

EXHIBITOR SERVICE KIT

Information and Order Forms



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

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

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

www.hollins-expo.com



Virginia Association of School Librarians 2012 Annual Conference

**November 8-10, 2012
Hampton Roads Convention Center
Hampton, Virginia**

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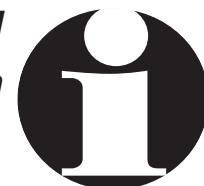
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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the **Virginia Association of School Librarians 2012 Annual Conference**. We recognize that your participation in this event is a vital part of your 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 will be provided with:

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

The exhibit area is **NOT** carpeted.

Important Dates

- ▶ **Deadline Date to order materials at Discount Rate with payment:**
Friday, November 2, 2012
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
Tuesday, November 5, 2012
- ▶ **Exhibitor move-in:**
Wednesday, November 7, 2012: 5:00 p.m. - 8:00 p.m.
Thursday, November 8, 2012: 6:30 a.m. - 9:00 a.m.
- ▶ **Exhibit Hours:**
Thursday, November 8, 2012: 9:00 a.m. - 7:30 p.m.
Friday, November 9, 2012: 7:00 a.m. - 3:30 p.m.
- ▶ **Exhibitor Move-out:**
Friday, November 9, 2012: 3:30 p.m. - 5:30 p.m.
- ▶ **Outbound Freight will be re-routed:**
Friday, November 9, 2012: 5:30 p.m.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **November 2, 2012**, unless otherwise indicated. Orders received after November 2, 2012, orders without payment and orders processed at the show will be processed at Standard Rates.

Shipping Addresses

- ▶ **ADVANCE SHIPMENTS TO WAREHOUSE**
Company Name and Booth Number
c/o Hollins Exposition Services
7615 Williamson Road NW
Roanoke, Virginia 24019
☒ **Shipments must arrive by November 5, 2012.**
- ▶ **DIRECT SHIPMENTS TO SHOW SITE**
Company Name and Booth Number
c/o Hollins Exposition Services
Hampton Roads Convention Center
1610 Coliseum Drive
Hampton, Virginia 23666
☒ **Shipments will be accepted beginning November 7, 2012.**

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, 2012 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SEND ADVANCE FREIGHT TO THE SHOW SITE. Any advance freight received at the show site will be consigned to HOLLINS, and will be subject to the prevailing drayage rate plus any hotel handling fees.

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS will receive direct shipments to the show site beginning **November 7, 2012**. All show site shipments must arrive no later than the end of the published exhibitor move-in time.

Tax

Tax (5%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Virginia a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than November 2, 2012; 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.

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) exhibitorservices@hollins-expo.com.



Trade Show Tips

As the general service contractor, it is our goal to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you should enjoy a smooth trade show experience.

Ordering Trade Show Services

- ▶ Include complete information, including booth number, on each order form.
- ▶ Ensure that the credit card information you provide is complete, including the expiration date and verification code.
- ▶ When ordering carpet, skirted tables or counters, please remember to select desired colors.
- ▶ Ensure that the size of the carpet and padding you order matches the size of your booth space.

Inbound - Before and During Move in

- ▶ Confirm your order.
- ▶ Confirm freight move-in dates, and communicate them to your carrier.
- ▶ Keep the phone number of your carrier, including an after-hours number, with you.
- ▶ After you've emptied your crates, place "empty" labels with your booth number on all sides of your crates or cases. Remove old labels.

Show Site

- ▶ Bring a "survival kit": pens and markers, tape, tool kit, bottled water.

Outbound - Move out

- ▶ Remember that the return of empty containers can take from two to twelve hours, depending on the size of the show. Make your travel plans accordingly.

Safety Information

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

Exhibitor Safety and Loss Prevention Guidelines

- ▶ Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- ▶ Smoking is prohibited except in designated areas.
- ▶ Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- ▶ HOLLINS forklifts and carts are for use by authorized HOLLINS employees only.
- ▶ Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- ▶ Protect your valuables. Keep expensive items secured.

