

EXHIBITOR SERVICE KIT

Information and Order Forms



Mailing Address:
P. O. Box 7001
Roanoke, Virginia 24019

Street Address:
7615 Williamson Road, N.W.
Roanoke, Virginia 24019

Phone: (540) 362-3940
Fax: (540) 362-8698

www.hollins-expo.com



**Virginia Society for Technology in Education
(VSTE)**

**December 6-8, 2015
The Hotel Roanoke & Conference Center
Roanoke, Virginia**

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**General
Information**



HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the **VSTE Annual Conference**. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.


We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. **PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

Booth Equipment

Each booth will be 10 ft. wide x 8 ft. deep and provided with:

- 8 ft. high back wall drape (red/green)
- 3 ft. high side divider drape (red)
- one 7 in. x 44 in. booth identification sign
- one 2 ft. x 6 ft. skirted table (white)
- two chairs
- one wastebasket

 The exhibit hall is carpeted in a multi-color floral pattern. To better decorate your booth, carpet in a variety of solid colors is available for rental from HOLLINS.

Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**
November 9, 2015
- ▶ **Exhibitor Appointed Contractor (EAC) Deadline Date:**
November 23, 2015
- ▶ **Deadline Date to order materials at Discount Rate with payment:**
November 23, 2015
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
December 4, 2015
- ▶ **Direct Shipments may begin arriving at the Show Site:**
December 6, 2015
- ▶ **Exhibitor move-in:**
Sunday, December 6, 2015: 2:00 p.m. - 6:00 p.m.
- ▶ **Exhibit Hours:**
Monday, December 7, 2015: 9:30 a.m. - 6:15 p.m.
Reception in exhibit hall: 5:00 p.m. - 6:00 p.m.
Tuesday, December 8, 2015: 8:30 a.m. - 1:00 p.m.
- ▶ **Exhibitor Move-out:**
Tuesday, December 8, 2015: 1:00 p.m. - 4:30 p.m.
- ▶ **Outbound Freight will be re-routed:**
Tuesday, December 8, 2015: 4:30 p.m.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by November 23, 2015, unless otherwise indicated. Orders received after November 23, 2015, orders without payment and orders processed at the show will be processed at Standard Rates.

Tax

Tax (5.3%) will be added to all rentals and materials. If you are federal tax exempt organization or tax exempt in the state of Virginia, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Material Handling

ADVANCE RECEIVING AT THE WAREHOUSE - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER December 4, 2015 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT TO THE HOTEL ROANOKE & CONFERENCE CENTER. The Hotel Roanoke & Conference Center is under no obligation to receive advance freight, has no storage facilities for advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by The Hotel Roanoke & Conference Center, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional hotel/convention center fees.

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS will receive direct shipments to the show site beginning at 11:00 a.m. Sunday, December 6, 2015. All show site shipments must arrive no later than 6:00 p.m.

Shipping Addresses

▶ ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number
Hollins Exposition Services
7615 Williamson Road NW
Roanoke, VA 24019

Shipments must arrive by December 4, 2015.

▶ DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number
c/o Hollins Exposition Services
The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016

Shipments will be accepted beginning December 6, 2015.



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**General
Information**



Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than November 23, 2015; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

Safety

- ▶ Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- ▶ HOLLINS forklifts and carts are for use by HOLLINS employees only.
- ▶ Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.

Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

Tipping

HOLLINS requests that exhibitors do not tip our employees. They are paid at an appropriate wage scale denoting a professional status, and tipping is not allowed. This applies to all HOLLINS employees.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 540-362-3940 or (e-mail) service@hollins-expo.com.

Convenient on-line ordering is available at:

www.hollins-expo.com



If you require additional assistance, please contact Exhibitor Services at (540) 362-3940.



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**Payment Policy
& Credit Card
Authorization**



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

PAYMENT POLICY

A signed credit card authorization form must accompany your order.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & DISMANTLE LABOR: Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed as indicated for payment on your credit card. NOTE: If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be e-mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)		VERIFICATION CODE (back of card)	EXPIRATION DATE																				
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express																					
Account Number																							
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																						<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal
X																							
PRINT CARDHOLDER NAME		SIGNATURE OF CARDHOLDER																					

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

	TOTAL
Carpet and Padding	\$
Display Tables and Risers	\$
Seating and Accessories	\$
Custom Furniture Rental	\$
Display Panels	\$
Special Drapery	\$
Custom Signs and Graphics	\$
Custom Booth Rental	\$
Audio Visual Rental	\$
Cleaning Services	\$
Installation and Dismantle Labor	\$
Material Handling	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$	

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address: P. O. Box 7001, Roanoke, VA 24019, Phone: (540) 362-3940

Street Address: 7615 Williamson Rd. N.W., Roanoke, VA 24019, Fax: (540) 362-8698

3rd Party Billing Request



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this form: November 23, 2015

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

Exhibiting Firm

(Exhibiting Firm)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X (Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

Form with fields for EXPIRATION DATE, VERIFICATION CODE (back of card), and checkboxes for MasterCard, VISA, American Express, Corporate, and Personal.

Account Number

Grid for Account Number

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Exhibiting Firm.

- Checkboxes for Carpet and Padding, Display Tables and Risers, Custom Furniture Rental, Seating and Accessories, Display Panels, Special Drapery, Custom Signs & Graphics, Custom Booth Rental, Audio Visual Rental, Cleaning Services, Installation & Dismantle Labor, Material Handling.

Other (Please Specify)

X (Cardholder Signature)

Third Party

(Third Party)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X (Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

Form with fields for EXPIRATION DATE, VERIFICATION CODE (back of card), and checkboxes for MasterCard, VISA, American Express, Corporate, and Personal.

Account Number

Grid for Account Number

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Third Party.

- Checkboxes for Carpet and Padding, Display Tables and Risers, Custom Furniture Rental, Seating and Accessories, Display Panels, Special Drapery, Custom Signs & Graphics, Custom Booth Rental, Audio Visual Rental, Cleaning Services, Installation & Dismantle Labor, Material Handling.

Other (Please Specify)

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Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.** Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Deadline Date For Discount Rate: **November 23, 2015**



Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' x 10'	\$ 84.00	\$ 113.40	\$
		8' x 20'	168.00	226.80	\$
		8' x 30'	252.00	340.20	\$

Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Available Colors: (Grey will be provided if no color is indicated above)

Red Royal Blue Kelly Green Hunter Green Silver Black Plum

Custom Cut Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	1.50	2.03	\$

Booth Dimensions: ft. x ft. = Square Feet

Carpet is cut to your booth dimensions. Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Available Colors: (Grey will be provided if no color is indicated above)

Red Royal Blue Kelly Green Hunter Green Silver Black Plum

Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	.78	1.05	\$
		Visqueen Covering - per square foot	.48	.65	\$
		Additional Taping - per linear foot	.60	.81	\$

Sub Total \$

5.3% State Tax \$

TOTAL \$

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

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ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
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TELEPHONE NO. _____ DATE _____

 FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

Tables



Pedestal Table - 30 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Pedestal Table - 42 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Cocktail Table
18 in. high



Corner Table
18 in. high



Skirted Display Table, 30 in. high
(2 ft. x 6 ft. Table Shown)



Skirted Display Counter, 42 in. high
(2 ft. x 4 ft. Counter Shown)
Shown with 1 ft. x 4 ft. Skirted Riser

Skirt Colors



Please Note:
Actual colors may appear different
due to variations of computer monitors,
lighting and dye lots.
Scale of items is approximate.

