

# 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](http://www.hollins-expo.com)



## Virginia Association of School Librarians 2013 Annual Conference

**November 7-9, 2013**  
**DoubleTree by Hilton Hotel Williamsburg**  
**Williamsburg, Virginia**

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**General  
Information**



**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the **Virginia Association of School Librarians 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 10 ft. deep and provided with:

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

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

## Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**  
October 7, 2013
- ▶ **Exhibitor Appointed Contractor (EAC) Deadline Date:**  
October 25, 2013
- ▶ **Deadline Date to order materials at Discount Rate with payment:**  
October 25, 2013
- ▶ **Last day for Advance Shipments to arrive without surcharge:**  
November 5, 2013
- ▶ **Direct Shipments may begin arriving at the Show Site:**  
November 6, 2013
- ▶ **Exhibitor move-in:**  
Wednesday, November 6, 2013: 5:00 p.m. - 8:00 p.m.  
Thursday, November 7, 2013: 6:30 a.m. - 9:00 a.m.
- ▶ **Exhibit Hours:**  
Thursday, November 7, 2013: 9:00 a.m. - 5:30 p.m.  
Friday, November 8, 2013: 9:00 a.m. - 3:30 p.m.
- ▶ **Exhibitor Move-out:**  
Friday, November 8, 2013: 3:30 p.m. - 5:30 p.m.
- ▶ **Outbound Freight will be re-routed:**  
Friday, November 8, 2013: 5:30 p.m.

## Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by October 25, 2013, unless otherwise indicated. Orders received after October 25, 2013, orders without payment and orders processed at the show will be processed at Standard Rates.

## Tax

Tax (6%) 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 November 5, 2013 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO DOUBLETREE BY HILTON HOTEL WILLIAMSBURG.** DoubleTree by Hilton Hotel Williamsburg 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 DoubleTree by Hilton Hotel Williamsburg, 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 9:00 a.m. November 6, 2013. All show site shipments must arrive no later than 5:00 p.m.

## Shipping Addresses

### ▶ ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number  
Hollins Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23225

Shipments must arrive by November 5, 2013.

### ▶ DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number  
c/o Hollins Exposition Services  
DoubleTree by Hilton Hotel Williamsburg  
50 Kingsmill Road  
Williamsburg, VA 23185

Shipments will be accepted beginning November 6, 2013.



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Fax: (540) 362-8698

**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 October 25, 2013; 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](mailto:service@hollins-expo.com).***

**Convenient on-line ordering is available at:**

**[www.hollins-expo.com](http://www.hollins-expo.com)**



### **To order on-line:**

1. Log on to the Hollins Exposition Services web site at <http://www.hollins-expo.com>.
2. Click on Order Online.
3. Click on Enter Online Ordering.
4. Enter the User Name and Password you have been assigned. Use ALL CAPS. [Your User Name and Password are indicated on the cover letter you received with this exhibitor kit. If you do not have your User Name and/or Password. please call Exhibitor Services at (540) 362-3940 for assistance.]
5. Once you are logged in, you will see the Show Information page. Use the menu tabs at the top of the page to select the appropriate category for the items you wish to order.
6. Enter the desired quantity for each item you wish to order, and click "Add to Cart" to order.
7. Repeat steps 5 and 6 for each item you wish to order.
8. When you have completed your order, click "View Cart" at the top right to review your order. Once you are satisfied with your order, click "Proceed to Checkout".
9. Complete the required credit card information and click "Purchase".
10. Once your order is processed, you will receive an e-mail confirmation of your order. You may also print a copy of your order. To print, click "Your Acct" at the top right. This will display your order history. Right click, and print the page.

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



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.

<b>CREDIT CARD AUTHORIZATION (Information Must Be Provided)</b>		<b>VERIFICATION CODE</b> (back of card)	<b>EXPIRATION DATE</b>															
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express																
Account Number		<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal															
<table border="1" style="width: 100%; height: 20px;"> <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></tr> </table>																	<b>X</b>	
<b>PRINT CARDHOLDER NAME</b>		<b>SIGNATURE OF CARDHOLDER</b>																

**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	\$
Cleaning Services	\$
Installation and Dismantle Labor	\$
Material Handling	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b>	<b>\$</b>

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 Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_ (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

(Please Type or Print) (Signature)

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: October 25, 2013

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

Account Number grid

(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, 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

Account Number grid

(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, Cleaning Services, Installation & Dismantle Labor, Material Handling.

