

# OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



Street Address:  
121 North Chimney Rock Road  
Greensboro, NC 27409

Phone: (336) 315-5225  
Fax: (336) 315-5220

## NC GIS Conference 2019

*February 27 - March 1, 2019*  
*Benton Convention Center*  
*Winston Salem, NC*

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# HOLLINS

EXPOSITION SERVICES

**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the NC GIS. 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 provided with:

- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 7 in. x 44 in. booth identification sign
- one 6 ft. skirted table
- two chairs
- one wastebasket

Orders received will be considered additional to the above and charges accordingly.

## Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**  
Friday, January 25, 2019
- ▶ **Deadline Date to order materials at Discount Rate with payment:**  
February 13, 2019
- ▶ **Last day for Advance Shipments to arrive without surcharge:**  
Friday, February 22, 2019
- ▶ **Direct Shipments may begin arriving at The Benton Convention Center:**  
Tuesday, February 26, 2019 .....12:00 p.m. - 5:00 p.m.
- ▶ **Exhibitor move-in:**  
Tuesday, February 26, 2019.....12:00 p.m. - 5:00 p.m.
- ▶ **Exhibit Hours:**  
Wednesday, February 27, 2019.....8:00 a.m. - 7:00 p.m.  
Thursday, February 28, 2019.....8:00 a.m. - 7:00 p.m.  
Friday, March 1, 2019.....8:00 a.m. - 11 a.m.
- ▶ **Exhibitor Move-out:**  
Friday, March 1, 2019.....12:00 p.m. - 2:00 p.m.
- ▶ **Outbound Freight will be re-routed:**  
Friday, March 1, 2019.....2:00 p.m.

## Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **February 13, 2019**, unless otherwise indicated. Orders received after February 13th, orders without payment and orders processed at the show will be processed at Standard Rates.

## 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 February 22, 2019 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO THE BENTON CONVENTION CENTER.** The Benton Convention Center is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the Benton Convention Center, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

**DIRECT SHIPMENTS TO THE SHOW SITE** - HOLLINS will receive direct shipments to the BENTON CONVENTION CENTER beginning at **12:00 p.m. Tuesday, February 26, 2019.** All show site shipments must arrive no later than 5:00 p.m.

## Shipping Addresses

- ▶ **ADVANCE SHIPMENTS TO WAREHOUSE**  
Company Name and Booth Number  
c/o Hollins Exposition Services  
121 North Chimney Rock Road  
Dock 1  
Greensboro, NC 27409  
 **Shipments must arrive by February 22, 2019.**
- ▶ **DIRECT SHIPMENTS TO SHOW SITE**  
Company Name and Booth Number  
c/o Hollins Exposition Services  
The Benton Convention Center  
301 West 5th Street  
Winston Salem, NC 27101  
 **Shipments will be accepted beginning Tuesday, February 26, 2019 between 12:00 p.m. - 5:00 p.m.**



### ***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 February 13, 2019; 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.

### ***Tax***

Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

### ***Safety***

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.

### ***Exhibitor Safety and Loss Prevention Guidelines***

- ▶ Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- ▶ Smoking is prohibited except in designated areas.
- ▶ 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 authorized HOLLINS employees only.
- ▶ Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- ▶ Protect your valuables. Keep expensive items secured.

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) 336-315-5225.



Mailing Address: P.O. Box 49837, Greensboro, NC 27419  
 Street Address: 121 North Chimney Rock Rd., Greensboro, NC 27409  
 Phone: 336-315-5225 Fax: 336-315-5220

IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY We require your credit card authorization to be on file with HOLLINS.

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: Prior to the close of the show, an invoice will be prepared and delivered to your booth. 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 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 mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)
MasterCard VISA American Express
Account Number
VERIFICATION CODE (back of card) EXPIRATION DATE
Corporate Personal
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%.

Table with 3 columns: Calculation of Orders, PURCHASE ORDER IS NOT CONSIDERED PAYMENT, TOTAL. Rows include Furnishings & Carpet, Custom Booths, Custom Signs & Graphics, Cleaning Services, Installation & Dismantle Labor, Material Handling (Freight), and Other HOLLINS Services (Specify).