Display Cases

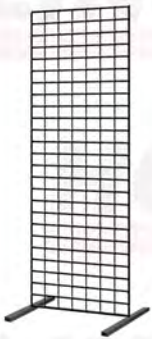


Display Case
20 in. deep, x 5 ft. wide, full view



Display Case
20 in. deep, x 5 ft. wide, half view

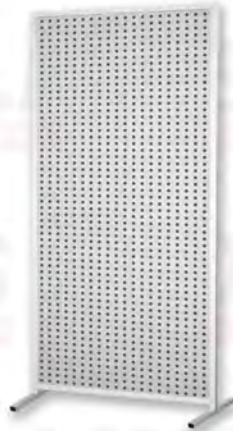
Display Panels and Stands



Wire Grid
2 ft. x 6 ft.



Tack/Velcro Board
4 ft. x 8 ft.
(can also be set as horizontal)



Perforated/
Peg Board
4 ft. x 8 ft.



Literature Rack,
silver with
4 acrylic pockets



Easel,
Aluminum Tripod



Sign Holder,
Chrome
60 in. high

Miscellaneous Accessories



Coat Tree,
Chrome
70 in. high



Bag Stand,
Chrome
48 in. high



Waterfall
Garment Rack, Chrome
48 in. high



Stanchion, chrome
40 in. high (2 shown)
Rope, Black Velvet



Ticket Tumbler, brass
15 in. diameter



Wastebasket



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**Display Tables
and Risers**



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: **November 23, 2015**

Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Table (skirted 4 sides)	54.00	72.90	\$
		2' d x 6' w Skirted Table	66.00	79.20	\$
		2' d x 8' w Skirted Table	78.00	105.30	\$
		4th side skirted	24.00	32.40	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

Red Royal Blue Kelly Green Hunter Green Gold White Black Orange Burgundy Silver Teal Beige Plum Berry Dusty Rose

Display Counters 42" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Counter (skirted 4 sides)	66.00	79.20	\$
		2' d x 6' w Skirted Counter	78.00	105.30	\$
		2' d x 8' w Skirted Counter	90.00	121.50	\$
		4th side skirted	30.00	40.50	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

Red Royal Blue Kelly Green Hunter Green Gold White Black Orange Burgundy Silver Teal Beige Plum Berry Dusty Rose

Risers 12" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	36.00	48.60	\$
	White	1' d x 6' w Skirted Riser	48.00	64.80	\$

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE
 EXHIBITING FIRM _____ BOOTH NO. _____
 ADDRESS _____
 CITY AND STATE _____ ZIP CODE _____
 AUTHORIZED BY _____ X _____
 (Please Type or Print) (Signature)
 TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



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Seating and Accessories



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Deadline Date For Discount Rate: **November 23, 2015**

Seating *Chrome frame, padded seat and back*

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair	\$ 41.00	\$ 55.35	\$
	Upholstered Arm Chair	34.00	45.90	\$
	Upholstered Side Chair	27.00	36.45	\$
	Upholstered Stool with Back (30" h)	36.00	48.60	\$

Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Pedestal Table - 24" dia. x 30" h (white laminate round top - chrome post - star base)	31.00	44.85	\$
	Pedestal Table - 24" dia. x 42" h (white laminate round top - chrome post - star base)	39.00	52.65	\$
	Pedestal Table - 36" dia. x 30" h (white laminate round top - chrome post - star base)	39.00	52.65	\$
	Pedestal Table - 36" dia. x 42" h (white laminate round top - chrome post - star base)	46.00	62.10	\$
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	31.00	44.85	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	31.00	44.85	\$
	Coat Tree (chrome - stands 70" h)	16.50	22.28	\$
	Sign Holder (chrome - stands 60" h - displays two 22" w x 28" h signs back to back)	40.00	54.00	\$
	Wastebasket	11.00	14.85	\$
	Easel (floor standing - aluminum tripod)	16.50	22.28	\$
	Bag Stand (chrome - stands 48" h)	42.00	56.70	\$
	Waterfall Garment Rack (chrome - stands 60" h)	42.00	56.70	\$
	Literature Rack (silver base - four acrylic pockets)	49.50	66.83	\$
	Stanchion (chrome - stands 40" h)	30.00	40.50	\$
	Rope (black velvet) - per foot	7.00	9.45	\$
	Ticket Tumbler (brass color - 15" dia.)	40.00	54.00	\$
	Display Case (5' w x 38" h - half view)	300.00	405.00	\$
	Display Case (6' w x 38" h - full view)	325.00	422.50	\$

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

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ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

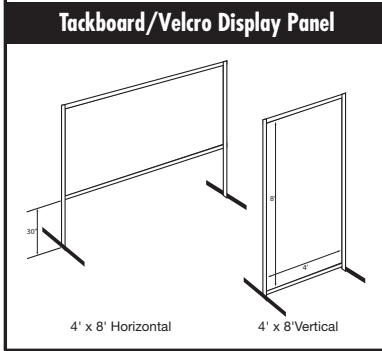
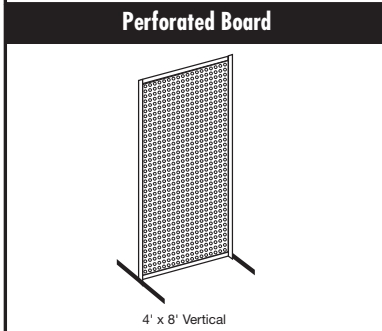
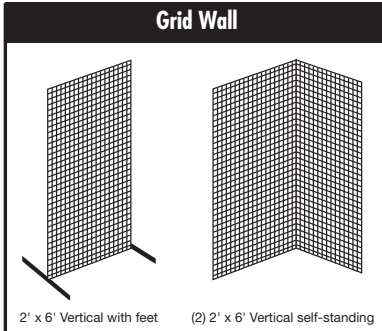
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Fax: (540) 362-8698