Other (Please Specify)

X (Cardholder Signature)

PLEASE TYPE OR PRINT

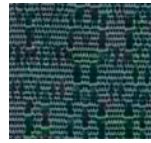
***Drape Colors***



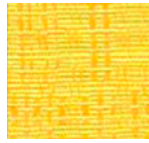
*RED*



*ROYAL BLUE*



*HUNTER GREEN*



*GOLD*



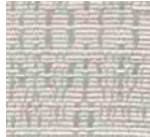
*WHITE*



*BLACK*



*BURGUNDY*



*SILVER*



*TEAL*

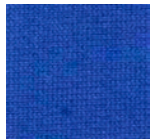


*PLUM*

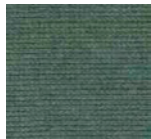
***Table Skirt Colors***



*RED*



*ROYAL BLUE*



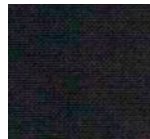
*HUNTER GREEN*



*GOLD*



*WHITE*



*BLACK*



*BURGUNDY*



*SILVER*

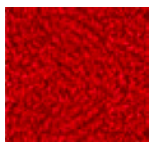


*TEAL*

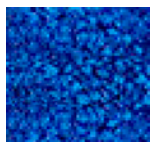


*PLUM*

***Carpet Colors***



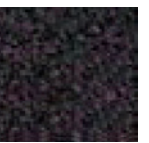
*RED*



*ROYAL BLUE*



*HUNTER GREEN*



*GREY*



*BLACK*



*PLUM*



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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: **October 25, 2013**

### Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		9' x 10'	\$ 84.00	\$ 113.40	\$
		9' x 20'	168.00	226.80	\$
		9' 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  Gold  Grey  Black  Brown  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  Gold  Grey  Black  Brown  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 \$

6% 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 Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ (Please Type or Print) \_\_\_\_\_ (Signature) DATE \_\_\_\_\_

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

# HOLLINS

EXPOSITION SERVICES

## Seating

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



Upholstered  
Arm Chair



Upholstered  
Side Chair



Upholstered  
Lounge Chair



Upholstered  
Stool

## Tables



Pedestal Table  
30 Inches high  
24 inch diameter top (left)  
36 inch diameter top (right)



Pedestal Table  
42 Inches high  
24 inch diameter top (left)  
36 inch diameter top (right)



Cocktail Table  
18 inches high



Corner Table  
18 inches high

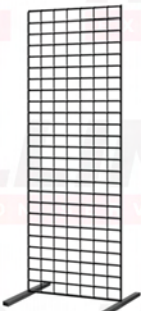


Skirted Display Table,  
30 inches high (2 ft. x 6 ft. Table Shown)



Skirted Display Counter, 42 inches high  
(2 ft. x 4 ft. Counter Shown) (right)  
Shown With 1 ft. x 4 ft. Skirted Riser

## Display Panels



Wire Grid  
2 ft. x 6 ft.



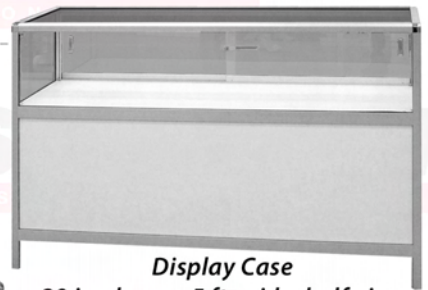
Tack/Velcro  
Board  
4 ft. x 8 ft.



Perforated/  
Peg Board  
4 ft. x 8 ft.

## Accessories

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



Display Case  
20 in. deep, x 5 ft. wide, half view  
(full view not shown)

## Accessories

Coat Tree, Chrome  
70 inches tall



Bag Stand, Chrome  
48 inches tall



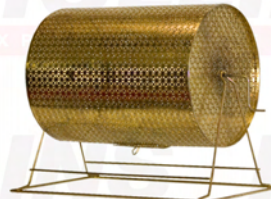
Waterfall Garmet  
Rack, Chrome  
48 inches tall



Easel,  
Aluminum  
Tripod



Sign Holder,  
Chrome  
60 inches tall



Ticket Tumbler, brass  
15 inch diameter

Wastebasket



Literature  
Rack,  
silver with  
4 acrylic  
pockets







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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: **October 25, 2013**

### Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	N/A	2' d x 4' w Table	\$ 30.00	\$ 40.50	\$
	N/A	2' d x 6' w Table	36.00	48.60	\$
	N/A	2' d x 8' w Table	42.00	56.70	\$
		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
	N/A	2' d x 4' w Counter	36.00	48.60	\$
	N/A	2' d x 6' w Counter	42.00	56.70	\$
	N/A	2' d x 8' w Counter	48.00	64.80	\$
		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	64.80	\$

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 \$

6% 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 Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_

(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS 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



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: **October 25, 2013**

**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	\$

<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$
<b>TOTAL</b>	\$

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CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

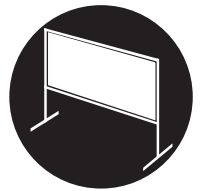
AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_ (Signature)

TELEPHONE NO. \_\_\_\_\_ (Please Type or Print) \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_

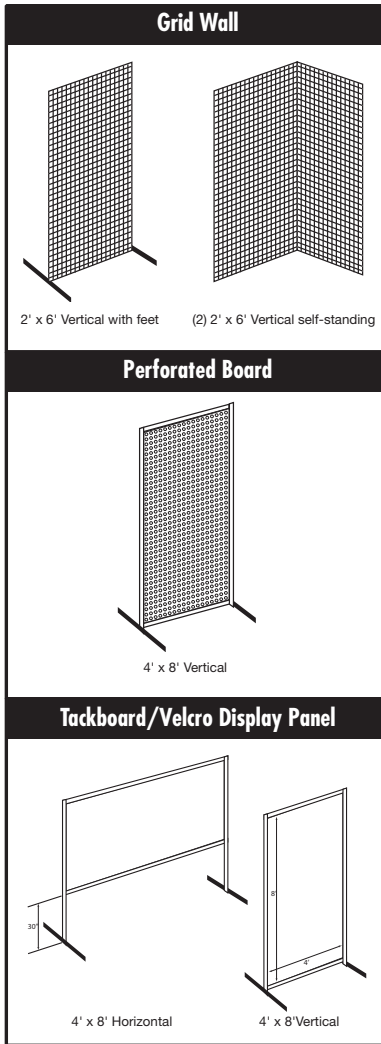
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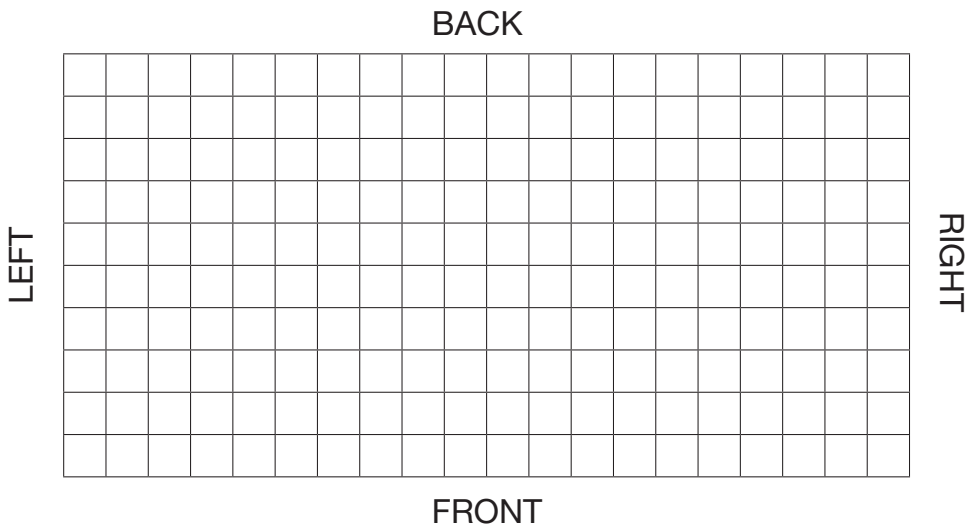
Deadline Date For Discount Rate: **October 25, 2013**



**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*



<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$
<b>TOTAL</b>	\$

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PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

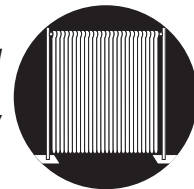
**FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



