

# EXHIBITOR SERVICE KIT

## Information and Order Forms

**HOLLINS**  
EXPOSITION SERVICES

**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)**

# RICHMOND HOME + GARDEN SHOW

PRESENTED BY



## Marketplace Events Richmond Home & Garden Show March 6 - 8, 2020 Richmond Raceway Complex Richmond, Virginia

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**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the **Richmond Home & Garden Show**. 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.

## Official Show Contacts

### ► Registration/Booth Assignment:

Marketplace Events  
Bruce Evans  
612-209-4593  
[bruce@beddheadmedia.com](mailto:bruce@beddheadmedia.com)

### ► Carpet - Cleaning - Furniture - Labor - Plants Signs - Shipping - Storage

HOLLINS Exposition Services  
Exhibitor Services  
540-362-3940  
[service@hollins-expo.com](mailto:service@hollins-expo.com)

### ► Audio-Visual

HOLLINS Exposition Services  
Exhibitor Services  
540-362-3940  
[service@hollins-expo.com](mailto:service@hollins-expo.com)

### ► Electric Service

Richmond Raceway Complex  
Laura Ivey  
804-228-7512  
Fax 804-228-7526  
[lively@richmondraceway.com](mailto:lively@richmondraceway.com)

### ► Internet

Richmond Raceway Complex  
Laura Ivey  
804-228-7512  
Fax 804-228-7526  
[lively@richmondraceway.com](mailto:lively@richmondraceway.com)

### ► Official Show Carrier

UPS Freight  
800-988-9889  
[www.upsfreight.com](http://www.upsfreight.com)

## Venue

### ► Richmond Raceway Complex

600 East Laburnum Street  
Richmond, VA 23222  
804-228-7512

## Booth Equipment

► **Refer to information sent to you from Marketplace Events for your booth size.** Standard booths will be 10 ft. wide x 10 ft. deep and will be provided with:

- 8 ft. high back wall drape (black)
- 3 ft. high side divider drape (black)

✋ The exhibit hall is NOT carpeted.

**Per show management: all booths must have floor covering in entire booth area.** For your comfort and to better decorate your booth, carpet in a variety of solid colors is available for rental from HOLLINS.

No substitutions are permitted on drape colors. Additional drape, booth furnishings or accessories may be ordered via the enclosed forms or on our web site.

## Important Dates

**Schedule below subject to change by show management.**

► **Advance Shipments may begin arriving at the Warehouse:**

Thursday, February 6, 2020

► **Exhibitor Appointed Contractor (EAC) Deadline Date:**

Monday, February 17, 2020

► **Deadline Date to order materials at Discount Rate with payment:**

Monday, February 17, 2020

► **Last day for Advance Shipments to arrive without surcharge:**

Monday, March 2, 2020

► **Direct Shipments may arrive at the Show Site:**

Tuesday, March 4, 2020: 8:00 a.m. - 5:00 p.m.

► **Exhibitor move-in:**

Wednesday, March 4, 2020 8:00 a.m. - 6:00 p.m.

Thursday, March 5, 2020 8:00 a.m. - 8:00 p.m.

► **Exhibit Hours:**

Friday, March 6, 2020 11:00 a.m. - 8:00 p.m.

Saturday, March 7, 2020 10:00 a.m. - 8:00 p.m.

Sunday, March 8, 2020 10:00 a.m. - 5:00 p.m.

► **Exhibitor Move-out:**

Sunday, March 8, 2020 5:00 p.m. - 10:00 p.m.

Monday, March 9, 2020 8:00 a.m. - 12:00 p.m.

► **Outbound Carrier Check-in:**

Sunday, March 8, 2020 5:00 p.m. - 9:00 p.m.

► **Outbound Freight will be re-routed:**

Sunday, March 8, 2020 9:00 p.m.



### **Material Handling**

**HOLLINS Exposition Services** has been appointed the Official Service Contractor for this event, and as such is the exclusive provider of material handling services, including drayage of all materials into and out of the venue, whether received at the advance warehouse or at show site.

### **Shipping Addresses**

#### **► ADVANCE SHIPMENTS TO WAREHOUSE**

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

- ☒ **Shipments accepted beginning February 6, 2020.**  
**Shipments must arrive by March 2, 2020.**  
**Receiving hours: Monday - Friday, 8:30 a.m. - 4:00 p.m.**

#### **► DIRECT SHIPMENTS TO SHOW SITE**

Company Name and Booth Number  
c/o Hollins Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23225

- ☒ **Shipments accepted beginning March 3, 2020.**

**Please do not send shipments to the show site prior to the above date. The venue does not have facilities to store your shipment, and may refuse your shipment. Any shipments accepted by the venue, will be consigned to HOLLINS. Any receiving/storage charges assessed by the venue will be added to the Material Handling charges assessed by HOLLINS, and are the responsibility of the exhibitor.**

### **International Shipments**

If your materials require clearance by U.S. Customs, it is your responsibility to make those arrangements with a customs broker. HOLLINS cannot clear shipments on behalf of any shipper.