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. 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 NC GIS 2019
EXHIBITING FIRM BOOTH NO.
ADDRESS
CITY AND STATE ZIP CODE
AUTHORIZED BY X (Please Type or Print) (Signature)
TELEPHONE NO. DATE





Mailing Address Street Address  
 P.O. Box 49837 121 North Chimney Rock Rd.  
 Greensboro, NC 27419 Greensboro, NC 27409  
 Phone: 336-315-5225 Fax: 336-315-5220

# ORDER FORM FOR FURNISHINGS & CARPET

**Deadline Date For Discount Rates  
February 13, 2019**

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **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.**

Quantity		Discount Rates	Standard Rates
_____	Brown Leather Chair	\$ 120.00	\$ 156.00
_____	Upholstered Arm Chair	50.00	65.00
_____	Upholstered Side Chair	50.00	65.00
_____	Upholstered Stool with Back (30"high)	60.00	78.00

### ACCESSORIES

_____	Pedestal Table		
_____	2'dia. x 30"h (Spandex Cover)	45.00	58.50
_____	2'dia. x 42"h (Spandex Cover)	50.00	65.00
_____	3'dia. x 30"h (Spandex Cover)	50.00	65.00
_____	3'dia. x 42"h (Spandex Cover)	55.00	71.50
_____	Cocktail Table (white laminate top - chrome legs)		
_____	2'dia. x 18"h (round top)	50.00	65.00
_____	17"d x 17"w x 18"h (square top)	50.00	65.00
_____	Coat Tree (chrome - stands 70"h)	50.00	65.00
_____	Sign Holder (chrome - stands 5'h)	75.00	97.50
	(displays 2 - 22"w x 28"h signs back to back)		
_____	Wastebasket (dove gray)	20.00	26.00
_____	Easel (floor standing - aluminum tripod)	25.00	32.50
_____	Bag Stand (chrome - stands 4'h)	60.00	78.00
_____	Literature Rack (silver base - 4 acrylic pockets)	75.00	97.50
_____	Stanchion (chrome - stands 40"h)	35.00	45.50
_____	Rope (black velvet) - per linear ft.	10.00	13.00
_____	Chain (white plastic) - per linear ft.	5.00	6.50
_____	Ticket Tumbler (brass color - 15"dia.)	75.00	97.50
_____	Display Case (20"d X 5"w x 38"h half view)	350.00	455.00
_____	Display Case (20"d X 6"w x 38"h full view)	400.00	520.00

### CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	150.00	195.00
_____	9' x 20' Carpet	300.00	390.00
_____	9' x 30' Carpet	450.00	585.00
_____ft. x _____ft.	Custom-Cut Carpet - per sq. ft.	2.50	3.25
_____ft. x _____ft.	Carpet Padding - per sq. ft.	1.25	1.30
_____ft. x _____ft.	Visqueen Covering - per sq. ft.	.75	.65
_____ft.	Additional Taping - per linear ft.	.95	1.33

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

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  
 Silver  Charcoal  Black  Brown  Plum

### SKIRTED DISPLAY TABLES & COUNTERS - rectangular

Skirting includes white vinyl top and pleated skirt on 3 sides.

Quantity	Tables - 30"h	Discount Rates	Standard Rates
_____	2'd x 4'w Table (skirted 4 sides)	\$ 70.00	\$ 91.00
_____	2'd x 6'w Table	75.00	97.50
_____	2'd x 8'w Table	80.00	104.00
_____	4th Side Skirted (optional)	50.00	65.00

### Counters - 42"h

_____	2'd x 4'w Counter (skirted 4 Sides)	80.00	104.00
_____	2'd x 6'w Counter	85.00	110.50
_____	2'd x 8'w Counter	90.00	117.00
_____	4th Side Skirted (optional)	60.00	78.00

Skirting Color Preferred: (If no color is selected, white will be provided.)

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

### SKIRTED TABLE TOP RISERS - rectangular

Skirting includes white vinyl top and white pleated skirt on 4 sides.