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

Special Drapery



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: October 25, 2013

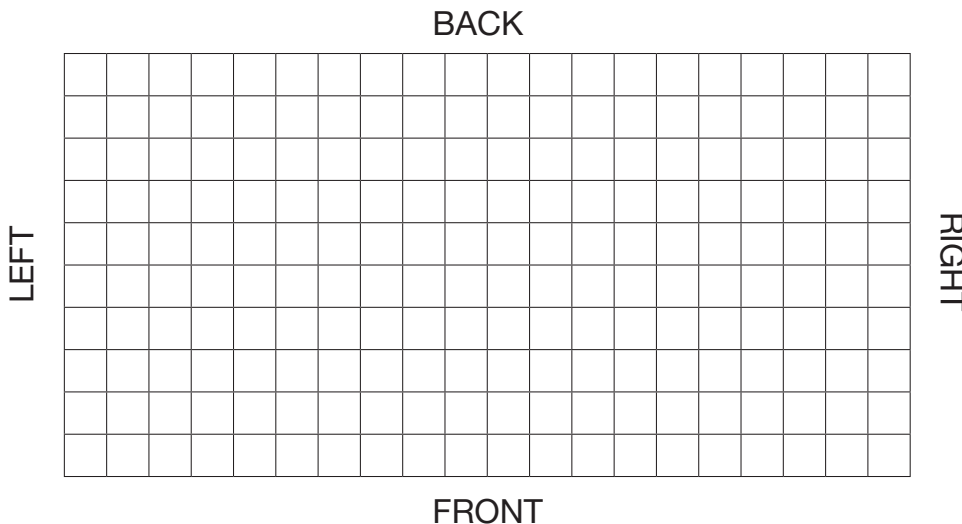
Special Drapery All orders for special drapery are subject to show management approval.

Table with 6 columns: Quantity, Color, Description, Discount Rate, Standard Rate, TOTAL. It lists '8' high drape, per linear foot' and '3' high drape, per linear foot' with their respective rates.

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

- List of color options: Red, Royal Blue, Kelly Green, Hunter Green, Gold, White, Black, Orange, Burgundy, Silver, Teal, Beige, Plum, Berry, Dusty Rose

Special Drapery Placement in Booth



Summary table with 2 columns: Item, Amount. Includes Sub Total, 6% State Tax, and 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 confirmation area with a triangle icon and a checkbox: YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

Event information form with fields for NAME OF EVENT, EXHIBITING FIRM, ADDRESS, CITY AND STATE, ZIP CODE, AUTHORIZED BY, TELEPHONE NO., and DATE.

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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: **October 25, 2013**

**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.

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<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$
<b>TOTAL</b>	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

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Phone: (540) 362-3940

Street Address:  
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Roanoke, VA 24019  
Fax: (540) 362-8698

**Custom Signs  
and Graphics**



**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.

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Deadline Date: **October 25, 2013**

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

### 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

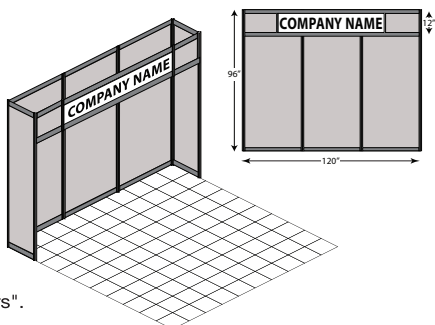
Grey  Charcoal  Black

<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$
<b>TOTAL</b>	\$

YES, I have completed and enclosed the payment form.

#### Package No. 1

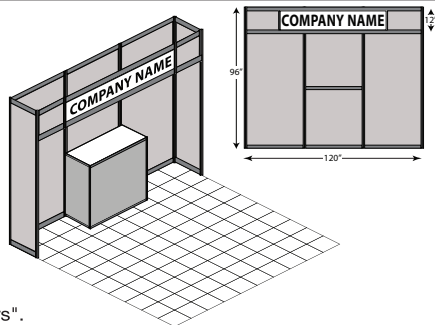
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank\*) - 8'w x 1'h
- Carpet
- Two Stem Lights



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

#### Package No. 2

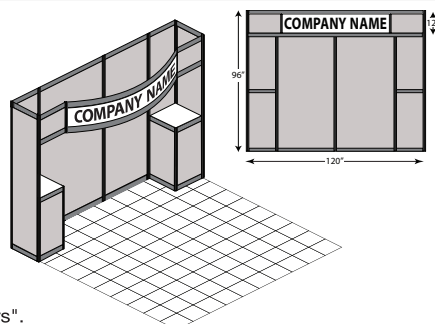
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank\*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- One Counter -



\*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".

