHOUT DESIGNER APPROVAL.
- MANUFACTURER/FABRICATOR TO ENSURE THAT ALL MATERIALS, CONSTRUCTION METHODS AND FINISHES ARE CONTRACT QUALITY AND SUITABLE FOR COMMERCIAL USE IN A HOSPITALITY ENVIRONMENT.
- NOTIFY DESIGNER OF ANY SUBSTITUTIONS AND/OR CHANGES TO SPECIFICATION, MANUFACTURER, ETC. ALL SUBSTITUTIONS AND/OR CHANGES MUST BE APPROVED BY DESIGNER IN WRITING PRIOR TO PURCHASE.
- PURCHASING AGENT IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES, YARDAGES AND SQUARE FOOTAGE. QUANTITIES, DIMENSIONS, YARDAGES AND SQUARE FOOTAGE REFERENCED BY DESIGNER'S SPECIFICATIONS ARE GENERAL ESTIMATES ONLY.
- PURCHASING AGENT MUST PROVIDE OWNER WITH MANUAL, CERTIFICATES OF COMPLIANCE, INSTALLATION GUIDELINES AND MAINTENANCE INSTRUCTIONS IN ADDITION TO WARRANTIES IF APPLICABLE.
- PURCHASING AGENT TO COORDINATE WITH MANUFACTURER/FABRICATOR TO DELIVER A DUPLICATE SET OF ALL FINAL FF&E FINISH MATERIALS INCLUDING WALLCOVERING, CARPET STRIKES, CASEGOOD FINISHES AND FINAL SHOP DRAWINGS FOR CLIENT USED AND RECORD.
- PURCHASING AGENT TO VERIFY COM/COL QUANTITIES WITH MANUFACTURER. DESIGNER IS NOT RESPONSIBLE OR LIABLE FOR MATERIAL QUANTITIES OR TAKE-OFFS.
- ALL C.O.M./C.O.L TO BE FROM SAME DYE LOT. MANUFACTURER TO PROVIDE DYE LOT CUTTING OF C.O.M./C.O.L. FROM CURRENT STOCK FOR REVIEW AND WRITTEN APPROVAL BY DESIGNER PRIOR TO PURCHASING, MANUFACTURING AND INSTALLATION OF GOODS.
- ALL CUSTOM C.O.M./C.O.L. OR THOSE NOT PRODUCED AS STANDARD ITEMS SHALL REQUIRE SAMPLES TO BE SUBMITTED (1/2 OR 1 YARD SAMPLE FOR C.O.M. OR LEATHER AND 1/4 YARD SAMPLE FOR TRIM) TO DESIGNER FOR APPROVAL.
- ALL NECESSARY CERTIFICATES SHALL BE OBTAINED DIRECTLY BY THE PURCHASING AGENT FROM EACH RESPECTIVE TEXTILE FINISHING COMPANY. THE PURCHASING

AGENT IS RESPONSIBLE FOR SUBMITTING ALL NECESSARY CERTIFICATES TO THE PROPERTY OWNER.

- ALL SPECIFIED C.O.M./C.O.L. MUST RECEIVE TREATMENTS TO MEET ALL LOCAL, STATE AND FEDERAL CODE REQUIREMENTS, INCLUDING: FIRE & FLAME, NON-FADING, PRE-SHRINKING, NON CROCKING, ACRYLIC BACKING, SOIL, AND STAIN TREATMENTS.
- ALL UPHOLSTERY FABRIC TO MEET ALL LOCAL, STATE AND FEDERAL CODES. ALL UPHOLSTERY FABRICS MUST PASS CALIFORNIA TECHNICAL BULLETIN #117 SECTION E - CLASS 1.
- IF C.O.M./C.O.L IS NOT PRE-TREATED OR INHERENTLY STAIN RESISTANT, GOODS SHALL BE TREATED WITH GENERAL STAIN PROTECTANT, UNLESS SPECIFIC TREATMENT NOTED IN SPECIFICATION. DESIGNER DOES NOT BEAR RESPONSIBILITY FOR DAMAGE TO TEXTILES NOT TREATED DUE TO BUDGET OR SCHEDULE CONSTRAINTS.
- MANUFACTURER TO PROVIDE DYE LOT SAMPLE CUTTING (CFA) OF C.O.M./C.O.L. FROM CURRENT STOCK DESIGNER'S WRITTEN APPROVAL PRIOR TO PURCHASING, MANUFACTURING, AND INSTALLATION OF GOODS.
- PURCHASING AGENT TO NOTIFY DESIGNER UPON SHIPMENT OF COM TO TREATMENT FACILITY. TREATMENT FACILITY TO PROVIDE DESIGNER WITH CUTTING OF FABRIC AFTER TREATMENTS HAVE BEEN APPLIED FOR FINAL APPROVAL.
- THE FABRICATOR MUST RETURN ANY UNUSED FABRIC TO THE PURCHASING AGENT AFTER INSTALLATION. PURCHASING AGENT SHALL PROVIDE ALL UNUSED FABRIC TO OWNERS OR SITE REPS FOR USE AS ATTIC STOCK.
- ALL DRAPERY FABRIC MUST PASS NFPA 701.