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

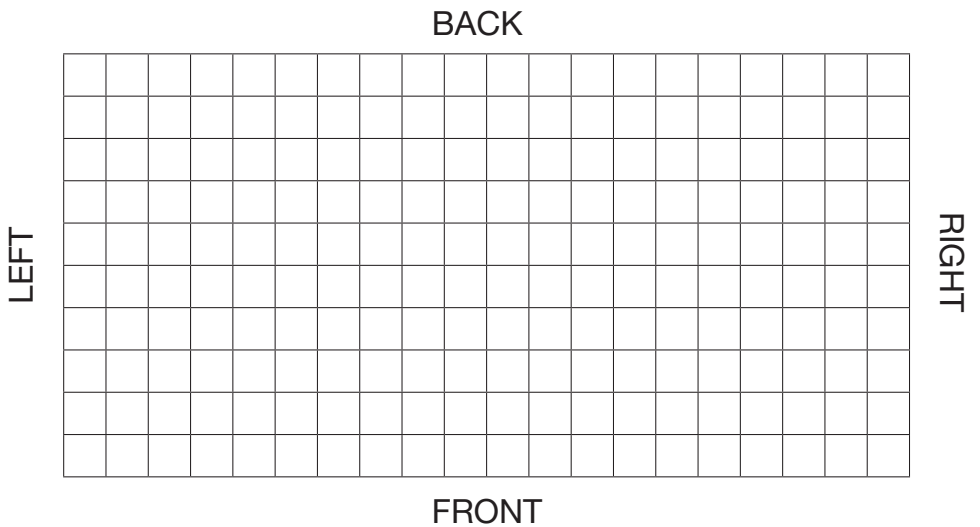
Deadline Date For Discount Rate: **November 23, 2015**



Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 61.00	\$ 82.35	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (white, 1/4" hole, stands 96" h)	85.00	114.75	\$
	Perforated Board - 96" w x 48" h -Horizontal (white, 1/4" hole, stands 78" h)	85.00	114.75	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	85.00	114.75	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	85.00	114.75	\$

Display Panel Placement in Booth



Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ (Please Type or Print) _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698



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Deadline Date For Discount Rate: **November 23, 2015**

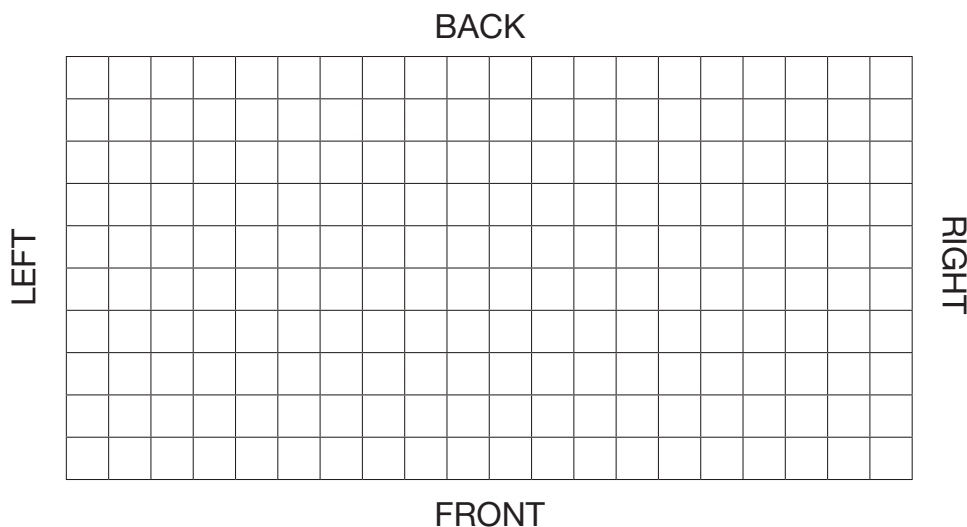
Special Drapery All orders for special drapery are subject to show management approval.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 4.50	\$ 6.08	\$
		3' high drape, per linear foot	2.25	3.04	\$

Available colors: (Show colors will be provided if no color is indicated below.)

- Red
 Royal Blue
 Kelly Green
 Hunter Green
 Gold
 White
 Black
 Orange
 Burgundy
 Silver
 Teal
 Beige
 Plum
 Berry
 Dusty Rose

Special Drapery Placement in Booth



Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

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**Custom Signs
and Graphics**



Orders will be entered as checked below. Charges include placing in booth ready for use. Banner hanging may require additional labor charges. Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after production begins and 100% of original price after production is complete.**

Deadline Date For Discount Rate: **November 23, 2015**

Signs with Digital Printing. Rate includes printing, mounting, and delivery to booth. Other sizes and substrates quoted on request.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	7" x 44" (Replacement ID Sign only)	\$ 39.00	\$ 54.60	\$
	11" x 14" Vertical	45.25	63.35	\$
	11" x 14" Horizontal	45.25	63.35	\$
	14" x 22" Vertical	51.00	71.40	\$
	14" x 22" Horizontal	51.00	71.40	\$
	22" x 28" Vertical	67.50	94.50	\$
	22" x 28" Horizontal	67.50	94.50	\$
	24" x 36" Vertical	87.75	122.85	\$
	24" x 36" Horizontal	87.75	122.85	\$
	28" x 44" Vertical	123.20	160.16	\$
	28" x 44" Horizontal	123.20	160.16	\$
	36" x 90.75" Meter Board	432.00	605.00	\$

Vinyl Banners with Digital Printing - Minimum 2' x 8'

Quantity	Description	Discount Rate	Standard Rate	TOTAL
SF	With Grommets, Vertical - per square foot	16.75/SF	23.45/SF	\$
SF	With Grommets, Horizontal - per square foot	16.75/SF	23.45/SF	\$
SF	With Pockets (top and bottom), Vertical - per square foot	18.00/SF	25.20/SF	\$
SF	With Pockets (top and bottom), Horizontal - per square foot	18.00/SF	25.20/SF	\$

Sign Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cardboard Easel Back	7.00	10.00	\$
	Foamcore Arrow	7.00	10.00	\$
	Blank Foamcore - 48" x 96" sheet	46.00	64.50	\$

- Please specify color for lettering: Red Royal Blue Green Yellow Light Blue White Black Orange
- Please specify color for background: Red Royal Blue Green Yellow Light Blue White Black Orange

Signage Substrates: HOLLINS will choose the best substrate based on the design, size and type of sign ordered. If you want a specific substrate, please contact us as it may require a slightly higher charge.

Indicate sign copy on next page. Attach additional pages if necessary.
Artwork file submission instructions on next page.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

Mailing Address:
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 Roanoke, VA 24019
 Phone: (540) 362-3940

Street Address:
 7615 Williamson Rd. N.W.
 Roanoke, VA 24019
 Fax: (540) 362-8698



Orders must be received by Deadline Date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS: (Attach all logos, trademarks, color samples, etc.)

SUBMITTING ARTWORK

ON DISK: Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

VIA E-MAIL: (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to:
 service@hollins-expo.com

FILE TYPES: We can accept the following file types ONLY:

.eps	(Encapsulated Post Script)
.jpg	(JPEG)
.psd	(Photoshop Document)
.sit	(Stuffit)
.tif	(Tagged Image Format)
.zip	(WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

HARD COPY:

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

ORDERING TIPS

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number and email address is available.
- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.
- Include a printed color copy of artwork and PMS colors.
- All files should be scaled proportionately to the final output size.
- All text should be converted to curves, or embed fonts if possible.
- Indicate output size(s) and quantity of each.
- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.
- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".
- Should you need any additional assistance, please call our Exhibitor Services Department.