### **Labor**

Labor is for the installation and dismantling (I&D) of your exhibit or display. Labor may be ordered using the enclosed order forms. Exhibitors may install and dismantle their own displays, provided they use their own full time company employees to do so.

### **Exhibitor Appointed Contractors**

Exhibitors may hire the services of "Exhibitor Appointed Contractor" (EAC) labor to install and dismantle your exhibit or display. Please refer to the Exhibitor Appointed Contractor Labor information in this exhibitor service kit for information and instructions.

- HOLLINS must be notified of your intent to hire EAC labor prior to the deadline date.
- EAC must provide HOLLINS with a certificate of insurance prior to the deadline date.

Failure to meet these requirements will result in the exhibitor hiring I&D labor from HOLLINS; the EAC will provide supervision only.

### **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.

### **Equipment Use**

HOLLINS does not lend equipment to exhibitors. Ladders, carts and other equipment are for HOLLINS use only. If you require assistance or equipment for the installation or dismantle of your booth, you must order labor using the enclosed order forms. If you require assistance moving materials to/from your booth, these materials are subject to material handling fees at the published rates.

### **Safety**

In order to minimize the risk of fire and to keep exhibit halls as safe as possible, **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage may be available for additional items. Please see the HOLLINS Service Desk for assistance.

Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight. HOLLINS will not be responsible for falls or injuries caused by improper use.

### **Security**

Exhibitors are responsible for safeguarding their exhibits, displays, materials and equipment. HOLLINS will not responsible for unattended items left in booths.



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

**Mailing Address:**

P. O. Box 7001  
Roanoke, VA 24019

Phone: (540) 362-3940

(e-mail) [service@hollins-expo.com](mailto:service@hollins-expo.com)

**Street Address:**

7615 Williamson Rd. N.W.  
Roanoke, VA 24019

Fax: (540) 362-8698

## General Information



### Rentals

All materials and equipment are on a rental basis, and remain the property of HOLLINS Exposition Services. Rental items not ordered but found in booths will be invoiced to the exhibitor at Standard Rates.

### Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **February 17, 2020**, unless otherwise indicated. Orders received after February 17, orders without payment and orders processed at the show will be processed at Standard Rates.

### Tax

Tax (5.3%) will be added to all rentals and materials. If you are 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 February 17, 2020; 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 - refer to the order form for details. Any unpaid invoices at the close of the show will be billed to the credit card on file.

### Fees

- NSF Check: \$35.00
- Credit Card Chargeback: \$35.00

NOW FEATURING  
ONLINE ORDERING



To order on-line, visit the Hollins Exposition Services  
web site at [www.hollins-expo.com](http://www.hollins-expo.com)

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



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

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Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

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

## Payment Policy & Credit Card Authorization



### 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

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

☐ 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 1.9.25% 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
Show Services	\$
Display Tables and Risers	\$
Seating and Accessories	\$
Display Panels	\$
Special Drapery	\$
Custom Signs and Graphics	\$
Custom Booth Rental	\$
Audio Visual Rental	\$
Cleaning Services	\$
Installation and Dismantle Labor	\$
Material Handling	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$	

Check No. 

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Date 

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In the amount of \$ 

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Charge my credit card in the amount of \$ 

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ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT **Richmond Home & Garden Show**

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: \_\_\_\_\_

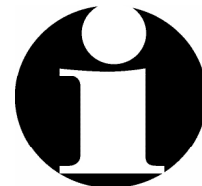


Mail one copy to us at the address above.  
Retain a copy for your files.

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Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

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

## 3rd Party Billing Request



**Deadline Date For Return of this Form: February 17, 2020**

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

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(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.**

- |   |   |
|---|---|
| <input type="checkbox"/> Show Services                | <input type="checkbox"/> Audio Visual Rental            |
| <input type="checkbox"/> Display Tables and Risers    | <input type="checkbox"/> Cleaning Services              |
| <input type="checkbox"/> Seating and Accessories      | <input type="checkbox"/> Installation & Dismantle Labor |
| <input type="checkbox"/> Display Panels               | <input type="checkbox"/> Material Handling              |
| <input type="checkbox"/> Special Drapery              |   |
| <input type="checkbox"/> Custom Signs & Graphics      |   |
| <input type="checkbox"/> Custom Booth Rental          |   |
| <input type="checkbox"/> 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

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(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.**

- |   |   |
|---|---|
| <input type="checkbox"/> Show Services                | <input type="checkbox"/> Audio Visual Rental            |
| <input type="checkbox"/> Display Tables and Risers    | <input type="checkbox"/> Cleaning Services              |
| <input type="checkbox"/> Seating and Accessories      | <input type="checkbox"/> Installation & Dismantle Labor |
| <input type="checkbox"/> Display Panels               | <input type="checkbox"/> Material Handling              |
| <input type="checkbox"/> Special Drapery              |   |
| <input type="checkbox"/> Custom Signs & Graphics      |   |
| <input type="checkbox"/> Custom Booth Rental          |   |
| <input type="checkbox"/> Other (Please Specify) _____ |   |

X

(Cardholder Signature)