**Convenient on-line ordering is available at
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 one copy to us at the address 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: Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

☐ MasterCard ☐ VISA ☐ American Express

Account Number

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VERIFICATION CODE (back of card)

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EXPIRATION DATE

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☐ Corporate

☐ Personal

X

PRINT CARDHOLDER NAME

SIGNATURE OF CARDHOLDER

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

Calculation of Orders

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

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

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

Charge my credit card in the amount of

\$	
----	--

Check No.

--

Date

--

In the amount of

\$	
----	--

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

**Please Type or Print** Mail one copy to us at the address above. Retain a copy for your files.**Deadline Date For Return of this Form: November 2, 2012**

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

PLEASE TYPE OR PRINT

(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)

EXPIRATION DATE☐ MasterCard☐ VISA☐ American Express☐ Corporate☐ Personal**VERIFICATION CODE (back of card)**

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Exhibiting Firm.☐ Carpet and Padding☐ Display Tables and Risers☐ Seating and Accessories☐ Display Panels☐ Special Drapery☐ Custom Signs & Graphics☐ Cleaning Services☐ Installation & Dismantle Labor☐ Material Handling☐ Other (Please Specify) _____**X**

(Cardholder Signature)

Third Party

PLEASE TYPE OR PRINT

(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)

EXPIRATION DATE☐ MasterCard☐ VISA☐ American Express☐ Corporate☐ Personal**VERIFICATION CODE (back of card)**

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Third Party.☐ Carpet and Padding☐ Display Tables and Risers☐ Seating and Accessories☐ Display Panels☐ Special Drapery☐ Custom Signs & Graphics☐ Cleaning Services☐ Installation & Dismantle Labor☐ Material Handling☐ Other (Please Specify) _____**X**

(Cardholder Signature)

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians BOOTH NO. _____



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: November 2, 2012

Standard Expo 16 Oz. 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: (Charcoal will be provided if no color is indicated above)

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

Custom Cut 16 Oz. Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per sq. ft.	1.50	1.95	\$

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: (Charcoal will be provided if no color is indicated above)

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

Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per sq. ft.	.90	1.17	\$
		Visqueen Covering - per sq. ft.	.48	.65	\$
		Additional Taping - per linear ft.	.60	.81	\$

Sub Total	\$
5% 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

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

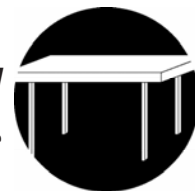
ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY _____
(Please Type or Print) (Signature)