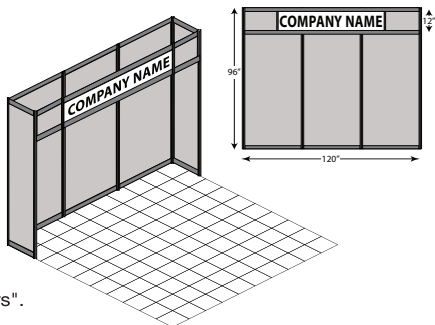
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.** Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Deadline Date: **November 23, 2015**

*No Shipping Costs! No Drayage! Turnkey Setup!
Ready When You Arrive! Installation Included!*

Package No. 1

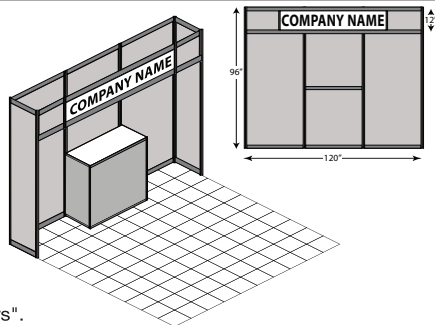
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights



*To order header graphics see "Custom Graphics for Headers".

Package No. 2

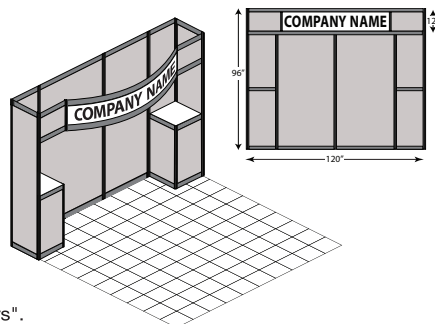
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- One Counter -



*To order header graphics see "Custom Graphics for Headers".

Package No. 3

- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- Two Counters - 19"d x 19"w x 42"h



*To order header graphics see "Custom Graphics for Headers".

Custom Booths

Quantity	Description	Rate
	Package No. 1	\$ 1600.00
	Package No. 2	1850.00
	Package No. 3	1950.00

Custom Graphics for Headers

Quantity	Description	Rate
	Black Copy on White	150.00
	Color Print with Logo	200.00
	Backlit Transparency	250.00

Header Copy To Read: _____

Options

Quantity	Description	Rate
	Counter - 19" d x 19" w x 42" h	110.00
	Counter - 19" d x 38" w x 42" h	135.00
	Counter - 19" d x 76" w x 42" h	205.00
	Backwall Shelf - 1' d x 6' w (white only)	40.00
	Add doors to counters (Not available for 19" d x 19" w)	60.00

Add Custom Graphics to Counters

Quantity	Description	Rate
	Counter - 19" d x 38" w x 42" h	200.00
	Counter - 19" d x 72" w x 42" h	360.00

Wall & Counter Color Preferred:

- White Gray Black Blue

Carpet Color Preferred: (If no color is selected, grey will be provided.)

- Red Royal Blue Kelly Green Hunter Green

- Grey Charcoal Black

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

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PLEASE TYPE OR PRINT

NAME OF EVENT VSTE
 EXHIBITING FIRM _____ BOOTH NO. _____
 ADDRESS _____
 CITY AND STATE _____ ZIP CODE _____
 AUTHORIZED BY _____ X _____
 (Please Type or Print) (Signature)
 TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print. CANCELLATION POLICY:** Items must be cancelled 72 hrs. prior to delivery. No refunds for items cancelled less than 72 hrs. prior to delivery.

Deadline Date For Discount Rate: November 23, 2015

High-Definition Video Displays (CALL for other sizes not shown)

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	\$ 425.00	\$ 616.25	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	525.00	761.25	\$

Computer Data Displays

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	139.00	201.55	\$
	AVCD-24 24 in. Widescreen Monitor	215.00	311.75	\$

Monitor Accessories

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	65.00	94.25	\$
	AVMA-2 HDMI Splitter, 2-way	65.00	94.25	\$
	AVMA-3 VGA Cable, 25 ft.	30.00	43.50	\$
	AVM4-4 HDMI Cable, 25 ft.	65.00	94.25	\$

Video

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 95.00	\$ 137.75	\$
	AVBR-1 Blue-Ray DVD Player	120.00	174.00	\$

Audio

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	447.00	648.15	\$
	AVBR-1 Computer Speakers [2 tabletop]	62.00	89.90	\$

Computers

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVPC-1 Laptop Computer Package: Intel Dual 2 Core 2Ghz 15 inch Notebook Computer 4GB RAM; 80GB HD; CDRW/DVD; 10/100 Ethernet/802.11g Wireless / Win 7/MS Office 2007/Adobe Reader//IE8/Anti-virus / External Mouse w/ Pad	643.50	933.08	\$

Rental Rates: See Discount Rates, Discount Deadline, and Standard Rates shown above. Rental rates are for the entire length of the show.

Venue Charges: Carpenter/electrician labor will be billed directly to the exhibitor. Electrical services are not included in equipment rental rates.

Installation/Delivery/Pickup: A representative from your company must be present at time of delivery to sign for equipment. Equipment will be picked up at time of show closing. At the close of the show, a representative of your company must remain with the equipment until it is picked up.

Optional Damage Waiver: Exhibitor is responsible for the actual cost to repair any equipment damaged during the rental period. At the exhibitor's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contact. This does not cover lost or stolen equipment. The cost of the damage waiver is 15% of the equipment rental cost.

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Sub Total	\$
5.3% State Tax	\$
EQUIPMENT SUBTOTAL	\$
Optional Damage Waiver (15% of Equipment Subtotal)	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

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Deadline Date For Discount Rate: November 23, 2015

Booth Cleaning - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day) (CALCULATE ORDER BELOW)

Quantity	Description	Discount Rate	Standard Rate
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.40	.56
/SF	DAILY - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.32	.40

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.
NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day.
Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

Shampoo - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day) (CALCULATE ORDER BELOW)

Quantity	Description	Discount Rate	Standard Rate
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.40	.56

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.
NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day.
Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

Porter Service - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day)

HOLLINS will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included.
[Subject to availability.]