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NAME OF EVENT Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_

(Please Type or Print) (Signature)

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Deadline Date For Discount Rate: **October 25, 2013**

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

Quantity	Description	Discount Rate	Standard Rate	TOTAL
/SF	DAILY - Vacuum, empty wastebaskets, and general cleaning before opening of show and DAILY thereafter	\$.35	\$.49	\$
/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.

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

Quantity	Description	Discount Rate	Standard Rate	TOTAL
/SF	SHAMPOO - Shampoo ONCE before opening of show	\$.65	\$.91	\$

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	\$	= \$
										\$

<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$
<b>TOTAL</b>	\$

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CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_ (Signature)

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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.



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

## 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: **October 25, 2013**

**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
--	--	--

**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		\$

**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				\$

**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.

<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$ <b>N/A</b>
<b>TOTAL</b>	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

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: October 25, 2013

**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?**  Virginia Asso-  Booth Number

**Method:**  Show Carrier  Common Carrier  Van Line  Air Freight  Other \_\_\_\_\_

**Outbound Carrier**

Carrier?		Telephone	
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**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 Virginia Association of School Librarians

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



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P. O. Box 7001  
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7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698



## 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/YY) 01/01/201X	
<b>1.</b> PRODUCER <b>ABC Insurance Agency</b> Fax: (212) 555-6100 <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b>		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.				
<b>2.</b> INSURED <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>		INSURERS AFFORDING COVERAGE INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> 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 OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, 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.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/12</b>	<b>01/01/13</b>	EACH OCCURENCE	<b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG				<b>\$ 50,000</b> <b>\$ 5,000</b> <b>\$1,000,000</b> <b>\$2,000,000</b> <b>\$2,000,000</b>	
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/12</b>	<b>01/01/13</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$1,000,000</b>
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	<b>\$</b> <b>\$</b> <b>\$</b>
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/12</b>	<b>01/01/13</b>	AUTO ONLY-EA ACCIDENT	<b>\$1,000,000</b>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				OTHER THAN AUTO ONLY: EACH OCCURENCE AGGREGATE	<b>\$</b> <b>\$</b> <b>\$1,000,000</b> <b>\$1,000,000</b> <b>\$</b> <b>\$</b>
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/12</b>	<b>01/01/13</b>	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
					E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	<b>\$1,000,000</b> <b>\$1,000,000</b> <b>\$1,000,000</b>
<b>5.</b> DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/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).						
<b>6.</b> CERTIFICATE HOLDER		<b>X</b> ADDITIONAL INSURED; INSURER LETTER: <b>X</b>			<b>CANCELLATION</b>	
<b>HOLLINS Exposition Services</b> <b>Exhibitor Services</b> <b>P.O. Box 7001</b> <b>7615 Williamson Road NW</b> <b>Roanoke, VA 24019</b>		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			AUTHORIZED REPRESENTATIVE  <b>John Smith, CIC</b>	

- 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" from of coverage.
- NAME ADDITIONAL INSUREDS: 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 (not stamped) by an authorized representative of Producer.



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Phone: (540) 362-3940

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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: October 25, 2013

## NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

COMPANY NAME	E-MAIL ADDRESS	BOOTH NUMBER
--------------	----------------	--------------

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

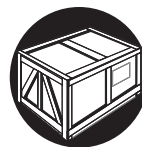
**No exceptions will be made.**

**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.

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



**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

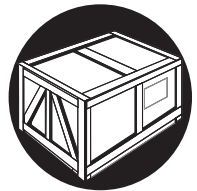




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Fax: (540) 362-8698

**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: **October 25, 2013**

**Advance Shipments to HOLLINS Warehouse: Deadline Date - November 5, 2013**

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			\$ 60.00	\$ 120.00	\$

**Show Site Shipments - VIA COMMON CARRIER: Will be accepted beginning November 6, 2013**

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			60.00	120.00	\$

**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			65.00	130.00	\$
Show Site Shipments Requiring Special Handling: Crated, Boxed or Skidded Shipments, including Federal Express or UPS: OT/ST			70.00	140.00	\$
Show Site Shipments Requiring Special Handling: Loose, Uncrated or Pad-Wrapped Shipments, including shipments via Van Line, POV or Company Truck: OT/ST			75.00	150.00	\$

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	\$

<b>Sub Total</b>	\$
<b>6% State Tax</b>	\$ N/A
<b>TOTAL</b>	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

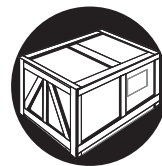
FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



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

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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.