PHONE (_____) _____ DATE _____

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

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

Deadline Date For Discount Rate: Friday, November 2, 2012

Qty.	Description	Discount Rate	Standard Rate	Qty.	Description	Discount Rate	Standard Rate
Tables				Seating			
	Cocktail Table, 2' diam. x 18" high (round top)	\$ 31.00	\$ 44.85		Upholstered Lounge Chair (white only)	\$ 41.00	\$ 55.35
	Corner Table, 17" d x 17" w x 18" high	31.00	44.85		Upholstered Arm Chair (white only)	34.00	45.90
Skirted Display Tables, 30" high - select color below					Upholstered Side Chair (white only)	27.00	36.45
	2' d x 4' w Skirted Table (skirted 4 sides)	54.00	72.90		Upholstered Stool, 30" high (white only)	36.00	48.60
	2' d x 6' w Skirted Table	66.00	79.20	Accessories			
	2' d x 8' w Skirted Table	78.00	105.30		Coat Three - chrome, 70" h	16.50	22.28
	4th Side Skirt	24.00	32.40		Sign Holder - chrome, 60" h	40.00	54.00
Skirting Color Preferred: (White will be provided if no color is indicated.) <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum <input type="checkbox"/> Berry <input type="checkbox"/> Dusty Rose					Wastebasket	11.00	14.85
Skirted Display Counters, 42" high - select color below					Easel - floor standing - aluminum tripod	16.50	22.28
	2' d x 4' w Skirted Counter (skirted 4 sides)	66.00	79.20		Bag Stand - chrome, 48" h	42.00	56.70
	2' d x 6' w Skirted Counter	78.00	105.30		Waterfall Garment Rack - chrome, 48" h	42.00	56.70
	2' d x 8' w Skirted Counter	90.00	121.50		Literature Rack - silver, 4 acrylic pockets	49.50	66.83
	4th Side Skirt	30.00	40.50		Stanchion - chrome, 40" h	30.00	40.50
Skirting Color Preferred: (White will be provided if no color is indicated.) <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum <input type="checkbox"/> Berry <input type="checkbox"/> Dusty Rose					Rope - black velvet - per linear ft.	7.00	9.45
Pedestal Tables - Round Top					Ticket Tumbler - brass - 15" diam.	40.00	54.00
	Pedestal Table - 2' diam. x 30" high	31.00	44.85		Display Case - 20" d x 5' w x 38" h - half view	300.00	405.00
	Pedestal Table - 2' diam. x 42" high	39.00	52.65		Display Case - 20" d x 6' w x 38" h - full view	325.00	422.50
	Pedestal Table - 3' diam. x 30" high	39.00	52.65	Display Panels			
	Pedestal Table - 3' diam. x 42" high	46.00	62.10		Wire Grid - 2' w x 6' h - chrome, with feet	61.00	82.35
Special Drapery					Perforated/Peg Board - 8' w x 4' h - Horizontal	85.00	114.75
	3' h Special Drapery	2.25	3.04		Perforated/Peg Board - 4' w x 8' h - Vertical	85.00	114.75
	8' h Special Drapery	4.50	6.08		Tack/Velcro Board - 8' w x 4' h - Horizontal	85.00	114.75
Drapery Color Preferred: <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Peach <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum					Tack/Velcro Board - 4' w x 8' h - Vertical	85.00	114.75
				Table Top Risers, 12" high			
					1' d x 4' w Skirted Riser (white only)	36.00	48.60
					1' d x 6' w Skirted Riser (white only)	48.00	64.80

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

Sub Total	\$
5% State Tax	\$
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY _____
(Please Type or Print) (Signature)

PHONE (_____) _____ DATE _____



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

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

Deadline Date For Return of this Form: November 2, 2012

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	\$.30	\$.49	\$
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.32	.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.

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

Sub Total	\$
5% State Tax	N/A
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY _____
(Please Type or Print) (Signature)

PHONE (_____) _____ DATE _____



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 & 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 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 hourly 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.



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Return of this Form: November 2, 2012

RATES:

Straight Time \$ 60.00/HR	Overtime \$ 90.00/HR	Doubletime \$ 120.00/HR
8:00 AM to 5:00 PM, Monday through Friday	5:00 PM to 12:00 AM, Monday through Friday	12:00 AM to 8:00 AM Monday through Sunday
	8:00 AM to 12:00 AM, Saturday and Sunday	and all Holidays

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

PLEASE INDICATE SERVICE DESIRED:

☐ **PLAN A - SUPERVISION BY HOLLINS: Please complete this form AND the I&D Critical Information form (next page).**

The charge for this service is 30% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.

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

Carpet: ☐ With Exhibit ☐ Ordered from HOLLINS _____ Color _____ Size _____
Set-Up Plan/Photo: Attached _____ In Crate _____ Exhibit Shipped To: Warehouse _____ Show Site _____
Please provide an emergency contact: Name _____ Telephone No. (_____) _____

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

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

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

Supervisor will be: _____

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

Labor Order

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

=

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

Labor Schedule

	Date	Start Time
INSTALLATION		
DISMANTLE		

Sub Total	\$
5% State Tax	N/A
TOTAL	\$

☐ **YES, I have completed and enclosed the payment form.**

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY _____ **X** _____
(Please Type or Print) (Signature)

PHONE (_____) _____ DATE _____



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Return of this Form: **November 2, 2012****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
Approximate Hours		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Forklift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Did You Order?