Would you like us to call and give you a quote for hourly porter service? Yes No

Cleaning Order

Labor	Booth Length	X	Booth Width	=	Square Feet	X	Rate	X	# of Days	Total
Cleaning		X		=		X	\$	X	\$	= \$
Shampoo		X		=		X	\$	X	\$	= \$
										\$

Sub Total \$

5.3% State Tax \$

TOTAL \$

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Labor Jurisdictions

To assist you in planning your show participation, we are certain you will appreciate knowing in advance that HOLLINS labor and union labor may be required for certain aspects of your exhibit handling. Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed HOLLINS as the Official Service Contractor. In this capacity, HOLLINS will provide all labor for the installation and dismantling of exhibits, and for the movement of freight within the exhibit area. Exceptions are noted below.

Exhibit Installation And Dismantling

HOLLINS currently has a labor agreement with Union locals to provide labor for the installation and dismantling of exhibits. Any labor that may be needed must be hired through HOLLINS. Exceptions to this requirement are as follows:

- 1) You may supervise the installation and dismantling of your exhibit.
- 2) You may use bona fide full-time employees of your firm to install and dismantle your exhibit.
- 3) You may appoint an outside contractor (Exhibitor Appointed Contractor) to supervise the installation and dismantling of your exhibit; as long as, the contractor abides by the regulations as set forth in the enclosed "Exhibitor Appointed Contractor Regulations" document.
- 4) The Exhibitor Appointed Contractor may use bona fide full-time employees of the contracting firm to install and dismantle your exhibit; as long as, the contractor abides by the regulations as set forth in the enclosed "Exhibitor Appointed Contractor Regulations" document.

Labor can be ordered by completing and returning the enclosed "Order Form For Installation & Dismantle Labor", or at show site at the HOLLINS Service Desk.

Material Handling

HOLLINS Exposition Services claims jurisdiction over the operation of all material handling equipment, the unloading and loading of all materials, and the handling of all empty containers with one exception: you may "hand carry" your own materials into the exhibit area.

HAND-CARRY DEFINITIONS: An exhibitor may move materials that can be hand carried by one person in one trip without the use of dollies, hand trucks, hotel bellman carts or other mechanical equipment. Large display materials such as grids, 4' x 8' panels, shelving units, etc. are not considered hand-carried and must be handled under delivery procedures for freight through the loading dock.

HOLLINS will be the sole authority on all matters in the loading area. This will include, but not be limited to, the assignment of loading space, and the unloading or loading of all exhibit related materials. To provide a safe and orderly move-in and move-out, HOLLINS will control access to the loading area. Unloading or loading of all private and contracted carriers will be handled by HOLLINS.

Rates for material handling are published in the enclosed "Shipping Instructions & Material Handling Rate Schedule".

Any conflicts or disagreements regarding HOLLINS and Union jurisdictions, or interpretations thereof, should be resolved with representatives of HOLLINS and Show Management.



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Installation and Dismantle Labor Plans



Installation and Dismantle Labor ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this kit.

PLAN A - Labor Supervised by HOLLINS

HOLLINS will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to your arrival
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

HOLLINS will not unpack or re-pack exhibitor product/merchandise without the exhibitor present. Plan A Labor proceeds with the installation of booth materials with the exhibitors approval without the exhibitor present and incurs a supervision fee. In addition to the published labor rate, a supervision fee of 30% (with a minimum of one hour) will apply for both installation and dismantle. Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one hour applies per man; time will be charged in half-hour increments thereafter. Labor schedules are subject to freight move-in and move-out schedules.

👉 IMPORTANT: Complete and return the I&D Critical Information page with your Plan A Labor order.

PLAN B - Labor Supervised by Exhibitor

HOLLINS will provide labor to install/dismantle your exhibit; we will NOT proceed without your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one hour applies per man; time will be charged in hourly increments thereafter. Labor schedules are subject to freight move-in and move-out schedules.

Exhibitor MUST check in at the Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one hour per man requested, unless cancelled by 11:00 a.m. on the day prior. Orders for labor received at show site are processed after advance orders.

Upon completion of work an exhibitor representative must return to the Service Desk to review the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

Please Note:

1. Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by HOLLINS.
2. HOLLINS will not be responsible for any loss or damage as the result of exhibits improperly packed by the exhibitor.
3. Invoices for labor charges will be calculated according to actual hours worked.

👉 Please use the following pages to order Installation and Dismantle Labor.



Orders will be entered as indicated below. Charges include placing in booth ready for use. Mail or fax to us as indicated above. Retain a copy for your files. **CANCELLATION POLICY: Labor orders must be cancelled 24 hours prior to the day labor is requested. Items cancelled after that time will be charged a one-hour per worker no-show fee.**

IMPORTANT: Please Carefully Review the "Labor Jurisdictions" in this Exhibitor Service Kit to determine if you need Installation and Dismantle Labor.

Deadline Date For Discount Rate: **November 23, 2015**

DISCOUNT RATE:

Straight Time \$ 55.00/HR 8:00 AM to 5:00 PM, Monday through Friday	Overtime \$ 82.50/HR 5:00 PM to 12:00 AM, Monday through Friday 8:00 AM to 12:00 AM, Saturday and Sunday	Doubletime \$ 110.00/HR 12:00 AM to 8:00 AM Monday through Sunday and all Holidays
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STANDARD RATE:

Straight Time \$ 74.25/HR 8:00 AM to 5:00 PM, Monday through Friday	Overtime \$ 111.37/HR 5:00 PM to 12:00 AM, Monday through Friday 8:00 AM to 12:00 AM, Saturday and Sunday	Doubletime \$ 148.50/HR 12:00 AM to 8:00 AM Monday through Sunday and all Holidays
--	---	--

- Starting time can be guaranteed only when labor is requested for the start of the working day.
- For all starting times, check in at the HOLLINS Service Desk.
- Labor cancelled without a 24 hour notice shall be charged a one (1) hour no-show fee per worker.
- If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.

PLEASE INDICATE SERVICE DESIRED:

PLAN A - LABOR SUPERVISED BY HOLLINS

HOLLINS will supervise labor per your instructions to:

- Unpack and install your display prior to your arrival
- Dismantle and pack your display after show closing
- A supervision fee of 30% (with a minimum of one hour) will apply for both installation and dismantle.

Please complete this form AND the I&D Critical Information form (next page).

Labor Order

Labor	No. of Men	X	Approx. Hours	X	Rate
INSTALLATION		X		X	\$
DISMANTLE		X		X	\$
			TOTAL		\$

Labor Schedule

	Date	Start Time
INSTALLATION		
DISMANTLE		

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLAN B - LABOR SUPERVISED BY EXHIBITOR

Exhibitor will supervise.

- Indicate workers needed for installation and dismantle.
- HOLLINS assumes no liability for loss, damage or bodily injury arising out of the installation or dismantling of Exhibitor's property by Hollins provided labor. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during the movement of freight.

=	Plan B	+	Supervision	=	Plan A
=	\$	+	\$	=	\$
	\$	+	\$	=	\$
	TOTAL				\$

Sub Total	\$
5.3% State Tax	\$ N/A
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this Form: November 23, 2015

Inbound Freight Information

Carrier		Ship Date	
# Pieces		Target Date	
Weight		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
PRO Number		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated

Set-Up Instructions for Installation

Booth Size?		Carpet is?	<input type="checkbox"/> Rented from HOLLINS <input type="checkbox"/> Owned
Set-Up Drawings?	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit	Padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
# Workers Needed		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
Approx. Hours		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Forklift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Did You Order?