PLEASE TYPE OR PRINT

NAME OF EVENT **Richmond Home & Garden Show**

BOOTH NO. \_\_\_\_\_





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

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE METHOD OF PAYMENT FORM IS SIGNED**
- **AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS**
- **WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS**

### **DEFINITIONS**

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### **PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA 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%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to 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 its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

### **LABOR UNDER THE SUPERVISION OF EXHIBITOR**

#### **RESPONSIBILITIES:**

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

#### **INDEMNIFICATION:**

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

#### **IMPORTANT**

**PLEASE REFER TO HOLLINS' "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED.**

## Seating



**Upholstered Arm Chair**



**Upholstered Side Chair**



**Upholstered Lounge Chair**



**Upholstered Stool**

## Tables



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



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



**Cocktail Table**  
18 in. high



**Corner Table**  
18 in. high



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



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

### Skirt Colors



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



### Display Cases

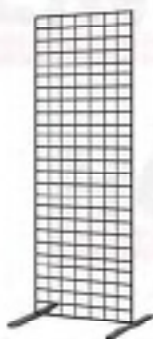


**Display Case**  
20 in. deep x 5 ft. wide, Full View



**Display Case**  
20 in. deep x 5 ft. wide, Half View

### Display Panels and Stands



**Wire Grid**  
2 ft. x 6 ft.



**Tack/Velcro Panel**  
4 ft. x 8 ft.  
(May also be used  
Horizontally)



**Perforated Peg Board**  
4 ft. x 8 ft.  
(May also be used  
Horizontally)



**Literature Rack**  
Silver  
4 Acrylic Pockets



**Aluminum Tripod  
Easel**



**Sign Holder**  
Chrome  
Holds 22 in. x 28 in.  
Sign

### Miscellaneous Accessories



**Coat Tree**  
Chrome  
70 in. high



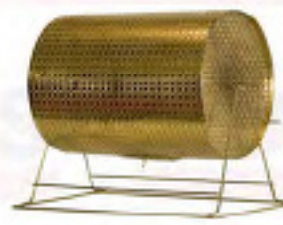
**Bag Stand**  
Chrome  
48 in. high



**Waterfall Garment  
Rack**  
Chrome  
48 in. high



**Stanchion**  
Chrome (2 shown)  
40 in. high  
with Rope, Black Velvet



**Ticket Tumbler**  
Brass  
15 in. diameter



**Wastebasket**



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: February 17, 2020**



### Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		10' x 10'	114.00	142.50	\$
		20' x 10'	218.00	272.50	\$
		30' x 10'	342.00	427.50	\$

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

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

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Tuxedo ☐ Cayenne

### Custom Cut Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	2.30	2.88	\$

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

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Tuxedo ☐ Cayenne

### Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	.60	.75	\$
		Visqueen Covering - per square foot	.60	.75	\$
		Additional Taping - per linear foot	1.65	2.00	\$

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

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

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

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
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:** \_\_\_\_\_

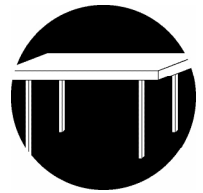


Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

11  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## 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. 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: February 17, 2020**

### Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Table	\$ 24.00	\$ 30.00	\$
		2' d x 6' w Table	33.00	41.25	\$
		2' d x 8' w Table	42.00	52.50	\$
		2' d x 4' w Skirted Table (skirted 4 sides)	64.00	80.00	\$
		2' d x 6' w Skirted Table	73.00	91.25	\$
		2' d x 8' w Skirted Table	82.00	102.50	\$
		4th side skirted	26.00	32.50	\$

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

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

### Display Counters 42" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Counter	\$ 42.00	\$ 52.50	\$
		2' d x 6' w Counter	51.00	63.75	\$
		2' d x 8' w Counter	60.00	75.00	\$
		2' d x 4' w Skirted Counter (skirted 4 sides)	82.00	102.50	\$
		2' d x 6' w Skirted Counter	91.00	113.75	\$
		2' d x 8' w Skirted Counter	100.00	125.00	\$
		4th side skirted	26.00	32.50	\$

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

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

### Risers 12" High

Quantity	Skirt Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	22.00	27.50	\$
	White	1' d x 6' w Skirted Riser	36.00	45.00	\$

### Pedestal Table White Formica top, chrome post, star base

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	Pedestal Table - 24" dia. x 30" h	43.00	53.75	\$
	White	Pedestal Table - 24" dia. x 42" h	43.00	53.75	\$
	White	Pedestal Table - 36" dia. x 30" h	53.00	66.25	\$
	White	Pedestal Table - 36" dia. x 42" h	53.00	66.25	\$
	Black	Spandex Floor-length Table Cover	24.00	30.00	\$

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<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
 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:** \_\_\_\_\_



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

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

12  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Seating,  
Accessories,  
Special Drapery**



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. 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: February 17, 2020**

### Seating *Chrome frame, padded seat and back*

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair	\$ 49.00	\$ 61.25	\$
	Upholstered Arm Chair	46.00	57.50	\$
	Upholstered Side Chair	43.00	53.75	\$
	Upholstered Stool with Back (30" h)	49.00	61.25	\$

### Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	42.00	52.50	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	42.00	52.50	\$
	Coat Tree (chrome - stands 70" h)	34.00	42.50	\$
	Sign Holder (chrome - stands 60" h - displays two 22" w x 28" h signs back to back)	52.00	65.00	\$
	Wastebasket (dove gray)	18.00	22.50	\$
	Easel (floor standing - aluminum tripod)	27.00	33.75	\$
	Bag Stand (chrome - stands 48" h)	52.00	65.00	\$
	Waterfall Garment Rack (chrome - stands 60" h)	52.00	65.00	\$
	Literature Rack (silver base - four acrylic pockets)	72.00	90.00	\$
	Stanchion (chrome, stands 40"h) with black rope	38.00	47.50	\$
	Ticket Tumbler (brass color - 15" dia.)	68.00	85.00	\$
	Display Case (5' w x 38" h - half view)	342.00	427.50	\$
	Display Case (6' w x 38" h - full view)	396.00	495.00	\$
	Fish Bowl	12.00	15.00	\$

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

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 10.00	\$ 12.00	\$
		3' high drape, per linear foot	7.00	9.00	\$
		8' Upright	9.00	11.00	\$
		3' Upright	9.00	11.00	\$
		6' > 10' Drape Support	9.00	11.00	\$

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

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

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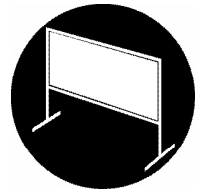
<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

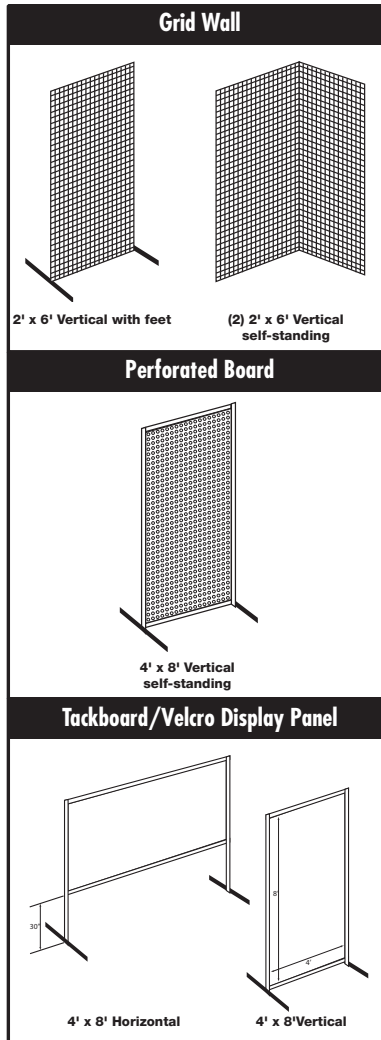
NAME OF EVENT **Richmond Home & Garden Show**  
 EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
 (Please Type or Print) (Signature)  
 TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

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



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**Deadline Date For Discount Rate: February 17, 2020**



### Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 60.00	\$ 75.00	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (1/4" hole, stands 96" h)	92.00	115.00	\$
	Perforated Board - 96" w x 48" h -Horizontal (1/4" hole, stands 78" h)	92.00	115.00	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	92.00	115.00	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	92.00	115.00	\$

### Display Panel Placement in Booth

BACK

LEFT

RIGHT

FRONT

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

**Sub Total** \$ \_\_\_\_\_

**5.3% State Tax** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

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

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

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: \_\_\_\_\_





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

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

(e-mail) service@hollins-expo.com

14

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

# Plants and Floral Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. 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: February 17, 2020**

**LATE REQUESTS:** Requests after deadline will be filled as available at the Standard Rate.

**COLOR CHOICE:** If no color is indicated, color will be selected by HOLLINS.

*All rental items remain the property of HOLLINS. Damaged or missing plants will be billed to the exhibitor at the full retail price.*

## Tropical Green Plants Includes container.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	3' Plant - Slim / Full	\$ 63.00	\$ 79.00	\$
	4' Plant - Slim / Full	63.00	79.00	\$
	5' Plant - Slim / Full	79.00	99.00	\$
	6' Plant - Slim / Full	135.00	169.00	\$

## Potted Plants - Indicate Color Selection \*Substitutions may be made for seasonal blooming plants.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Azaleas - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Red	\$ 40.00	\$ 50.00	\$
	Chrysanthemums - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Yellow	40.00	50.00	\$
	Ferns - Live	40.00	50.00	\$

## Floral Arrangements - Indicate Color Selection

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cut Floral Arrangement - Small <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	\$ 93.00	\$ 116.00	\$
	Cut Floral Arrangement - Large <input type="checkbox"/> Tall <input type="checkbox"/> Low <input type="checkbox"/> One Sided <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	116.00	145.00	\$

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<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

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: \_\_\_\_\_



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. CANCELLATION POLICY: Items must be cancelled 72 hours prior to delivery. No refunds for items cancelled less than 72 hours prior to delivery.**