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

Outbound Freight Information

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

Going to Another Show?	Show Name		Booth Number	
------------------------	-----------	--	--------------	--

Method:	<input type="checkbox"/> Show Carrier <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Air Freight <input type="checkbox"/> Other	
---------	---	--

Outbound Carrier

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

Show Site Contact

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

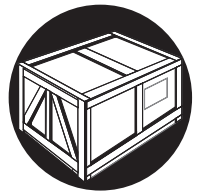
PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)ORDERED BY _____
(Please Type or Print) (Signature)

PHONE (_____) _____ DATE _____



"Material Handling", also known as "Drayage", is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth onto your outbound carrier. This is NOT to be confused with the cost of transporting your exhibit material to/from the event.

► **Benefits of Shipping in Advance to the HOLLINS Warehouse:**

- Storage of materials for up to 30 days prior to the show.
- Delivery of shipments to your booth by the designated start time on the first day of exhibitor move-in (schedule permitting).
- Having a designated receiving point; some hotels and convention centers will not receive advance shipments.
- Saves time during move-in.

► **How to ship in Advance to the HOLLINS Warehouse:**

- Remove all old labels.
- Fill out and securely attach enclosed Advance shipping label.
- Ensure your materials are properly packed to avoid damage during shipment. Do not ship uncrated materials to the warehouse.
- Complete the enclosed Material Handling order form.
- Confirm receipt of your materials with your carrier prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the piece count, weight, and type of materials.
- Certified weight tickets must accompany all shipments.

► **How to ship in Advance to the Show Site:**

- Consign all shipments c/o HOLLINS Exposition Services.
- Remove all old labels.
- Fill out and securely attach enclosed Show Site shipping label.
- Ensure your materials are properly packed to avoid damage during shipment.
- Complete the enclosed Material Handling order form.
- Confirm receipt of your materials with your carrier prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the piece count, weight, and type of materials.
- Certified weight tickets must accompany all shipments.

► **Freight Carriers:**

Select a carrier with experience in handling exhibition materials. Whenever possible, use the official show carrier. Be sure your selected carrier has specific information on when and where to check in. As trade show target freight schedules can vary, be sure your carrier is ready to meet the delivery schedule as listed in this exhibitor kit. While making plans to ship to the show, also make plans for the return shipment.

► **Tracking Shipments:**

Confirm your delivery date and time with your carrier. Ensure your representative at the show has all the pertinent information to track your shipment.

► **Estimating Material Handling Charges:**

Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one-hundred pounds (100 lbs.) and is taken from the **INBOUND** Bill of Lading and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by HOLLINS. This weight estimate will prevail.

- **Crated** - Material that is skidded, or is in any type of container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move in or out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Rate Schedule for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Rate Schedule for details.
- **Shipment Surcharges** - A surcharge will apply for shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in to the HOLLINS Service Desk.

► **Storing Empty Containers:**

- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the HOLLINS Service Desk and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates.
- Do not store any items in crates marked "empty". Refer to information in this exhibitor kit regarding accessible storage.
- Charges will apply when HOLLINS handles the storage and return of empty containers from a shipment not received by HOLLINS and therefore not subject to material handling charges. See enclosed Material Handling Rate Schedule for details.

► **Outbound Shipments:**

A Bill of Lading must be accompany all shipments. Shipping information, outbound forms and labels will be available at the HOLLINS Service Desk. Exhibitors selecting carriers other than the official show carrier will be responsible for making their own arrangements for pick-up. Ensure your on-site representative will oversee the outbound shipment of your materials.

► **Machinery Labor and Equipment:**

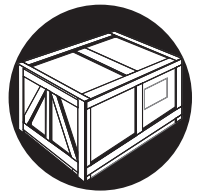
Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Refer to the In Booth Forklift Order form in this exhibitor kit.

