

EXHIBITOR SERVICE KIT

**Information and
Order Forms**



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

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

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

www.hollins-expo.com

Virginia Library Association

October 11-13, 2017
Hilton Norfolk
THE MAIN
Norfolk, Virginia

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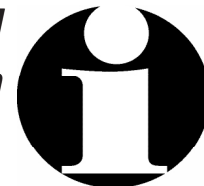
Hotel Services Order Form	(Attached)
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Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

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

General Information



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

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

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

Booth Equipment

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

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

* Note: Exhibit Hall is Carpeted

Important Dates

- ▶ **Deadline Date to order materials at Discount Rate with payment:**
October 3, 2017
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
October 9, 2017
- ▶ **Exhibitor move-in: Wednesday, October 11: 5pm - 10pm**
Thursday, October 12: 7:30am - 8:30am
- ▶ **Exhibit Hours: Thursday, October 12: 8:30am - 5pm**
Friday, October 13: 8:30am - 2pm
(NO BREAKING DOWN BEFORE 2PM)
- ▶ **Exhibitor Move-out: Friday, October 13: 2pm - 4pm**
- ▶ **Outbound Freight will be re-routed: Friday, October 13 @ 4pm.**

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **October 3, 2017**, unless otherwise indicated. Orders received after October 3, orders without payment and orders processed at the show will be processed at Standard Rates.

Shipping Addresses

▶ ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number
Hollins Exposition Services
c/o UPS Freight
2053 S. Military Highway
Chesapeake, VA 23320

Shipments must arrive by October 9, 2017.

▶ SHOW-SITE SHIPMENTS

Company Name and Booth Number
Hilton The Main
C/O Hollins Exposition Services
100 East Main St.
Norfolk, Virginia 23510

Shipments must arrive on October 11, 2017 after 1pm.

Material Handling

ADVANCE RECEIVING AT THE WAREHOUSE - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER October 9, 2017 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

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

Tax

Tax (6%) 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 October 3, 2017; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

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

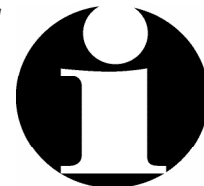
We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 540-362-3940 or (e-mail) exhibitorservices@hollins-expo.com.



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General Information



Trade Show Tips

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

Ordering Trade Show Services

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

Safety Information

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

Exhibitor Safety and Loss Prevention Guidelines

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

**Convenient on-line ordering is available at
www.hollins-expo.com**





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Payment Policy & Credit Card Authorization



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

PAYMENT POLICY

A signed credit card authorization form must accompany your order.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

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

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

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

CREDIT CARD AUTHORIZATION (Information Must Be Provided)		VERIFICATION CODE (back of card)	EXPIRATION DATE																						
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express																							
Account Number		<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal																						
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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 1.6% 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	TOTAL
<i>Carpet and Padding</i>	\$
<i>Display Tables and Risers</i>	\$
<i>Seating and Accessories</i>	\$
<i>Display Panels</i>	\$
<i>Special Drapery</i>	\$
<i>Custom Signs and Graphics</i>	\$
<i>Cleaning Services</i>	\$
<i>Installation and Dismantle Labor</i>	\$
<i>Material Handling</i>	\$
<i>Cartload Service</i>	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$

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.

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____



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

Deadline Date For Return of this Form: October 3, 2017

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	Third Party																																													
<small>PLEASE TYPE OR PRINT</small>	<small>PLEASE TYPE OR PRINT</small>																																													
<small>(Exhibiting Firm)</small> _____	<small>(Third Party)</small> _____																																													
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Fax: (540) 362-8698



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

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

Deadline Date For Discount Rate: October 3, 2017

Standard Expo 16 Oz. Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' x 10'	\$ 135.00	\$ 168.00	\$
		8' x 20'	\$ 270.00	\$ 336.00	\$
		8' x 30'	\$ 405.00	\$ 504.00	\$

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

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

Red Royal Blue Kelly Green Tuxedo Gray Black

Custom Cut 16 Oz. Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per sq. ft.	2.50	3.10	\$

Booth Dimensions: ft. x ft. = Square Feet

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

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

Red Royal Blue Kelly Green Tuxedo Gray Black

Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per sq. ft.	.80	1.00	\$
		Visqueen Covering - per sq. ft.	.80	1.00	\$
		Additional Taping - per linear ft.	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 \$