**Deadline Date For Discount Rate: February 17, 2020**

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

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	\$ 375.00	\$ 469.00	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	475.00	594.00	\$

### Computer Data Displays

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	\$ 70.00	\$ 87.50	\$
	AVCD-24 24 in. Widescreen Monitor	125.00	156.00	\$

### Video

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 40.00	\$ 50.00	\$
	AVBR-1 Blue-Ray DVD Player	80.00	100.00	\$

### Monitor Accessories

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	98.00	137.20	\$
	AVMA-2 HDMI Splitter, 2-way	98.00	137.20	\$
	AVMA-3 VGA Cable, 25 ft.	45.00	63.00	\$
	AVM4-4 HDMI Cable, 25 ft.	90.00	126.00	\$

### Audio

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	\$ 670.00	\$ 938.00	\$
	AVBR-1 Computer Speakers [2 tabletop]	62.00	86.80	\$

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

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

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

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

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<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>Equipment Total</b>	<b>\$</b>
<b>Optional Damage Waiver</b>	<b>\$</b>
<b>(15% of Equipment Total)</b>	
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

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

(e-mail) [service@hollins-expo.com](mailto:service@hollins-expo.com)

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

**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 Local labor to provide labor for the installation and dismantling of exhibits. This Local labor claims jurisdiction for the installation, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than exhibiting company personnel.

Local labor may be hired from HOLLINS using the enclosed forms. They are not required to place your products on your display; to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If you hire any labor to assist you, it must be hired through HOLLINS or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

## Material Handling

HOLLINS Exposition Services claims jurisdiction over the operation of all material handling equipment and the unloading and loading of all materials, except for exhibitors carrying in their own materials.

**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".

Show Management (Marketplace Events) will make forklift service available for exhibitor move-in and move-out. Forklifts, hand trucks and carts remain the property of HOLLINS and are not for exhibitor use. If you require assistance moving materials to/from your booth, these materials are subject to material handling fees at the published rates.

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

## Tipping

HOLLINS requests that you do not tip our employees. They are paid an excellent wage denoting a professional status and we feel tipping is not necessary. This applies to all HOLLINS employees.



**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 Service Kit.

### **PLAN A - Labor Supervised by HOLLINS**

**HOLLINS** will supervise labor per your instructions to:

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

**HOLLINS** will proceed with the exhibitor's approval and without the exhibitor present. **A "supervision fee" will be charged (in addition to the published labor rate) at 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.** Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

**HOLLINS will not unpack or re-pack exhibitor "product/merchandise" without the exhibitor present.**

 **IMPORTANT: Complete and return the "Install & Dismantle Critical Information Form" with your Plan A Labor Order.**

### **PLAN B - Labor Supervised by Exhibitor**

**HOLLINS** will provide labor to install and dismantle your exhibit, and will proceed ONLY with your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

Exhibitor **MUST** check in at the HOLLINS Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one (1) hour per worker requested, unless cancelled in writing, twenty-four (24) hours prior. Orders for labor received at show site will be processed after advance orders.

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

**When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.**

#### **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.**



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

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

(e-mail) service@hollins-expo.com

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

# Installation and Dismantle Labor



**Deadline Date For Discount Rate: February 17, 2020**

Hours	Times	Discount Rate	Standard Rate
Straight Time	Thursdaythrough Friday, 8:00 A.M. to 4:30 P.M.	\$ 58.00	\$ 72.50
Overtime	6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight, Thursdaythrough Friday 6:00 A.M. to 12:00 Midnight Saturday and Sunday	87.00	108.75
Double Time	12:00 Midnight to 6:00 A.M. and observed holidays	116.00	145.00

- **Standard Rates will apply to all labor orders placed at show site.**
- **Rates are per worker per hour - one (1) hour minimum per worker - labor thereafter is charged in one-half (1/2) hour increments.**
- **When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.**
- **Hollins supervised jobs will be completed prior to show opening and before the hall must be cleared.**

**PLAN A - SUPERVISION BY HOLLINS (Please complete this form AND the "Install & Dismantle Critical Information Form".)**  
**The charge for this service is 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.**

## PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

It is important that you check in at the HOLLINS Service Desk to pick up workers ordered. You must also check workers 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 are indicated, no workers will be assigned until you check in at the HOLLINS Service Desk.

PLEASE TYPE OR PRINT

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

**If you fail to pick up workers at time ordered, a ONE HOUR PER WORKER NO-SHOW FEE will be charged unless a written cancellation notice is received in writing, twenty-four (24) hours prior to the day labor is requested.**

## Labor Order

Service	Date	Start Time (AM or PM)	No. of Workers	x	Approx. Hrs.	x	Rate	=	Plan B	+	Supervision	=	Plan A
Installation				x		x	\$	=	\$	+	\$	=	\$
Installation TOTAL									\$				
Dismantle				x		x	\$	=	\$	+	\$	=	\$
Dismantle 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.

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

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

PLEASE TYPE OR PRINT

NAME OF EVENT **Richmond Home & Garden Show**

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





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

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

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

**I & D**  
**Critical**  
**Information**



**Deadline Date For Return of this Form: February 17, 2020**

### 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:** ☐ 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 **Richmond Home & Garden Show**

EXHIBITING FIRM  BOOTH NO.