► **Marshalling Yard:**

In those instances where HOLLINS must lease space for marshalling yard operations because no space exists at the show site, surcharges may apply to shipments processed through the marshalling yard. See enclosed Material Handling Rate Schedule for details.

► **HOLLINS Limits of Liability:**

See enclosed Material Handling Limits of Liability for details.



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

PLEASE TYPE OR PRINT

Advance Shipments to HOLLINS Warehouse - 200 lb. minimum per shipment

Deadline Date: November 5, 2012

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.

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			\$ 59.00	\$ 118.00	\$

Show Site Shipments VIA COMMON CARRIER - 200 lb. minimum per shipment

Will be accepted beginning: November 7, 2012

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.

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			59.00	118.00	\$

Show Site Shipments VIA VAN LINE/POV, COMPANY TRUCK, OR SPECIALIZED CARRIER - 200 lb. minimum per shipment

Receive 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.

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 Requiring Special Handling: Crated, Boxed or Skidded Shipments			64.00	128.00	\$
Show Site Shipments Requiring Special Handling: Loose, Uncrated or Pad-Wrapped Shipments			69.00	138.00	\$

OTHER SERVICES AND FEES

SHIPMENTS RETURNED TO WAREHOUSE - Shipments returned to the warehouse will be charged an additional **\$20.00** per one-hundred pounds (100 lbs.) **✓ \$100.00** 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).

Late Shipments 200 lb. minimum per shipment

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

Description	Rate	TOTAL
Late Shipments: add	60.00	\$

Small Package Maximum weight is 50 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. Includes UPS, Federal Express and DHL shipments.

Description	Rate	TOTAL
First Carton - per shipment, per delivery	35.00	\$
Each Add'l Carton - per shipment, per delivery	12.50	\$

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

Sub Total	\$
5% State Tax	N/A
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

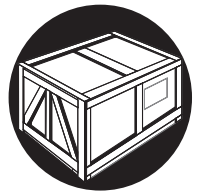
NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY _____
(Please Type or Print) (Signature)

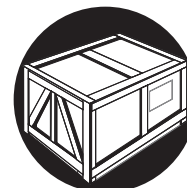
PHONE (_____) _____ DATE _____

**Important Information ! Please Read !**

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

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

- 1) HOLLINS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft, or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.
- 4) HOLLINS shall not be liable (to any extent whatsoever) for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from loss or damage to your material which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.
- 6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to the lesser of fifty cents (\$.50) per pound per package, one-hundred dollars (\$100) per package, or one thousand five-hundred dollars (\$1,500) per occurrence. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery, or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.
- 9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.
- 11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.
- 12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.
- 13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.
- 14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss, and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



Please Type or Print Mail one copy to us at the address 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
7615 Williamson Road NW
Roanoke, Virginia 24019

Deadline date for Advance Shipments:
November 5, 2012

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)	Estimated 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
Hampton Roads Convention Center
1601 Coliseum Drive
Hampton, Virginia 23666

Show Site shipments will be accepted beginning:
November 7, 2012

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)	Estimated Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Association of School Librarians

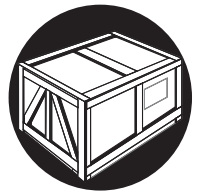
NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

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

PHONE (_____) _____ DATE _____



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

HOLLINS
EXPOSITION SERVICES

R U S H

Advance Warehouse

DEADLINE DATE: November 5, 2012

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
7615 Williamson Road NW
Roanoke, Virginia 24019**

Event: Virginia Association of School Librarians

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

R U S H

Advance Warehouse

DEADLINE DATE: November 5, 2012

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
7615 Williamson Road NW
Roanoke, Virginia 24019**

Event: Virginia Association of School Librarians

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

R U S H

Show Site Shipments

NOT BEFORE: November 7, 2012

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
Hampton Roads Convention Center
1601 Coliseum Drive
Hampton, Virginia 23666**

Event: Virginia Association of School Librarians

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

R U S H

Show Site Shipments

NOT BEFORE: November 7, 2012

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
Hampton Roads Convention Center
1601 Coliseum Drive
Hampton, Virginia 23666**

Event: Virginia Association of School Librarians

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



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.