Electric Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Drawings	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Utility Placement	<input type="checkbox"/> Under carpet <input type="checkbox"/> Other
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Instructions:	
A/V Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone/Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Outbound Freight Information

Freight Charges?	<input type="checkbox"/> Collect <input type="checkbox"/> Prepaid	Ship To:
Bill To:		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

Going to Another Show? Show Name _____ Booth Number _____

Method: Show Carrier Common Carrier Van Line Air Freight Other _____

Outbound Carrier

Carrier?		Telephone	
----------	--	-----------	--

Show Site Contact

Name		Arrival Date/Time	
Title		Hotel	
Telephone		Purchasing Authorization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell			

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Exhibitor
Appointed
Contractor**



Official Service Provider Information

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition
- Assure the distribution of labor to all Exhibitors according to need
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself
- See that the proper type and limits of insurance are in force
- Avoid any conflict with local union and/or exhibit hall regulations and requirements

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder

In both such instances, HOLLINS shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and HOLLINS Exposition Services (HOLLINS) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name HOLLINS Exposition Services (HOLLINS) (Official Service Provider), (Show Management), (Show) and (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with HOLLINS or Show Management evidencing the correct coverage at least 21 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc., should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
- a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to HOLLINS at least 21 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and HOLLINS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to HOLLINS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with HOLLINS.
 - i. Must comply with all reasonable rules and regulations of the Facility, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. HOLLINS must provide labor.
7. All information must be received in the HOLLINS office in Roanoke, Virginia no later than 21 days prior to the show.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 01/01/201X	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10005 Attn: Joe Agent (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Big Beam Company, Inc. 1234 Corporate Lane New York, NY 10005 Attn: Joe Smith Phone: (212) 555-5345 Fax: (212) 555-9819				INSURERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of America INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PARTIAL THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
FORM LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> OPERATIONAL-GENERAL LIABILITY <input type="checkbox"/> CLASSIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____ SPECIAL AGREEMENTS LIST APPLIES FOR: <input type="checkbox"/> POLICY <input type="checkbox"/> PROXY <input type="checkbox"/> LHO	00EPO23E-A11	01/01/12	01/01/13	EACH OCCURRENCE FIRE DAMAGE (per occurrence) \$ 50,000 MEDICAL (per year) \$ 2,500 PERSONAL & AD&V INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	34KLS-0234567	01/01/12	01/01/13	COMBINED SINGLE LIMIT \$1,000,000 (Per accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO-ONLY-BK ACCIDENT \$1,000,000 OTHER THAN AUTO-ONLY: \$ \$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> CLASSIC <input type="checkbox"/> CONTRACTUAL <input type="checkbox"/> REVISION 1	XL1234567	01/01/12	01/01/13	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$	
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SE-PJ07	01/01/12	01/01/13	<input checked="" type="checkbox"/> NO WORKERS COMP ALL EMPLOYER \$1,000,000 ALL EMPLOYEE \$1,000,000 ALL CHANGE-POLICY LIMIT \$1,000,000	
DESCRIPTION OF OPERATIONS, WORKS, PRODUCTS, SERVICES AND SPECIAL PROVISIONS HOLLINS Exposition Services (HOLLINS) (Official Service Provider), (Show Management), (Facility) and (Show) are hereby named as additional insured, except for Workers' Compensation. HOLLINS and/or the consignor are included as Loss Payee. The insurance provided for the benefit of HOLLINS shall be primary insurance as respects any claim, loss or liability, arising out of the Named insured's operations for which the Named insured is liable. Any other insurance maintained by HOLLINS shall be excess and non-contributory. Show dates are (dates), in the city of (city, state).						
CERTIFICATE HOLDER <input checked="" type="checkbox"/>		ADDITIONAL INSURED; INSURER LETTER: <input checked="" type="checkbox"/>		CANCELLATION		
HOLLINS Exposition Services Exhibitor Services P.O. Box 7001 7615 Williamson Road NW Roanoke, VA 24019				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL BE BOUND TO SEND 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. NOTICE TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ISSUING ITS AGENTS OR REPRESENTATIVES.		
				AUTHORIZED REPRESENTATIVE John Smith, CEO		

- PRODUCER:** Insurance Agent / Broker who issues certificate.
- NAME OF INSURED:** Must be the legal name of contracting party.
- TYPES OF INSURANCE:** Must include types required by contract. See Official Services Provider Information (page 22) in this exhibitor guide.
- FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED:** HOLLINS Exposition Services (HOLLINS) (Official Service Provider), _____ (Show Management), _____ (Show), _____ (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER:** Must be HOLLINS Exposition Services (HOLLINS)
- POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Official Services Provider Information (page 22) in this exhibitor guide.
- NOTICE OF CANCELLATION:** 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE:** Must be signed (and stamped) by an authorized representative of Producer.



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Exhibitor
Appointed
Contractor**



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this Form: November 23, 2015

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

COMPANY NAME	E-MAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the "show site", which are not designated by the "show site" as "exclusive" to a "show site" provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply HOLLINS Exposition Services (HOLLINS) with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor _____

Street Address _____

(City, State, Zip) _____

Phone (area code _____) _____ Fax (area code _____) _____

Contact: _____

Description of Proposed Service for Exhibitor _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractor shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractor shall be prepared to show evidence it has authorization from the Official Service Provider.
5. The Exhibitor agrees that he or she is ultimately responsible for all services in connection with his or her exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must do so no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with HOLLINS. (Based upon Exhibitor Appointed Contractor not number of booths).
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or HOLLINS Management.
11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and HOLLINS Exposition Services (HOLLINS) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service guide must be used exclusively for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made.

Tips to Exhibitor Appointed Contractors

1. Order services required from HOLLINS and the Exhibit Hall in advance. Ordering labor or services on-site which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If HOLLINS is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with HOLLINS, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the HOLLINS Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.



As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How are material handling rates calculated?

MATERIAL HANDLING RATES are calculated based on the Show Move-in and Move-out Times, as follows:

ST/ST: If freight is handled into and out of the show during straight time hours.

ST/OT: If freight is handled one way during straight time hours and one way during overtime hours.

OT/OT: If freight is handled into and out of the show during overtime hours.

DT/OT: If freight is handled one way during double time hours and one way during overtime hours.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, contact Exhibitor Services at (540) 362-3940.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivering carrier.
- To ensure that your freight does not arrive collect, mark the bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "CWT" (one hundred weight). All shipments are subject to reweigh.
- On the Calculation Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. **Federal Express and UPS are included in this category due to their delivery procedures.**

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Bill of Lading in advance, or you may contact the Service Desk at show site for your shipping documents. The Bill of Lading and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Service Desk.
- Call your designated carrier with pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.
- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by HOLLINS are subject to the enclosed Limits of Liability/Terms and Conditions.