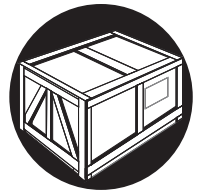
**10. JURISDICTION / Hotel Roanoke Hotel.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE Hotel Roanoke Hotel FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION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

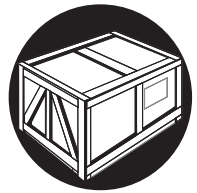
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or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



Mailing Address:  
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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: Virginia Association of School Librarians  
c/o: HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23225

◀ Deadline date for Advance Shipments:  
**November 5, 2013**

**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: Virginia Association of School Librarians  
c/o: HOLLINS Exposition Services  
DoubleTree by Hilton Hotel Williamsburg  
50 Kingsmill Road  
Williamsburg, VA 23185

◀ Show Site shipments will be accepted beginning:  
**November 6, 2013**

**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 Virginia Association of School Librarians

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

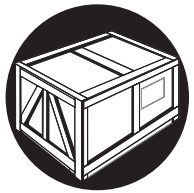
👉 FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



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: November 5, 2013**

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

C/O: **HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23325**

Event: \_\_\_\_\_ **VAASL**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

**Advance Warehouse**

**DEADLINE DATE: November 5, 2013**

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

C/O: **HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23325**

Event: \_\_\_\_\_ **VAASL**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

**Show Site Shipment**

**NOT ACCEPTED BEFORE: November 6, 2013**

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

C/O: **HOLLINS Exposition Services  
DoubleTree by Hilton Hotel Williamsburg  
50 Kingsmill Road  
Williamsburg, VA 23185**

Event: \_\_\_\_\_ **VAASL**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

**Show Site Shipment**

**NOT ACCEPTED BEFORE: November 6, 2013**

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

C/O: **HOLLINS Exposition Services  
DoubleTree by Hilton Hotel Williamsburg  
50 Kingsmill Road  
Williamsburg, VA 23185**

Event: \_\_\_\_\_ **VAASL**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

TRADE SHOW SERVICES 800.988.9889 EVENT NAME \_\_\_\_\_

EXHIBITION MATERIALS KEYWORD: SHOW BOOTH # \_\_\_\_\_

DATE \_\_\_\_\_ BILL OF LADING NO. \_\_\_\_\_

PLACE PRO LABEL HERE			
SINGLE SHIPT.	MULTIPLE SHIPT.	FORKLIFT FRKT.	HOOK
PCS		CKR	
PCS		STKR	
TRAILER NO.		DESTINATION	
DOOR			

EXHIBITOR/ COMPANY NAME		PHONE
ORIGIN STREET ADDRESS		
ORIGIN CITY	STATE	ZIP CODE
<b>CARRIER:</b> <input type="checkbox"/> UPS FREIGHT <input type="checkbox"/> OTHER _____		
AIR _____	GROUND _____	

EXHIBITOR/ COMPANY NAME		
DESTINATION STREET ADDRESS		
DESTINATION CITY	STATE	ZIP CODE
DESTINATION SHOW NAME	BOOTH NUMBER	
SPECIAL INSTRUCTION		

BILL FREIGHT CHARGES TO (MUST BE COMPLETED)		
ADDRESS		
CITY	STATE	ZIP CODE
ATTENTION		
PHONE NUMBERS		

FREIGHT CHARGES CANNOT BE BILLED TO CONVENTION CENTERS OR SHOW SITES		
<b>FREIGHT CHARGES</b> Freight Charges are collect unless otherwise marked prepaid	PREPAID	COLLECT
CHECKER SIGNATURE		
TRAILER NUMBER		
DATE LOADED	TIME LOADED	

IN THE EVENT A SELECTED CARRIER FAILS TO SHOW ON FINAL MOVEOUT DAY, YOU ARE AUTHORIZED TO REROUTE VIA CONTRACTORS CHOICE. \_\_\_\_\_ (INITIALS)