1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

EVENT SERVICES ORDER FORM

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Room/Booth #: _____


Event Dates: _____ Exhibiting Company: _____


Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

UTILITIES	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
2000 watt Receptacle, 110 Volt, 18 Amps	\$ 50.00	\$ 70.00		
Extension Cord*	\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip*	\$ 20.00	\$ 20.00		
1 Phase, 208 Volt, 30 Amps	\$ 175.00	\$ 225.00		
1 Phase, 208 Volt, 60 Amps	\$ 250.00	\$ 300.00		
1 Phase, 208 Volt, 100 Amps	\$ 350.00	\$ 400.00		
1 Phase, 208 Volt, 200 Amps	\$ 475.00	\$ 525.00		
3 Phase, 208 Volt, 30 Amps	\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps	\$ 375.00	\$ 450.00		
3 Phase, 208 Volt, 100 Amps	\$ 425.00	\$ 500.00		
3 Phase, 208 Volt, 200 Amps	\$ 575.00	\$ 625.00		
Water Connection, 45 PSI, 1/2" Line	\$ 100.00	\$ 120.00		
Drain Connection, 2" Line	\$ 60.00	\$ 80.00		
 Total Utility Order				\$

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Analog Phone Line	\$ 150.00	\$ 175.00		
Standard Desk Telephone	\$ 25.00	\$ 25.00		
Basic Internet Connection Fee	\$ 200.00	N/A		
Internet Connection to External Host Server (includes one port open & one port close)	\$ 350.00	N/A		
Each Additional IP Address	\$ 100.00	N/A		
Each Additional Port Open or Port Close	\$ 100.00	N/A		
 Total Telecommunications Order				\$

*Add 5% Tax to all Equipment Orders \$

Total Utilities + Telecommunications+Tax \$

METHOD OF PAYMENT

PAYMENT METHOD: ☐ CHECK ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

Credit Card Holder Name: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Billing Address: _____

Credit Card Holder Signature: _____ Date: _____

Make Checks Payable To: **Hampton Roads Convention Center** • Our Tax ID Number is 54-6001336

TOTAL PAYMENT MUST ACCOMPANY THIS FORM

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule

1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call (757) 315-1623 to confirm receipt.

2. Services ordered within 48 hours of event commencement may not be available. **PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.**

3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an additional cost.

Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Utilities Notes:

1. Only one outlet will be provided for each power line ordered.
2. Power cannot be shared between booths.
3. Power is located in the most convenient location unless noted on form (see below).
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.
6. Exhibitors should provide their own power conditioning for sensitive equipment.
7. Any motor larger than ½ hp must have a safety switch.
8. HRCC is not responsible for voltage or frequency variances.
9. Rates Quoted cover bringing of service to the booth and does not include connection of equipment.
10. All power is provided from the floor.
11. All exhibits must be wired in accordance with the National Electric Code.
12. Any changes in power location after installation will reflect a one hour labor charge.
13. All electrical and plumbing work must be performed by the HRCC staff.
14. All wiring or electrical work done on exhibitor equipment will be charged on a time and material basis.
15. **Tagging of equipment for proper voltage, phase, connections, etc. is the responsibility of the exhibitor.**

Telecommunications Notes:

1. Phone services consist of tone dialing, analog lines with high speed data switching capabilities.
2. Dialing restrictions are enforced for all other than local, toll-tree, and credit card calls (i.e. there is no charge for local and/or toll-free calls).
3. An acceptable credit card is required for any service other than local. Your credit card will be charged for all long-distance calls at a rate of \$0.20 per minute.

It is ESSENTIAL that you indicate your booth number for service. Thank you!

Indicate location of service below, if required.

Booth# _____