Other available services (may not be available in all locations)

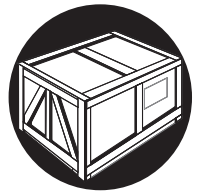
- Cranes
- Accessible storage
- Exhibit transportation services
- Vehicle Spotting
- Scissor lifts, condors
- Security storage at show site
- Marshalling Yard
- Short-term and long-term warehouse storage



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Material Handling
Rate Schedule
and Order Form**



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this Form: **November 23, 2015**

Advance Shipments to HOLLINS Warehouse: Deadline Date - December 4, 2015

Receive ONLY crated, boxed or skidded shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/skids. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. Certified weight tickets required. Warehouse receiving hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. Closed Saturdays, Sundays and Holidays. Shipments arriving at the advance warehouse after the deadline date are subject to a 25% late surcharge, per shipment.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Advance Warehouse Shipments: OT/ST			\$ 70.00	\$ 140.00	\$

Show Site Shipments - VIA COMMON CARRIER: Will be accepted beginning December 6, 2015

Receive ONLY crated, boxed or skidded shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/skids. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. Certified weight tickets required. Subject to any additional fees charged by the facility. Shipments arriving at the show site after the show opens are subject to a 25% late surcharge, per shipment.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Show Site Shipments Via Common Carrier: OT/ST			70.00	140.00	\$

Special Handling Shipments: VIA VAN LINE, POV, COMPANY TRUCK, OR SPECIALIZED CARRIER, including Federal Express/UPS Shipments

Receive Federal Express and UPS at the advance warehouse or show site. Receive special handling shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/skids or packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. Federal Express and UPS are included in this category due to their delivery procedures.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Advance Warehouse Special Handling Shipments - Van Line, Federal Express or UPS: OT/ST			75.00	150.00	\$
Show Site Shipments Requiring Special Handling: Crated, Boxed or Skidded Shipments, including Federal Express or UPS: OT/ST			80.00	160.00	\$
Show Site Shipments Requiring Special Handling: Loose, Uncrated or Pad-Wrapped Shipments, including shipments via Van Line, POV or Company Truck: OT/ST			85.00	170.00	\$

Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is taken from the INBOUND Bill of Lading and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by HOLLINS. This estimate will prevail.

OTHER SERVICES AND FEES

SHIPMENTS RETURNED TO WAREHOUSE - Shipments returned to the warehouse will be charged an additional \$20.00 per one-hundred pounds, \$50.00 minimum.

STORAGE FEES - Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional \$5.00 per one-hundred pounds (100 lbs.) per day - \$50.00 minimum.

CONTAINER STORAGE - Show site container storage for freight not brought in by HOLLINS will be \$30.00 per piece.

BANDING - \$1.00 per ft. plus labor (half hour minimum).

SHRINKWRAP - \$38.50 per skid plus labor (half hour minimum).

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Small Package Maximum weight is 40 lbs. per shipment

Cartons and envelopes received at the warehouse or show site without documentation will be delivered without guarantee of piece count or condition.

Description	Rate	TOTAL
First Carton - per shipment, per delivery	35.00	\$
Each Add'l Carton - per shipment, per delivery	15.00	\$

Sub Total	\$
5.3% State Tax	\$ N/A
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

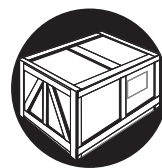
FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Material Handling Terms & Conditions Limits of Liability



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: Exhibitor's materials are delivered to HOLLINS's warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

1. DEFINITIONS. For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.

2. PACKAGING/CRATES AND STORAGE. HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. HOLLINS recommends the securing of security services from Facility or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.

5. DELIVERY TO THE CARRIER FOR RELOADING. HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. HOLLINS' performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS more than two (2) years after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, HOLLINS's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of

\$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of HOLLINS's maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

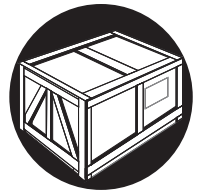
10. JURISDICTION / Hotel Roanoke Hotel. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE Hotel Roanoke Hotel FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks such as; U-hauls, drop deck flat bed trailers, drop floor van trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit, or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. HOLLINS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

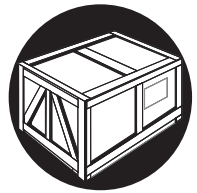
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



Mailing Address:
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 Roanoke, VA 24019
 Phone: (540) 362-3940

Street Address:
 7615 Williamson Rd. N.W.
 Roanoke, VA 24019
 Fax: (540) 362-8698

**Material Handling
 Shipping Addresses
 and Notification**



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Advance Shipments to HOLLINS Warehouse: Use the following address.

To: Company Name and Booth #
 For: VSTE
 c/o: HOLLINS Exposition Services
 7615 Williamson Road NW
 Roanoke, VA 24019

◀ Deadline date for Advance Shipments:
December 4, 2015

Advance Shipments to HOLLINS Warehouse

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

Show Site Shipments: Use the following address.

To: Company Name and Booth #
 For: VSTE
 c/o: HOLLINS Exposition Services
 The Hotel Roanoke & Conference Center
 110 Shenandoah Avenue
 Roanoke, VA 24016

◀ Show Site shipments will be accepted beginning:
December 6, 2015

Show Site Shipments

List show site shipments below. Attach separate forms for additional shipments.

Show Site Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT VSTE

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

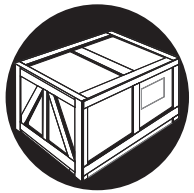
FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Material Handling
Shipping Labels**



Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. Please Type or Print.



R U S H

Advance Warehouse

DEADLINE DATE: December 4, 2015

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services
7615 Williamson Road NW
Roanoke, VA 24019**

Event: _____ **VSTE**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Advance Warehouse

DEADLINE DATE: December 4, 2015

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services
7615 Williamson Road NW
Roanoke, VA 24019**

Event: _____ **VSTE**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Show Site Shipment

NOT ACCEPTED BEFORE: December 6, 2015

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services
The Hotel Roanoke
& Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016**

Event: _____ **VSTE**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Show Site Shipment

NOT ACCEPTED BEFORE: December 6, 2015

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services
The Hotel Roanoke
& Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016**

Event: _____ **VSTE**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



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Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

ATTENTION:

The following pages are provided for your convenience.

Should you wish to order the services/materials on the following pages, please return the forms directly to the vendor listed on each page.

DO NOT return the forms to HOLLINS Exposition Services.