PIECES	HM	DESCRIPTION - EXHIBITION MATERIAL-154630	WEIGHT	CLASS
		CRATES EXHIBITION MATERIAL (154630)		
		CARTONS (154630)		
		FIBER CASES / TRUNKS (154630)		
		SKIDS / PALLETS (154630)		
		CARPETS / PADDING (154630)		
		FLATS / TUBES (154630)		

**HAZARDOUS MATERIALS**

EMERGENCY CONTACT NUMBER: \_\_\_\_\_

**CARRIER LIABILITY:** Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or \* (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless \*\*Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. \*\*\* Refer to the current tariff UPGF 102 series for complete details. \*Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding

\_\_\_\_\_ per \_\_\_\_\_ \*\*Shipper requests Excess Declared Value Coverage in the amount of \_\_\_\_\_.

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request: \*\*\* the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) \_\_\_\_\_

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

EXHIBITOR/ COMPANY NAME		CARRIER		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED



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

**ATTENTION**

**DO NOT return the forms following this page to HOLLINS Exposition Services.**

**Should you desire any of these services, please return the form to the appropriate vendor(s).**

**Thank you.**



## Electrical Installation Order Form

\*\*\*Electrical service requests must be received by the Catering Department at least (14) days prior to your conference. All regular prices will have state tax and 22% Service Charge added on. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final.

**Return to:** Williamsburg Hotel & Conference Center  
 Catering Department - Attention: Sara Scarbath  
 50 Kingsmill Road  
 Williamsburg, VA 23185  
 (757) 220-2500 Fax: (757) 253-0541  
 (757) 259-5649 Direct Line

\*\*\***Note:** We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service. Also, a minimum \$25 service fee will be applied to any equipment requiring on-site wiring.

OUTLET ITEM	NUMBER NEEDED	REGULAR PRICE	COST
110 Volt Each / 10 Amp Standard Outlet (1) Plug In		\$50.00 per Day (plus tax and service charge)	
220 Volt Each/20 Amp Standard Outlet (1) Plug-In		\$150.00 per Day (plus tax and service charge)	
Power Strips		\$15.00 each per Day (plus tax and service charge)	
Extension Cords		\$10.00 each per Day (plus tax and service charge)	
<b>Grand Total</b>			

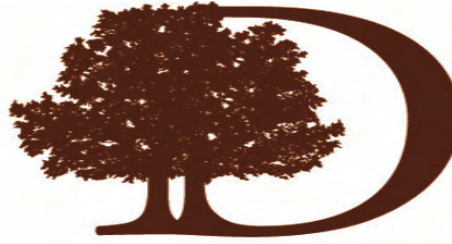
<b>Event Name:</b> _____ <b>Event Date::</b> _____ to _____ <b>Dates Equipment Needed:</b> _____ to _____ <b>Equipment Description:</b> _____ Volt _____ Amps
---

**Special Notice:** (Limited Supplies - First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
- All electrical equipment must have Underwriter's Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord

<b>Company Name:</b> _____	<b>Booth No:</b> _____
<b>Address:</b> _____	
<b>City/State/Zip:</b> _____	<b>Phone No:</b> _____
<b>Credit Card:</b> _____ <b>Exp Date:</b> _____	<b>Print Name:</b> _____
<b>Signature:</b> _____	<b>Today's Date:</b> _____





# DOUBLETREE

BY HILTON™

## WILLIAMSBURG

### 2013 Audio Visual Pricing

#### Value Packages

<b>◆PRESENTER'S PKG.</b>	<b>115.00</b>
Skirted Tripod Screen, AV Cart Power Strip w/ Extension Cord All A/C cords safely taped Up to 1 Hour Tech Labor Support	
<i>Wireless Mouse</i>	<i>ADD 25.00</i>
<i>Presidential Style Podium Mic</i>	<i>ADD 35.00</i>
<i>10' Cradle Screen (for groups of 40 or more)</i>	<i>ADD 30.00</i>
<i>9' x 12' or widescreen Fast Fold</i>	<i>ADD 145.00</i>

<b>◆MEETING ROOM PROJ. PKG.</b>	<b>495.00</b>
XGA LCD / Data Projector Skirted Tripod Screen, Cart All A/C cords safely taped Up to 1 Hour Tech Labor Support	
<i>Wireless Mouse</i>	<i>ADD 25.00</i>
<i>Presidential Style Podium Mic</i>	<i>ADD 35.00</i>
<i>Small Sound Package (20 people or less)</i>	<i>ADD 40.00</i>

