EXHIBITOR SERVICE KIT

Information and Order Forms

2017 Governor's Transportation Conference
October 24-27, 2017
The Omni Homestead Resort
Hot Springs, Virginia

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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the 2017 Governor's Transportation Conference. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

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

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

**Booth Equipment**

Refer to your exhibitor contract from the Governor's Transportation Conference for your booth size and number.

Each standard booth will be 10 ft. wide x 8 ft. deep and will be provided with:

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

The exhibit hall is carpeted in a multi-color floral pattern. For your comfort and to better decorate your booth, carpet in a variety of colors is available for rental from HOLLINS.

**Important Dates**

- **Advance Shipments may begin arriving at Warehouse:** September 25, 2017
- **Exhibitor Appointed Contractor (EAC) Deadline Date:** September 29, 2017
- **Deadline Date to order materials at Discount Rate with payment:** October 6, 2017
- **Last day for Advance Shipments to arrive without surcharge:** October 20, 2017
- **Direct Shipments may begin arriving at the Show Site:**
  - October 24, 2017: 8:00 a.m. - 12:00 p.m.
  - **Exhibitor move-in:** Tuesday, October 24: 8:00 a.m. - 12:00 p.m.
  - **Exhibit Hours:**
    - Tuesday, October 24: 12:00 p.m. - 7:00 p.m.
    - Wednesday, October 25: 7:30 a.m. - 5:00 p.m.
    - Thursday, October 26: 7:30 a.m. - 5:00 p.m.
    - Friday, October 27: 7:30 a.m. - 11:00 a.m.
  - **Exhibitor move-out:**
    - Friday, October 27: 11:00 a.m. - 2:00 p.m.
  - **Outbound Freight will be re-routed:**
    - Friday, October 27: 2:00 p.m.

**Discount Rates**

To qualify for Discount Rates, we must receive your order with full payment by October 6, 2017, unless otherwise indicated. Orders received after October 6, 2017, orders without payment and orders processed at the show will be processed at Standard Rates.

**Utility Services**

Utility services (electric, telephone, internet) must be ordered directly from the Omni Homestead Resort. Use the order forms enclosed in this kit. Return the forms directly to the Omni Homestead Resort - do NOT return these forms to HOLLINS.

**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 20, 2017 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO THE OMNI HOMESTEAD RESORT.** The Omni Homestead Resort is under no obligation to receive advance freight, has no storage facilities for advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the Omni Homestead Resort, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional hotel/convention center fees.

**DIRECT SHIPMENTS TO THE SHOW SITE** - HOLLINS will receive direct shipments to the show site beginning at 8:00 a.m. October 24, 2017. No shipments to the show site will be accepted before this date. All show site shipments must arrive no later than 12:00 p.m.

**Shipping Addresses**

- **ADVANCE SHIPMENTS TO WAREHOUSE**
  - Company Name and Booth Number
  - Hollins Exposition Services
  - 7615 Williamson Road NW
  - Roanoke, VA 24019
  - ✓ Shipments must arrive by October 20, 2017.

- **DIRECT SHIPMENTS TO SHOW SITE**
  - Company Name and Booth Number
  - c/o Hollins Exposition Services
  - Omni Homestead Resort
  - 1766 Homestead Drive
  - Hot Springs, VA 24445
  - ✓ Shipments will be accepted beginning October 24, 2017.
Tax
Tax (5.3%) will be added to all rentals and materials. If you are federal tax exempt organization or tax exempt in the state of Virginia, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

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 6, 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.

Safety
- Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- HOLLINS forklifts and carts are for use by HOLLINS employees only.
- Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.

Damage
No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

Tipping
HOLLINS requests that exhibitors do not tip our employees. They are paid at an appropriate wage scale denoting a professional status, and tipping is not allowed. This applies to all HOLLINS employees.