6% State Tax \$

TOTAL \$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

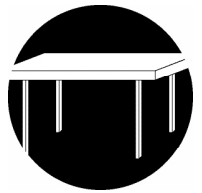
PHONE (_____) _____ DATE _____



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**Furnishings,
Seating and
Accessories**



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

Deadline Date For Discount Rate: October 3, 2017

Qty.	Description	Discount Rate	Standard Rate	Qty.	Description	Discount Rate	Standard Rate
Tables				Seating			
	Cocktail Table, 2' diam. x 18" high (round top)	\$ 56.00	\$ 78.40		Upholstered Lounge Chair (white only)	\$ 54.00	\$ 67.00
	Corner Table, 17" d x 17" w x 18" high	56.00	78.40		Upholstered Arm Chair (white only)	50.00	62.00
Skirted Display Tables, 30" high - select color below					Upholstered Side Chair (white only)	40.00	50.00
	2' d x 4' w Skirted Table (skirted 4 sides)	80.00	100.00		Upholstered Stool, 30" high (white only)	54.00	67.00
	2' d x 6' w Skirted Table	95.00	119.00	Accessories			
	2' d x 8' w Skirted Table	110.00	137.00		Coat Three - chrome, 70" h	42.00	53.00
	4th Side Skirt	27.00	34.00		Sign Holder - chrome, 60" h	42.00	53.00
Skirting Color Preferred: (White will be provided if no color is indicated.) <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum					Wastebasket	12.00	15.00
Skirted Display Counters, 42" high - select color below					Easel - floor standing - aluminum tripod	28.00	35.00
	2' d x 4' w Skirted Counter (skirted 4 sides)	95.00	119.00		Bag Stand - chrome, 48" h	42.00	56.00
	2' d x 6' w Skirted Counter	110.00	137.00		Waterfall Garment Rack - chrome, 48" h	42.00	56.00
	2' d x 8' w Skirted Counter	125.00	156.00		Literature Rack - silver, 4 acrylic pockets	70.00	88.00
	4th Side Skirt	27.00	34.00		Stanchion - chrome, 40" h with black rope	43.00	54.00
Skirting Color Preferred: (White will be provided if no color is indicated.) <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum					Fish Bowl	15.00	19.00
Pedestal Tables - Round Top					Ticket Tumbler - brass - 15" diam.	85.00	106.00
	Pedestal Table - 2' diam. x 30" high	55.00	69.00		Display Case - 20" d x 5' w x 38" h - half view	427.00	597.80
	Pedestal Table - 2' diam. x 42" high	60.00	75.00		Display Case - 20" d x 6' w x 38" h - full view	495.00	693.00
	Pedestal Table - 3' diam. x 30" high	85.00	106.00	Display Panels			
	Pedestal Table - 3' diam. x 42" high	90.00	113.00		Wire Grid - 2' w x 6' h - chrome, with feet	60.00	75.00
Special Drapery					Perforated/Peg Board - 8' w x 4' h - Horizontal	115.00	144.00
	3' h Special Drapery	7.00	9.00		Perforated/Peg Board - 4' w x 8' h - Vertical	115.00	144.00
	8' h Special Drapery	10.00	12.00		Tack/Velcro Board - 8' w x 4' h - Horizontal	115.00	144.00
Drapery Color Preferred: <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Kelly Green <input type="checkbox"/> Hunter Green <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Peach <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver <input type="checkbox"/> Beige <input type="checkbox"/> Plum					Tack/Velcro Board - 4' w x 8' h - Vertical	115.00	144.00
Table Top Risers, 12" high					1' d x 4' w Skirted Riser (white only)	25.00	31.00
	1' d x 4' w Skirted Riser (white only)	25.00	31.00		1' d x 6' w Skirted Riser (white only)	35.00	44.00
	1' d x 6' w Skirted Riser (white only)	35.00	44.00				

Sub Total	\$
6% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

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

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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

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

**Cleaning
Services**



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

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

Deadline Date For Return of this Form: October 3, 2017

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

Quantity	Description	Discount Rate	Standard Rate	TOTAL
/SF	DAILY - Vacuum, empty wastebaskets, and general cleaning before opening of show and DAILY thereafter	\$.29	\$.43	\$
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.32	.48	\$

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

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

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

Sub Total \$

6% State Tax N/A

TOTAL \$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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