<b>◆BALLROOM PROJ. PKG.</b>	<b>575.00</b>
XGA LCD / Data Projector 5k+ Lumen Skirted Tripod Screen, Cart All A/C cords safely taped Up to 1 Hour Tech Labor Support	
<i>Wireless Mouse</i>	<i>ADD 25.00</i>
<i>Presidential Style Podium Mic</i>	<i>ADD 35.00</i>
<i>10' Cradle Screen (for groups of 40 or more)</i>	<i>ADD 30.00</i>
<i>7.5' x 10' or 9' x 12' Fast Fold Screen</i>	<i>ADD 145.00</i>

<b>40" TV VHS or DVD PACKAGE</b>	<b>195.00</b>
½" VHS OR DVD Player, 40" LCD Monitor on Stand	

<b>AUDIO PACKAGE</b>	<b>140.00</b>
12" Two Way Speaker Speaker Stand Microphone Stand Pro Hard Wired Microphone All cords safely taped	

#### AUDIO VISUAL ACCESSORIES

DVD/ CD Player	75.00
DVD/ CD Recorder	150.00
Blu Ray Player	90.00
Audio Recorder (SD Card Included)	150.00
Adjustable AV Cart or Roll Cart	20.00
Laser Pointer	35.00
RF Wireless Mouse	40.00
White Board (4 x 3)	50.00
Flip Chart Package w/ Pad & Markers	30.00
Flip Chart With Post It Pads	50.00
Flip Chart Easel only	20.00
Tripod Easel	15.00
Flip Chart Markers	6.00
Masking Tape	4.00
5', 6', or 8' Tripod Screen w/Skirt	45.00
10' Cradle Screen	95.00
7 1/2 x 10 Fast Fold W/Dress Kit	175.00
9 x 12 Fast Fold W/ Dress Kit	195.00
9 x 16 Widescreen Fast Fold	215.00
◆ Pipe and Drape (per linear foot)	10.00
Extension Cords (each)	10.00
Power Strips (each)	10.00

#### COMPUTER/DATA PROJECTION

◆ Value Projector (low lumen)	350.00
◆ Meeting Room Projector	450.00
◆ Ballroom Projector	650.00
Laptop Computer	150.00
VGA 25' Extension Cable (each)	25.00
VGA 50' Extension Cable (each)	50.00
◆ VGA Switcher/Scaler	150.00
◆ VGA Switcher or DA (each)	85.00
<i>Computer/Data Projection equipment may require additional screen, cart, power peripherals and set-up labor.</i>	

#### VIDEO/DATA EQUIPMENT

½" VHS Video Cassette Recorder	75.00
19" Computer Monitor	75.00
40" LCD Display	185.00
55" LCD Display	395.00
Video Camcorder w/Tripod	Please Call
Document Camera	175.00

#### SOUND REINFORCEMENT

UHF Wireless HH or Lav Microphone	135.00
Pro Hard Wired Microphone	30.00
Presidential Style Podium Microphone	45.00
◆ 4 Channel Microphone Mixer	40.00
◆ 8 Channel Microphone Mixer	55.00
◆ 20 Channel Microphone Mixer	150.00
Powered Speaker w/Stand	125.00
Press Box	175.00
Audio Teleconferencing Unit (line charge extra)	125.00
Wireless Teleconferencing Unit	190.00
House Sound System Patch Fee	50.00
Power Patch Fee (per room)	30.00

#### LIGHTING AND DESIGN

Slim Par Tri Color LED	40.00
LED Batten Wash	50.00
Full Color Control via DMX (requires operator)	150.00
Full line of LED lighting and Fabric Design Pieces available on site	Please Call

#### LABOR

Operator (4 hr minimum)	50.00/hr
Computer Support Labor (1 hr minimum)	75.00/hr
After 8 hours of straight time	Time & ½
Sat., Sun. and Holidays	Time & ½

Prices subject to change without notice. Service Charge and applicable tax apply.

◆ = Equipment requires operator and/or set-up personnel  
More complicated or multiple set-ups may require additional labor charge

Extensive array of equipment available - Please call A/V dept. with any questions or for more information.

50 Kingsmill Road  
Williamsburg, VA 23185  
757-259-5634