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

A signed credit card authorization form must accompany your order.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

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

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

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

CREDIT CARD AUTHORIZATION

(Information Must Be Provided)

- MasterCard
- VISA
- American Express

Account Number

- Corporate
- Personal

X

PRINT CARDHOLDER NAME

SIGNATURE OF CARDHOLDER

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

Calculation of Orders

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

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

<table>
<thead>
<tr>
<th>Description</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet and Padding</td>
<td>$</td>
</tr>
<tr>
<td>Display Tables and Risers</td>
<td>$</td>
</tr>
<tr>
<td>Seating and Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Audio-Visual Rental</td>
<td>$</td>
</tr>
<tr>
<td>Display Panels</td>
<td>$</td>
</tr>
<tr>
<td>Special Drapery</td>
<td>$</td>
</tr>
<tr>
<td>Custom Signs and Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Custom Booth Rental</td>
<td>$</td>
</tr>
<tr>
<td>Plants and Floral</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
</tr>
<tr>
<td>Installation and Dismantle Labor</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling</td>
<td>$</td>
</tr>
</tbody>
</table>

FULL PAYMENT in U.S. funds drawn on a U.S. Bank $ 

Charge my credit card in the amount of $ 

Check No.  Date  In the amount of $ 

PLEASE TYPE OR PRINT

NAME OF EVENT Governor’s Transportation Conference

EXHIBITING FIRM ___________________________________________ BOOTH NO. ______

ADDRESS __________________________________________

CITY AND STATE ___________________________________________ ZIP CODE ______

AUTHORIZED BY ___________________________________________ X (Signature) DATE ______

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

<table>
<thead>
<tr>
<th>(Exhibiting Firm)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(Fax)</td>
</tr>
<tr>
<td>Authorized By - Please Type or Print</td>
<td></td>
</tr>
<tr>
<td>(Authorized Signature)</td>
<td></td>
</tr>
</tbody>
</table>

**Credit Card Charge Authorization**  
(Information Must Be Provided)

- [ ] MasterCard  
- [ ] VISA  
- [ ] American Express

**EXPIRATION DATE**  
- [ ] Corporate  
- [ ] Personal

**Account Number**

---

### Third Party

<table>
<thead>
<tr>
<th>(Third Party)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(Fax)</td>
</tr>
<tr>
<td>Authorized By - Please Type or Print</td>
<td></td>
</tr>
<tr>
<td>(Authorized Signature)</td>
<td></td>
</tr>
</tbody>
</table>

**Credit Card Charge Authorization**  
(Information Must Be Provided)

- [ ] MasterCard  
- [ ] VISA  
- [ ] American Express

**EXPIRATION DATE**  
- [ ] Corporate  
- [ ] Personal

**Account Number**

---

**The items checked below are to be invoiced to the Exhibiting Firm.**

- [ ] Carpet and Padding  
- [ ] Display Tables and Risers  
- [ ] Seating and Accessories  
- [ ] Display Panels  
- [ ] Special Drapery  
- [ ] Audio Visual  
- [ ] Other (Please Specify)

---

**The items checked below are to be invoiced to the Third Party.**

- [ ] Carpet and Padding  
- [ ] Display Tables and Risers  
- [ ] Seating and Accessories  
- [ ] Display Panels  
- [ ] Special Drapery  
- [ ] Audio Visual  
- [ ] Other (Please Specify)

---

**NAME OF EVENT**  
**Governor's Transportation Conference**  
**BOOTH NO.**
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print.** **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom-cut carpet cancelled after being cut will be charged 100% of original price. **Deadline Date For Discount Rate:** October 6, 2017

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**Standard Expo Carpet**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 10'</td>
<td></td>
<td></td>
<td>$171.00</td>
<td>$247.95</td>
<td>$</td>
</tr>
<tr>
<td>8' x 20'</td>
<td></td>
<td></td>
<td>342.00</td>
<td>495.90</td>
<td>$</td>
</tr>
<tr>
<td>8' x 30'</td>
<td></td>
<td></td>
<td>513.00</td>
<td>743.85</td>
<td>$</td>
</tr>
</tbody>
</table>

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

Available Colors: (Grey will be provided if no color is indicated above)
- Red
- Royal Blue
- Green
- Grey
- Black
- Cayenne
- Tuxedo

---

**Custom Cut Carpet**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Custom Cut Carpet - per square foot</td>
<td>2.75</td>
<td>3.30</td>
<td>$</td>
</tr>
</tbody>
</table>

Booth Dimensions: __________ ft. x __________ ft. = __________ Square Feet

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

Available Colors: (Grey will be provided if no color is indicated above)
- Red
- Royal Blue
- Green
- Grey
- Black
- Cayenne
- Tuxedo

---

**Padding, Visqueen and Taping**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1/2 in. Padding - per square foot</td>
<td>.78</td>
<td>1.05</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visqueen Covering - per square foot</td>
<td>.48</td>
<td>.65</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Taping - per linear foot</td>
<td>.60</td>
<td>.81</td>
<td>$</td>
</tr>
</tbody>
</table>

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**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.