_____	1'd x 4'w x 1'h Riser	60.00	65.00
_____	1'd x 6'w x 1'h Riser	70.00	71.50

### DISPLAY PANELS

_____	Tack/Velcro Board (dove gray)	100.00	130.00
<input type="checkbox"/>	8'w x 4'h - stands 78"h	<input type="checkbox"/>	4'w x 8'h - stands 8'h
_____	Pegboard (white - 1/4" hole)	100.00	130.00
<input type="checkbox"/>	8'w x 4'h - stands 78"h	<input type="checkbox"/>	4'w x 8'h - stands 8'h
_____	Wire Grid (chrome) 2'w x 6'h - stands 6'h - includes feet	60.00	84.00

### DRAPE - other than booth drape provided

_____	ft. 8'h Drape - per linear ft. Color: _____	8.25	11.55
_____	ft. 3'h Drape - per linear ft. Color: _____	6.25	8.75

Colors: Red - Royal Blue - Kelly Green - Hunter Green - Gold - White  
Black - Burgundy - Silver - Teal - Beige - Plum - Peach

<b>SUB TOTAL \$</b>	_____
<b>6.75% Sales Tax \$</b>	_____
<b>TOTAL \$</b>	_____

**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 NC GIS 2019

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_



*Mailing Address*  
 P.O. Box 49837  
 Greensboro, NC 27419  
 Phone: 336-315-5225

*Street Address*  
 121 North Chimney Rock Rd.  
 Greensboro, NC 27409  
 Fax: 336-315-5220

### ORDER FORM FOR CLEANING SERVICES

**Deadline Date  
 For Return of This Form  
 February 13, 2019**

Mail one copy to us at the address above. Retain a copy for your files.

PLEASE TYPE OR PRINT

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility.

Note: All rental carpets ordered from HOLLINS are installed in clean condition.

#### PLEASE INDICATE SERVICES DESIRED

#### BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA (100 Sq. Ft. Minimum Per Day)

	Rate
<input type="checkbox"/> DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter.	\$ .35 per sq. ft. per day
<input type="checkbox"/> ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show.	.39 per sq. ft.
<input type="checkbox"/> Shampoo - Shampoo before initial opening of the show.	.65 per sq. ft.

#### SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

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SIZE OF BOOTH: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. x RATE: \_\_\_\_\_ x NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_

NO CREDITS will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

**PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS.** Payment in full must accompany your order. 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 NC GIS 2019

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_  
(Please Type or Print) **X** (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_





Mailing Address Street Address  
 P.O. Box 49837 121 North Chimney Rock Rd.  
 Greensboro, NC 27419 Greensboro, NC 27409  
 Phone: 336-315-5225 Fax: 336-315-5220

**ORDER FORM FOR  
 INSTALLATION & DISMANTLE LABOR**

**Deadline Date  
 For Return of This Form  
 February 13, 2019**

Mail one copy to us at the address above. Retain a copy for your files.

PLEASE TYPE OR PRINT

**RATES:**

Straight Time ..... \$ 60.00/HR Overtime ..... \$ 90.00/HR Doubletime ..... \$ 120.00/HR  
 8:00 AM to 4:30 PM, Monday through Friday 4:30 PM to 12:00 AM, Monday through Friday 12:00 AM to 8:00 AM Monday through Sunday  
 8:00 AM to 12:00 AM, Saturday and Sunday and all Holidays

— RATES ARE PER MAN PER HOUR — ONE HOUR MINIMUM PER MAN —

**PLEASE INDICATE SERVICE DESIRED:**

**PLAN A - SUPERVISION BY HOLLINS**

This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. *The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.*

To complete your exhibit to your satisfaction, we must receive the following information:

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_  
 Carpet:  With Exhibit  Ordered from HOLLINS Color \_\_\_\_\_ Size \_\_\_\_\_  
 Set-Up Plan/Photo: Attached \_\_\_\_\_ In Crate \_\_\_\_\_ Exhibit Shipped To: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_  
 Please provide an emergency contact: Name \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Return shipping instructions are as follows:

Ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Via:  Common Carrier  Air Freight  
 Other \_\_\_\_\_  
 Prepaid  Collect