PLAN A - Labor Supervised by HOLLINS

HOLLINS will supervise labor per your instructions to:

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

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

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

PLAN B - Labor Supervised by Exhibitor

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

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

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

Please Note:

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

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



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

10

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

**Installation
& Dismantle
Labor**



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

Deadline Date For Return of this Form: October 3, 2017

RATES:

Straight Time \$ 58.00/HR	Overtime \$ 87.00/HR	Doubletime \$ 116.00/HR
8:00 AM to 5:00 PM, Monday through Friday	5:00 PM to 12:00 AM, Monday through Friday	12:00 AM to 8:00 AM Monday through Sunday and all Holidays
	8:00 AM to 12:00 AM, Saturday and Sunday	

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

PLEASE INDICATE SERVICE DESIRED:

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

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

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

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

PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

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

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

Supervisor will be: _____

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

Labor Order

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

=

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

Labor Schedule

	Date	Start Time
INSTALLATION		
DISMANTLE		

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

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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

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



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

Deadline Date For Return of this Form: **October 3, 2017**

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

Show Site Contact

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

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

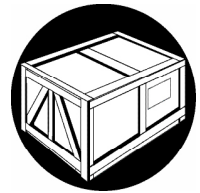
NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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

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

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

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

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

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

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

► **Freight Carriers:**

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

► **Tracking Shipments:**

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

► **Estimating Material Handling Charges:**

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

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

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

► **Storing Empty Containers:**

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

► **Outbound Shipments:**

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

► **Machinery Labor and Equipment:**

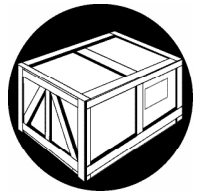
Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Refer to the In Booth Forklift Order form in this exhibitor kit.

► **Marshalling Yard:**

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

► **HOLLINS Limits of Liability:**

See enclosed Material Handling Limits of Liability for details.



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

PLEASE TYPE OR PRINT

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

Deadline Date: October 9, 2017

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

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Advance Warehouse Shipments			60.00	120.00	\$

Show Site Shipments VIA COMMON CARRIER - 200 lb. minimum per shipment Will be accepted beginning: 1pm October 11, 2017

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

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

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

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

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Show Site Shipments Requiring Special Handling: Crated, Boxed or Skidded Shipments			70.00	140.00	\$
Show Site Shipments Requiring Special Handling: Loose, Uncrated or Pad-Wrapped Shipments			72.80	145.60	\$

OTHER SERVICES AND FEES

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

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

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

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

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

Late Shipments 200 lb. minimum per shipment

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

Description	Rate	TOTAL
Late Shipments: add	75.00	\$

Small Package Maximum weight is 50 lbs. per shipment

Cartons and envelopes received at the warehouse or show site without documentation will be delivered without guarantee of piece count or condition. Includes UPS, Federal Express and DHL shipments.

Description	Rate	TOTAL
First Carton - per shipment, per delivery	50.00	\$
Each Add'l Carton - per shipment, per delivery	25.00	\$

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	\$
6% State Tax	N/A
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

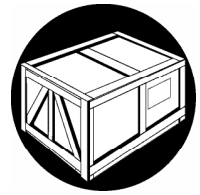
NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

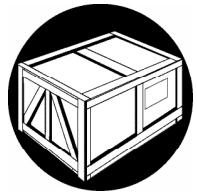
PHONE (_____) _____ DATE _____

**Important Information ! Please Read !**

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

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

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



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

Advance Shipments to HOLLINS Warehouse: Use the following address.

To: Company Name and Booth #
 For: Virginia Library Association
 c/o: Hollins Exposition Services
 c/o UPS Freight
 2053 S. Military Highway
 Chesapeake, VA 23320

◀ **Deadline date for Advance Shipments:
 October 9, 2017**

Advance Shipments to HOLLINS Warehouse

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

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

Show Site Shipments: Use the following address.