VENDOR TECHNOLOGY REQUEST FORM

Conference Name: VSTE 2015 Conference

Vendor Setup Time: 3:00 PM
Vendor Breakdown Time: 1:15 PM

Vendor Setup Date: Sunday, December 6, 2015
Vendor Breakdown Date: Tuesday, December 8, 2015

Please complete the following information:

Organization / Name of Exhibitor: _____

Contact Name: _____ Phone: _____

Please indicate special technology and/or electrical equipment needed.

Equipment	QTY	COST	# DAYS	TOTAL
Electrical Needs:				
Power Strip		\$ 16.00		
110 Outlet		\$ 50.00		
208 / 220 Outlet		\$ 189.00		
Power Box: (4) 110 Outlets and (1) 220 Outlet		\$ 252.00		
220 Pigtail (200 Amp)		\$ 630.00		
Additional Electrical as quoted by Engineer (Please List)				

Technology Requests

NOTE: Wireless Internet access can be purchased on-site with a major credit card via web interface.

	QTY	COST	# DAYS	TOTAL
Modem Line (Local & Toll Free Calls Only)		\$ 80.83		
Wired Internet Access (Shared T1 Access)		\$ 63.00		
Wireless Internet Access (Shared T1 (1.544 Mbps) Access)		\$ 44.10		
Wireless Internet (Shared 512kup 512k down, Public IP/needed for some VPNs and Video)		\$ 16.32		
Wireless Internet Access (Shared 256k up and 512k down, Private IP)		\$ 12.54		
Telephone with Line (Local & Toll Free Calls Only)		\$ 80.83		
5' - 8' Tripod Screen		\$ 37.80		
27" TV w/ DVD Player		\$ 195.30		
Laptop with Internet Access (Limited Availability)		\$ 186.53		
Computer with 17" Monitor and Internet Access		\$ 119.70		
42" Plasma Screen		\$ 396.00		

Please list all types of devices and number of devices that we will be supplying power to, i.e., laptop, copier, displays and lighting. This information is used to ensure adequate electrical power is supplied to meet the needs of all vendors:

Vendor charges are for the full event time and inclusive of all applicable service charge and tax. All charges must be paid in advance by check or credit card. All items are subject to availability. Please call Kristi Telsch for special requests and 540-853-8219 or via e-mail at ktelsch@hotelroanoke.com.

To pay via credit card please provide: Name As it appears on the card (Please Print): _____

Type of Card (Circle One): MC VISA AMEX Other: _____

Card Number: _____ Exp Date: _____

Amount Authorized to charge: \$ _____

Signature of Cardholder: _____ Date: _____

If you would like a receipt, please provide fax or e-mail: _____

POLICIES AND PROCEDURES

2. Additional Usage: Any additional electrical or equipment used on site will be charge accordingly to the credit card provided. In addition, you will be responsible for any damages to hotel property or other vendor(s) property should you or your agent misuse or overload electrical connections.
3. Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees. Any items left after the exhibit hall teardown is not the responsibility of the hotel and will be discarded.
4. Indemnity: As an exhibitor, you assume entire responsibility and hereby agree to protect, indemnify, defend and save The Hotel Roanoke & Conference Center, it's owners, employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by your installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof excluding and such liability caused by the sole negligence of The Hotel Roanoke & Conference Center, it's owners, employees and agents. In addition, you acknowledge The Hotel Roanoke & Conference Center does not maintain insurance covering your property and that it is your sole responsibility to obtain business interruption and property damage insurance covering such losses.
5. Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. **All additional "EXIT" signs must be illuminated and battery-operated.** Displays or equipment may not be placed in the path of emergency fire gates or doors.
6. Parking: Trucks and vehicles may be **temporarily** parked at conference center entrance and must be removed as soon as they are emptied. Prior approval must be arranged through our Receiving Department for any loading dock usage. Outdoor display items must have prior approval; please contact the hotel contact listed below.
7. Moving Equipment: The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
8. Package Pick-Up: **All delivery/pick-up schedules for packages for the shipping company must be arranged with the hotel's** shipping and receiving department prior to your departure. The hotel is not responsible for parcels left behind without prior arrangements made.

Authorized Signature: _____ Date: _____

FAX OR EMAIL COMPLETED FORM TO: Krsiti Telsch @ 540.853.8265 or KTelsch@hotelroanoke.com
Checks can be mailed to: The Hotel Roanoke & Conference Center;
110 Shenandoah Ave; Roanoke, VA 24016; Phone: 540.853.8219

December 6-8, 2015

Order Online: <http://shop.bartizan.com/VSTE.html>

Fax Order: 914-965-7746

Modernize Your Booth Marketing

iLeads Cloud-Based Lead Retrieval

What is the iLeads App?

Improve Your Show Efficiency and Close More Deals Faster

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the barcode when available.

Supported devices:

- ✓ iPod touch®, iPhone®, iPad®
(Minimum Operating System required is 7.0)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 4.1)



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Follow up instantly by tapping attendee's telephone # or email address
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.

Marketing Extras, included, no extra charge

- **Attendee Notification**

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

- **Lead Management Software**

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

- **Exhibitor Education**

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

December 6-8, 2015

Order Online: <http://shop.bartizan.com/VSTE.html>

Fax Order: 914-965-7746

Mobile Lead Management Packages



All Lead App Packages Include:

- ✓ iLeads App Data Licenses for Your Booth
- ✓ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- ✓ **Attendee Notification:** E-mail with the list of booths visited.

Lead Retrieval Options

Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.

Booth Price Packages:

1 License:

2 Licenses:

Additional Licenses available after 2nd license for \$50.00 per license

iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.

iPad® Rental: Includes iLeads lead retrieval app pre-loaded.

3G Service is available for an additional \$80.00

QTY	ORDER BY	ORDER BY	ONSITE	TOTAL
	11/11/2015	11/25/2015		

	\$199.00	\$209.00	\$219.00	_____
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	\$299.00	\$309.00	\$319.00	_____
--	----------	----------	----------	-------

	\$299.00	\$309.00	N/A	_____
--	----------	----------	-----	-------

	\$399.00	\$409.00	N/A	_____
--	----------	----------	-----	-------

	\$479.00	\$489.00	N/A	_____
--	----------	----------	-----	-------

Company Name _____



GRAND TOTAL _____

Please Note: Upon placing this order you agree to the full Terms & Conditions on the attached document.

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click the link in the email you will receive to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

Order Online: <http://shop.bartizan.com/VSTE.html>

Fax Order to: 914-965-7746

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

Email:

ORDER ONLINE:

<http://shop.bartizan.com/VSTE.html>

Mail Checks to:

Bartizan Connects,
 Attn: Customer Service
 217 Riverdale Avenue,
 Yonkers, NY 10705

Phone: 800.899.2278

Order by Fax: 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

My Tradeshow Connections:

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click on the link you will receive by email to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.
4. Replacement cost for lost equipment: iPod Touch®: \$300.00. iPad®: \$650.00

PAYMENT



Check# _____

Cardholder Name

Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

Card Number

Expiration Date

Security Code