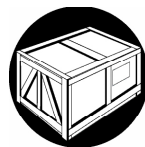
ADDRESS

CITY AND STATE  ZIP CODE

AUTHORIZED BY  **X**

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

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



**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 venue and 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 Thursday 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 your 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. Special Handling Shipments incur a surcharge.

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

- Add overtime charges for inbound if material is delivered to your booth during the overtime period stated in the forms "General Information". This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated in the forms "General Information".
- 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.

Any materials handled during OT or DT hours incur a surcharge.

### 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 (MHA) or Bill of Lading (BOL) in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the MHA or BOL in advance, or you may contact the Service Desk at show site for your shipping documents. The MHA and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed MHA 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.

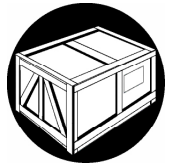
### Do I need insurance?

- 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 Terms and Conditions.

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

- Cranes
- Accessible storage at venue
- Exhibit transportation services
- Priority empty return
- Scissor lifts, condors
- Security storage at show site
- Local pick-up and delivery
- Short-term and long-term warehouse storage

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



### 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: This Material Handling Agreement (MHA) is signed; 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's 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 / VENUE.** **THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.**

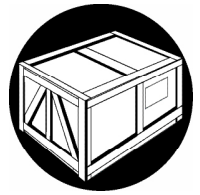
**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including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

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

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

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





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

**What is Ground Loading/Unloading?**

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

**What is Constricted Space Loading/Unloading?**

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

**What is Designated Piece Loading/Unloading?**

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

**What are Stacked Shipments?**

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

**What is Shipment Integrity?**

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

**What is Alternate Delivery Location?**

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

**What are Mixed Shipments?**

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

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

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

**What about carpet only shipments?**

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

**What is the difference between Crated and Uncrated Shipments?**

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





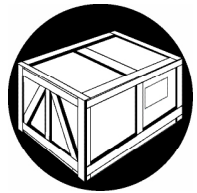
Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

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

## Material Handling Shipping Addresses and Notification



### Advance Shipments to HOLLINS Warehouse: Use the following address.

**To:** Company Name and Booth #  
**For:** MPE Richmond Home Show  
**c/o:** HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23225

**Deadline date for Advance Shipments:**  
**March 2 2020**

### 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:** MPE Richmond Home Show  
**c/o:** HOLLINS Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23222

**Show Site shipments will be accepted:**  
**March 3, 2020**

### Show Site Shipments

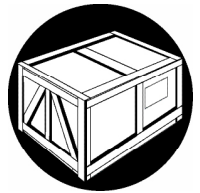
List show site shipments below. Attach separate forms for additional shipments.

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 Richmond Home & Garden Show  
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: \_\_\_\_\_



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: March 2, 2020**

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

C/O: **HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23225**

Event: **Richmond Home Show**

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: March 2, 2020**

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

C/O: **HOLLINS Exposition Services  
UPS Freight  
5401 Midlothian Turnpike  
Richmond, VA 23225**

Event: **Richmond Home Show**

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

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

**HOLLINS**  
EXPOSITION SERVICES

**R U S H**

**Show Site**

**WILL BE ACCEPTED: March 3, 2020**

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

C/O: **HOLLINS Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23222**

Event: **Richmond Home Show**

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

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

**HOLLINS**  
EXPOSITION SERVICES

**R U S H**

**Show Site**

**WILL BE ACCEPTED: March 3, 2020**

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

C/O: **HOLLINS Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23222**

Event: **Richmond Home Show**

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

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



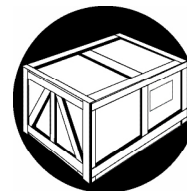
Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

26

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

**Material Handling  
Outbound Shipping**



PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

By signing above, you agree to payment terms and conditions and limits of liability in the Exhibitor Service Kit, and authorize HOLLINS to use any payment method on file, including credit cards. A CREDIT CARD ON FILE IS REQUIRED FOR ALL SHIPMENTS. All shipping charges are estimates until the shipment is delivered. No credits or refunds will be issued after the close of the show.

**Every outbound shipment will require shipping labels and an outbound Bill of Lading. Custom printed labels are provided at no charge to exhibitors using HOLLINS Exhibit Transportation. Pre-orders are available for pick up at move-out. On-site orders are processed as they are received.**

### SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ ATTENTION: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:** ☐ Same as Ship To  
**OR:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ ATTENTION: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

☐ **HOLLINS Exhibit Transportation**  
HOLLINS will make arrangements for all HOLLINS Exhibit Transportation shipments. **Credit card on file required.** Charges will appear on your HOLLINS invoice after delivery. Contact HOLLINS two business days after close of show for tracking.

☐ **Other Carrier**  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Exhibitor must provide labels and outbound Bill of Lading. Carriers must check in by the designated time published in the Exhibitor Service Kit.