To: Company Name and Booth #
 For: Virginia Library Association
 c/o: HOLLINS Exposition Services
 Hilton Norfolk THE MAIN
 100 E. Main Street
 Norfolk, Virginia 23510

◀ **Show Site shipments will be accepted beginning:
 1pm - October 11, 2017**

Show Site Shipments

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

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

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

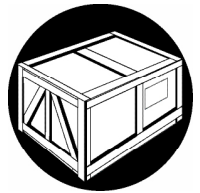
NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



HOLLINS
EXPOSITION SERVICES

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

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: October 9, 2017

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
c/o UPS Freight
2053 S. Military Highway,
Chesapeake, VA 23320

Event: _____
Virginia Library Association

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: October 9, 2017

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
c/o UPS Freight
2053 S. Military Highway,
Chesapeake, VA 23320

Event: _____
Virginia Library Association

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

R U S H

Show Site Shipments

NOT BEFORE: 1pm - October 11, 2017

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
Hilton Norfolk THE MAIN
100 E. Main Street
Norfolk, Virginia 23510

Event: _____
Virginia Library Association

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

R U S H

Show Site Shipments

NOT BEFORE: 1pm - October 11, 2017

TO: _____
(Name of Exhibiting Company)

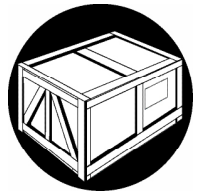
C/O: HOLLINS EXPOSITION SERVICES
Hilton Norfolk THE MAIN
100 E. Main Street
Norfolk, Virginia 23510

Event: _____
Virginia Library Association

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



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

Deadline Date For Return of this Form: October 3, 2017

Special Freight Services - Small Passenger Vehicles Only!

*This special service is offered exclusively for this show.
 Maximum weight 200 lbs.*

- ▶ To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit material during move-in, HOLLINS Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth OR your booth to the dock for a charge of **\$50.00 each way**.
- ▶ This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.
- ▶ A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per vehicle.
- ▶ Your vehicle must unload at the receiving area of the exhibit hall. (HOLLINS personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle - one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- ▶ Freight that is too large or too heavy must be handled by HOLLINS at the published freight handling rates. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- ▶ To receive this service, proceed directly to the show site loading area entrance and watch for the Cartload Service signage. Pre-orders will receive preferential service at show site. You may also order this service on site at the HOLLINS Service Desk.



Cartload Service - 8 pieces, 200 lb. maximum

Description	x Rate	TOTAL
Cartload Service	\$ 50.00	\$

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	\$
6% State Tax	N/A
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Virginia Library Association

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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

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

ATTENTION

DO NOT return the form 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.

NAME OF EVENT Virginia Library Association



Electrical Services Order Form

Conference Name: VIRGINIA LIBRARY ASSOCIATION

Dates: Thursday, October 12, 2017 - Friday, October 13, 2017

All requests for utility service must be received by Convention Services at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges. If a credit card is used, we require a clear copy of the Front and Back of the card before any processing is attempted. If a copy of the card is not provided it could delay any services you might require. A credit card authorization form is attached.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

***Guest must supply rated cable and rated male and female plugs.**

Electrical Services	Cost Per Day			
	Quantity	Cost	Total	Location
Electrical Service	_____	\$30.00	_____	_____

The Booth Rental charges include exhibit space, general cleaning of the aisles, lighting, heating and ventilation, and does not include drayage, decoration, security services, labor or storage of display materials and show merchandise prior to and following scheduled exhibition, or excessive trash removal.

Cancellation Policy for Electrical Services:

If you wish to cancel, cancellation notice must be received by E-Mail, at least 48 hours in advance. If you cancel with less than 48 hours notice, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hilton to incur any expense or liability in advance. This will be billed at regular or quoted cost.

Payment: Total Charges _____ + \$25.00 Late Fee (See Above) = \$ _____

Note: There will be a 6% tax on the total amount **Plus Tax (6%)**

TOTAL AMOUNT DUE WITH TAX: \$ _____



Electrical Services

Credit Card Authorization Form

Conference Name: VIRGINIA LIBRARY ASSOCIATION

Dates: Thursday, October 12, 2017 - Friday, October 13, 2017

Date: _____

Dear Management:

I, the undersigned, authorize the Hilton Norfolk The Main, to charge the below amount to my credit card

_____ Expiration Date _____.

TOTAL AMOUNT DUE WITH TAX: \$ _____

Company Name: _____

Please return this form along with a photocopy of the front and back of your credit card.

Your Credit Card will be processed at the time we receive the information.

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

Please Return To: Ayanna Osouna
Catering and Convention Services Assistant
Hilton Norfolk The Main
100 East Main Street
Norfolk, VA 23510
Phone (757) 763-6200
Fax: (757) 763-6299
Email: Ayanna.Osouna@themainnorfolk.com