**Please Note:** HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

**PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.

It is important that you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

Supervisor will be: \_\_\_\_\_

**If you fail to pick up men at time ordered, a ONE HOUR PER MAN NO-SHOW FEE will be charged unless a written cancellation notice is received by 11:00 AM prior to the day labor is requested.**

	No. of Men	X	Approx. Hrs.	X	Rate	=	PLAN B	+	SUPERVISION	=	PLAN A
INSTALLATION					\$		\$		\$		\$
DISMANTLE					\$		\$		\$		\$
	TOTAL					\$					\$

  

	Date	Start Time		Date	Start Time
INSTALLATION			DISMANTLE		

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. 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 NC GIS 2019

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
 (If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
 (Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_ X \_\_\_\_\_  
 (Please Type or Print) (Signature)

PHONE (\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_



**INTENT TO USE  
EXHIBITOR APPOINTED CONTRACTOR NOTICE**

**NOTIFICATION DEADLINE: February 13, 2019**

**Only forms received by this date will be processed for authorization to gain show floor access.**

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.
5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

**INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR**

PLEASE TYPE OR PRINT

Name of Event NC GIS 2019

Exhibiting Firm \_\_\_\_\_ Booth No. \_\_\_\_\_

Authorized Name and Title \_\_\_\_\_  
(Please Type or Print)

Authorized Signature X

Full Name of Exhibitor Appointed Contractor \_\_\_\_\_

Complete Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Exhibitor Appointed Contractor "Show Site" Representative \_\_\_\_\_  
(Please Type or Print)

Type of Service to be Performed \_\_\_\_\_

\_\_\_\_\_

## EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.
2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.
3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.
  - A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.
  - B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.
  - C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.
  - D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or \$2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.
  - E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.
  - F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.
  - G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.
  - H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.
  - I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.
  - J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.
  - K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.
  - L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.
  - M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.
5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.

# IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

**TO: (Exhibitor's Firm Name and Booth Number)**  
**FOR: NC GIS 2019**  
**C/O: HOLLINS EXPOSITION SERVICES**  
**121 North Chimney Rock Road**  
**Dock1**  
**Greensboro, NC 27409**

**DO NOT SHIP ADVANCE FREIGHT TO THE  
Benton Convention Center. IT WILL BE REFUSED.**

HOLLINS has exclusive rights to drayage services on all freight shipped to show site.

Any and all freight received by The Benton Convention Center will be consigned to HOLLINS and subject to the prevailing drayage rate.

**We urge you to ship your materials in advance.**

*By doing so, your materials will be in your booth for you to begin set-up.*



**Mailing Address**  
 P.O. Box 49837  
 Greensboro, NC 27419  
 Phone: 336-315-5225

**Street Address**  
 121 North Chimney Rock Rd.  
 Greensboro, NC 27409  
 Fax: 336-315-5220

**SHIPPING INSTRUCTIONS  
 &  
 MATERIAL HANDLING  
 RATE SCHEDULE**

**ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE**

TO: (Your Firm's Name and Booth Number)  
 FOR: NC GIS 2019  
 C/O: HOLLINS EXPOSITION SERVICES  
 121 North Chimney Rock Road  
 Dock 1  
 Greensboro, NC 27409

**ADDRESS DIRECT SHIPMENTS TO SHOW SITE**

TO: (Your Firm's Name and Booth Number)  
 FOR: NC GIS 2019  
 C/O: HOLLINS EXPOSITION SERVICES  
 The Benton Convention Center  
 301 West 5th Street  
 Raleigh, NC 27101

**Deadline for receiving advance shipments at warehouse:  
 February 22, 2019**

**Shipments to show site will not be accepted prior to:  
 February 26, 2019**  
 The show site has no provisions to accept shipments prior to the  
 SHOW SET-UP PERIOD.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**ADVANCE WAREHOUSE SHIPMENTS (Includes thirty (30) days storage)**

Receive ONLY crated, boxed or palletized 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/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**SHOW SITE SHIPMENTS - COMMON CARRIER (THIS INCLUDES OVERTIME RATE)**

Receive ONLY crated, boxed or palletized shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**SHOW SITE SHIPMENTS - VAN LINE, POV/COMPANY TRUCK, SPECIALIZED CARRIER**

**(Crated, Boxed or Palletized Shipments)**

Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**(Loose, Uncrated or Pad Wrapped Shipments)(This includes UPS Ground & Fedex)**

Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**LATE SHIPMENTS**

Material received at the warehouse AFTER the above deadline date, and material received at the show site AFTER the show opens . . . . .