Carrier: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

☒ **Select a Speed of Service:**

- ☐ 2 Day: Delivery by 5:00 p.m. second business day
- ☐ Deferred: Delivery within 3-5 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated or truckload

☒ **Select Shipment Options:**

- ☐ Receiver has loading dock
- ☐ Inside delivery needed
- ☐ Pad wrap required
- ☐ Do not stack
- ☐ Lift Gate Required
- ☐ Air Ride Required
- ☐ Residential Delivery
- ☐ Delivery to Trade Show Site

☒ **Declared Value: \$** \_\_\_\_\_

- ☐ Add Insurance (\$5.50 per 100 lbs.; \$100.00 minimum.)

### SHIPMENT DETAILS

<b>Piece # 1</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Piece # 2</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Piece # 3</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Piece # 4</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Piece # 5</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Piece # 6</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions _____ X _____ X _____		Estimated Weight _____		
<b>Total Pieces</b>		<b>Total Estimated Weight</b>		

☐ Add Shrinkwrap

☐ Add Banding

Once your shipment is packed and ready for shipment, please return this form to the Exhibitor Service Desk.  
Shipments without a completed form on file may either be returned to our warehouse or re-routed on the carrier of our choice, at the Exhibitor's expense.



- ☐ P.O. Box 7001 • 7615 Williamson Road, NW  
Roanoke, VA 24019 • (540) 362-3940
- ☐ P.O. Box 49837 • 121 N. Chimney Rock Road  
Greensboro, NC 27409 • (336) 315-5225

# MATERIAL HANDLING AGREEMENT UNIFORM BILL OF LADING ORIGINAL - NOT NEGOTIABLE

Exhibitor: You are the SHIPPER. Complete blocks 1 through 11.

PLACE PRO LABEL HERE

DATE: \_\_\_\_\_

<b>1</b> FROM: SHIPPER NAME (EXHIBITING COMPANY)	<b>2</b> TO: CONSIGNEE COMPANY																																			
CONTACT CELL PHONE	CONTACT																																			
VENUE	ADDRESS																																			
ADDRESS																																				
CITY STATE ZIP CODE	CITY STATE ZIP CODE																																			
SHOW NAME BOOTH #	SHOW NAME BOOTH #																																			
<b>3</b> INVOICE CHARGES TO: (THIRD PARTY)	<b>4</b> FREIGHT CHARGES ARE: <input type="checkbox"/> COLLECT <input type="checkbox"/> PRE-PAID																																			
CONTACT	CARRIER:																																			
VENUE	<b>5</b> <input type="checkbox"/> HOLLINS EXHIBIT TRANSPORTATION <input type="checkbox"/> OTHER CARRIER: _____ <i>In the event your designated carrier above fails to pick up, HOLLINS will reroute shipment via HOLLINS Exhibit Transportation or a carrier of the General Service Contractors' choice.</i>																																			
ADDRESS	CARRIER PHONE: _____																																			
CITY STATE ZIP CODE	<b>6</b> SPECIAL INSTRUCTIONS																																			
ATTENTION: PHONE NUMBER																																				
<b>7</b> IF GOING TO ANOTHER SHOW, SELECT ONE: <input type="checkbox"/> ADVANCE WAREHOUSE - DELIVER BY: _____ <input type="checkbox"/> SHOW SITE - TARGET/MOVE-IN DATE: _____																																				
<b>8</b> SELECT SPEED OF SERVICE: <input type="checkbox"/> 2 DAY: DELIVERY BY 5:00 P.M. SECOND BUSINESS DAY <input type="checkbox"/> DEFERRED: DELIVERY WITHIN 3-5 BUSINESS DAYS <input type="checkbox"/> STANDARD GROUND <input type="checkbox"/> SPECIALIZED: PAD WRAPPED, UNCRATED OR TRUCKLOAD	<b>9</b> SELECT SHIPMENT OPTIONS: <input type="checkbox"/> LIFT GATE REQUIRED <input type="checkbox"/> HIGH-COST ZIP (100xx-102xx) <input type="checkbox"/> INSIDE DELIVERY NEEDED <input type="checkbox"/> RESIDENTIAL DELIVERY <input type="checkbox"/> PAD WRAP REQUIRED <input type="checkbox"/> DELIVERY TO TRADE SHOW <input type="checkbox"/> ADD SHRINKWRAP <input type="checkbox"/> DO NOT STACK <input type="checkbox"/> ADD BANDING <input type="checkbox"/> AIR RIDE REQUIRED																																			
<b>10</b>	<table border="1"><thead><tr><th># PIECES</th><th>HAZ MAT?</th><th>DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS</th><th>WEIGHT</th><th>CLASS</th></tr></thead><tbody><tr><td></td><td></td><td>CRATED EXHIBITION MATERIALS, BOOTHS, ETC.</td><td></td><td>125</td></tr><tr><td></td><td></td><td>CARTONS, EXHIBITION PARAPHERNALIA</td><td></td><td>125</td></tr><tr><td></td><td></td><td>SKID/PALLET, EXHIBITION PARAPHERNALIA (QTY/CTNS _____)</td><td></td><td>125</td></tr><tr><td></td><td></td><td>ROLL EXHIBIT FLOORING (COLOR _____)</td><td></td><td>125</td></tr><tr><td></td><td></td><td>FIBER CASE/TRUNK (COLOR _____)</td><td></td><td>125</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	# PIECES	HAZ MAT?	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS			CRATED EXHIBITION MATERIALS, BOOTHS, ETC.		125			CARTONS, EXHIBITION PARAPHERNALIA		125			SKID/PALLET, EXHIBITION PARAPHERNALIA (QTY/CTNS _____)		125			ROLL EXHIBIT FLOORING (COLOR _____)		125			FIBER CASE/TRUNK (COLOR _____)		125					
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HAZARDOUS MATERIALS EMERGENCY CONTACT: CELL PHONE: _____																																				
<b>11</b> 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 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. You are advised to review the applicable tariff provisions before stating a value.  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.																																				
EXHIBITOR/COMPANY NAME			CARRIER																																	



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

(e-mail) [service@hollins-expo.com](mailto:service@hollins-expo.com)

# 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 Service Order Form

Event Name _____	
Exhibitor or Company Name _____	Booth# _____
Company Address _____	
Contact Name _____	On Site Contact Number _____
Signature _____	Date _____
(Must include signature before we will process order)	

**IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER**

**NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.**

**PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

<u>ELECTRICAL SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>QUANTITY</u>	<u>TOTAL</u>
115V Single Phase	\$35.00	\$70.00	_____	_____
0-20 Amps				

\*Call for pricing for special hook-ups and higher power needs. Any single load over 30 amps will require an additional 115V drops.

### IMPORTANT CONDITIONS AND REGULATIONS

1. **Exhibitor is held responsible for replacement cost of missing extension cord. Richmond Raceway Complex will assign an extension cord imprinted with a number and "Property of RIR".**
2. ADVANCE orders will be installed prior to or during set-up. All other orders will be handled on a first come first served basis. Payment must be received before service in all cases. Richmond Raceway Complex reserves the right to disconnect any service from a booth for lack of payment. NO EXCEPTIONS.
3. Wall column and permanent building outlets are not part of booth space. All electrical service hook-ups must be ordered. ONLY house electricians are permitted to make hard wired connections.
4. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
5. All exhibitors' extension cords must be of the heavy-duty 3-wire grounded type UL approved. All exposed non current carrying metal parts of fixed equipment which are liable to be energized must be grounded. All spotlights and electrical cords must be UL approved. Richmond Raceway Complex reserves the right to remove items that it deems unsafe or zone hazardous.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without house electrician. However, house electrician must make all service connections and overload protection to such equipment. Special services paid upon receipt of invoice.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. Materials and equipment furnished by Richmond Raceway Complex for service orders, and not purchased by the exhibitor, remain the property of Richmond Raceway Complex and are removed ONLY by house electrician.
9. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE SPECIAL WIRING OR CONNECTIONS.

### **MAIL, EMAIL OR FAX COMPLETED FORM WITH PAYMENT TO:**

Richmond Raceway Complex  
 Attention: Laura Ivey  
 600 East Laburnum Ave  
 Richmond, VA 23222  
 Phone: 804-228-7512 Fax: 804-228-7526  
 Email: livey@richmondraceway.com

\*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.



## INTERNET AND TELEPHONE SERVICE REQUEST

Event Name \_\_\_\_\_  
Exhibitor or Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
Contact Name \_\_\_\_\_ On Site Contact Number \_\_\_\_\_  
Billing Address \_\_\_\_\_ Company Phone \_\_\_\_\_  
Signature \_\_\_\_\_

**IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER  
NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.**

**PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

**ALL OTHER REQUESTS WILL BE CHARGED THE LATE CHARGE, IF  
INSTALLATION CAN BE ACCOMMODATED**

<u>INTERNET SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Wireless	\$50.00	\$75.00	_____
<u>PHONE LINE SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Basic Installation	\$100.00	\$150.00	_____

### MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex  
Attention: Laura Ivey  
600 East Laburnum Ave  
Richmond, VA 23222  
Phone: 804-228-7512 Fax: 804-228-7526  
Email: [livey@richmondraceway.com](mailto:livey@richmondraceway.com)

\*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.

Updated 11/2017– Prices are subject to change



## Credit Card Payment Authorization Form

This is my authorization to pay the following:

(Please list invoice number(s) and amounts or other reference information to identify items for which you are authorizing payment).

---

---

---

Credit Card Information:

\_\_\_\_\_ Visa      \_\_\_\_\_ Master Card      \_\_\_\_\_ Discover \_\_\_\_\_ Amex

Account Number: \_\_\_\_\_

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

Cardholder's Name: (please print) \_\_\_\_\_  
\_\_\_\_\_

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

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

**Additional information REQUIRED since this is a "card not present" transaction.**

Credit card billing information: (This info pertains to the address the credit card bill is sent to.)

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

Zip Code: \_\_\_\_\_

V-code: \_\_\_\_\_ (On the back side of the card, in the signature block, there are some numbers. The "last three digits" are the v-code.)