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$ 72.00 per 100 lb.	200 lbs.
\$ 72.00 per 100 lb.	200 lbs.

\$ 76.00 per 100 lb.	200 lbs.
\$ 76.00 per 100 lb.	200 lbs.
\$ 76.00 per 100 lb.	200 lbs.

**SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE**

• Shipments returned to the warehouse will be charged an additional \$25.00 per one-hundred pounds (100 lbs.) ~ \$50.00 minimum. Plus \$100.00 processing fee. • 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 \$50.00 per one-hundred pounds (100 lbs.) per day ~ \$100.00 minimum. • Show site container storage for freight not brought in by HOLLINS will be \$75.00 per piece.

**200 lb. minimum charge applies to each shipment HOLLINS receives.**

- Example 1:** You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in **ONE** minimum two-hundred pound (200 lb.) charge.
- Example 2:** You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in **TWO** minimum two-hundred pound (200 lb.) charges.

**NOTE:** Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one-hundred pounds (100 lbs.) and 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 weight estimate will prevail.

**SMALL PACKAGE HANDLING**

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

**Maximum weight is 50 lbs. - per shipment, per delivery**

- \$ 45.00 for the first carton - per shipment, per delivery
- \$ 25.00 for each additional carton - per shipment, per delivery

**SPECIAL SERVICES**

Rates quoted above do not include the following services.

- Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).
- Shrinkwrap \$ 50.00 per pallet plus labor (1/2 hr. minimum labor)

# MATERIAL HANDLING LIMITS OF LIABILITY

## Important Information ! Please Read !

HOLLINS EXPOSITION SERVICES' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

### LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

- 1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.
- 4) HOLLINS shall not be liable (to any extent whatsoever) for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from loss or damage to your material which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.
- 6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to thirty cents (\$.30) per pound per article, with a maximum of fifty dollars (\$50.00) per item, and a maximum of one thousand dollars (\$1,000.00) per shipment. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.
- 9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.
- 11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.
- 12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.
- 13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.
- 14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



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 P.O. Box 49837  
 Greensboro, NC 27419  
 Phone: 336-315-5225

*Street Address*  
 121 North Chimney Rock Rd.  
 Greensboro, NC 27409  
 Fax: 336-315-5220

**ORDER FORM FOR  
 ESTIMATED  
 MATERIAL HANDLING**

Mail one copy to us at the address above. Retain a copy for your files.

PLEASE TYPE OR PRINT

**INBOUND SHIPPING INFORMATION**

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)
ADVANCE SHIPMENTS (Warehouse)					
DIRECT SHIPMENTS (Show Site)					

SHIPPED FROM: (City) \_\_\_\_\_ (State) \_\_\_\_\_

DATE SHIPPED: \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL: \_\_\_\_\_

**Attach separate Order Forms for multiple shipments.**

**OUTBOUND SHIPPING INFORMATION**

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH !

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

**PAYMENT POLICY:** For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. 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 FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM**

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

PLEASE TYPE OR PRINT

NAME OF EVENT NC GIS 2019

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_ **X** \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**DEADLINE DATE: February 22, 2019**

**DEADLINE DATE: February 22, 2019**

**TO:** \_\_\_\_\_  
*(Name of Exhibiting Company)*

**TO:** \_\_\_\_\_  
*(Name of Exhibiting Company)*

**C/O: HOLLINS EXPOSITION SERVICES**  
121 North Chimney Rock Road  
Dock 1  
Greensboro, NC 27409

**C/O: HOLLINS EXPOSITION SERVICES**  
121 North Chimney Rock Road  
Dock 1  
Greensboro, NC 27409

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *NC GIS 2019*

**EVENT:** \_\_\_\_\_ *NC GIS 2019*

**BOOTH NO.** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**BOOTH NO.** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**CARRIER:** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_

**R U S H**

**R U S H**

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121 North Chimney Rock Road  
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Greensboro, NC 27409

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**WAREHOUSE**

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**BOOTH NO.** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**CARRIER:** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_



**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT ARRIVE BEFORE: February 26, 2019**

**CANNOT ARRIVE BEFORE: February 26, 2019**

TO: \_\_\_\_\_  
*(Name of Exhibiting Company)*

TO: \_\_\_\_\_  
*(Name of Exhibiting Company)*

**C/O: HOLLINS EXPOSITION SERVICES  
Benton Convention Center  
301 West 5th Street  
Winston Salem, NC 27101**

**C/O: HOLLINS EXPOSITION SERVICES  
Benton Convention Center  
301 West 5th Street  
Benton, NC 27101**

**SHOW SITE**

**SHOW SITE**

EVENT: \_\_\_\_\_ *NC GIS 2019*

EVENT: \_\_\_\_\_ *NC GIS 2019*

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PCS.

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PCS.

CARRIER: \_\_\_\_\_

CARRIER: \_\_\_\_\_

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT ARRIVE BEFORE: February 26, 2019**

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TO: \_\_\_\_\_  
*(Name of Exhibiting Company)*

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**SHOW SITE**

EVENT: \_\_\_\_\_ *NC GIS 2019*

EVENT: \_\_\_\_\_ *NC GIS 2019*

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PCS.

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_ OF \_\_\_\_ PCS.

CARRIER: \_\_\_\_\_

CARRIER: \_\_\_\_\_

# **ATTENTION**

## **DO NOT RETURN**

the forms that follow this page to **HOLLINS**.

Should you require these services, please return the respective form(s) to the appropriate vendor.



# ELECTRICAL/MISCELLANEOUS SERVICES ORDER FORM

Check Event Location:  Benton Convention Center  Marriott Hotel  Embassy Suites Hotel

Please complete and return to Twin City Quarter; 460 N. Cherry Street; Winston-Salem, NC 27101 or fax to (336) 728-4020. ALL ORDERS must be received 14 days prior to move-in to receive the advance price.

**For questions regarding additional services, please contact our Event Planning Department, 336.728.4023 ATTENTION:**

## PRICES ARE GUARANTEED 90 DAYS PRIOR TO EVENT

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	110V/20 amp Elec. Outlet	60.00	85.00	
	120V/30 amps & Under	90.00	110.00	
	220V/30 amps – 100amps	120.00	140.00	
	208V Single Phase	155.00	170.00	
	208V/3 Phase	255.00	280.00	
	Wireless Internet Available at no charge Call for pricing on Wired Internet			
	Telephone Line (without handset) per day with Handset, additional \$25	105.00	125.00	
	Water Service (2 week notice required) Per Day charge	160.00	180.00	
<b>Phone lines are available on a limited basis, upon request only. If you require a phone line &amp; none are available, please contact AT&amp;T <u>directly</u> at 1-800-919-2800.</b>				
			<b>Total Cost</b>	

We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power.

### Method of Payment:

\_\_\_\_\_ Cash (at show only)

### Credit Card

\_\_\_\_\_ Check Amount

\_\_\_\_\_ Visa

\_\_\_\_\_ Master Card

\_\_\_\_\_ American Express

**\*\* Must Have \*\*** Email: \_\_\_\_\_

Card # \_\_\_\_\_

CID \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

**Payment Policy:** 100% advance payment or credit card information must accompany your order prior to move-in day to qualify for advance prices. All orders received without payment or ordered at the show will charge at the floor price. All payments for floor orders must be made at the time of the request.

Name of Convention/Show: \_\_\_\_\_

Name of Company: \_\_\_\_\_

**\*\*Must Have\*\*** Telephone #: \_\_\_\_\_

Date of Convention/Show: \_\_\_\_\_

Booth No. (If known): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_