---

**NAME OF EVENT**  Governor's Transportation Conference

**EXHIBITING FIRM**

**ADDRESS**

**CITY AND STATE**

**AUTHORIZED BY**  (Please Type or Print)

**TELEPHONE NO.**  (Please Type or Print)

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**PLEASE TYPE OR PRINT**

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:**
**Mailing Address:**
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

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**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**
- Beige
- Berry
- Black
- Burgundy
- Dusty Rose
- Expo Green
- Gold
- Hunter Green
- Orange
- Plum
- Red
- Royal Blue
- Seafoam
- Silver
- White

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

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 Board
  4 ft. x 8 ft.
  (can also be set as horizontal)
- Perforated/Peg Board
  4 ft. x 8 ft.
- Literature Rack
  silver with
  4 acrylic pockets
- Easel
  Aluminum Tripod
- Sign Holder
  Chrome
  60 in. high

Miscellaneous Accessories
- Coat Tree, Chrome
  70 in. high
- Bag Stand, Chrome
  48 in. high
- Waterfall
  Garmet Rack, Chrome
  48 in. high
- Stanchion, chrome
  40 in. high (2 shown)
  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 or fax to us as indicated above. Retain a copy for your files. **Please Type or Print.** CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: October 6, 2017**

### Display Tables 30” High

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2’ d x 4’ w Skirted Table (skirted 4 sides)</td>
<td>$ 105.00</td>
<td>$ 152.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2’ d x 6’ w Skirted Table</td>
<td>130.00</td>
<td>188.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2’ d x 8’ w Skirted Table</td>
<td>155.00</td>
<td>178.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th side skirted</td>
<td>24.00</td>
<td>28.80</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2’ d x 4’ w Skirted Counter (skirted 4 sides)</td>
<td>$ 130.00</td>
<td>$ 188.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2’ d x 6’ w Skirted Counter</td>
<td>155.00</td>
<td>178.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2’ d x 8’ w Skirted Counter</td>
<td>180.00</td>
<td>261.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th side skirted</td>
<td>24.00</td>
<td>28.80</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>1’ d x 4’ w Skirted Riser</td>
<td>40.00</td>
<td>58.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>1’ d x 6’ w Skirted Riser</td>
<td>50.00</td>
<td>72.50</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>Pedestal Table - 24” dia. x 30” h</td>
<td>$ 115.00</td>
<td>$ 166.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Pedestal Table - 24” dia. x 42” h</td>
<td>$ 115.00</td>
<td>$ 166.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Pedestal Table - 36” dia. x 30” h</td>
<td>$ 132.00</td>
<td>$ 191.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>Pedestal Table - 36” dia. x 42’ h</td>
<td>$ 132.00</td>
<td>$ 191.40</td>
<td></td>
</tr>
</tbody>
</table>

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 Governor’s Transportation Conference
EXHIBITING FIRM
ADDRESS
CITY AND STATE
AUTHORIZED BY (Please Type or Print) 
TELEPHONE NO. (Signature) 
DATE

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

---

**HOLLINS**

**EXPOSITION SERVICES**

Mailing Address: P. O. Box 7001 Roanoke, VA 24019
Street Address: 7615 Williamson Rd. N.W.
Phone: (540) 362-3940
Fax: (540) 362-8698
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Deadline Date For Discount Rate: **October 6, 2017**

### Seating

**Chrome frame, padded seat and back**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upholstered Arm Chair</td>
<td>$62.00</td>
<td>89.90</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Upholstered Side Chair</td>
<td>52.00</td>
<td>75.40</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Upholstered Stool with Back (30” h)</td>
<td>82.00</td>
<td>143.50</td>
<td>$</td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cocktail Table - 24” dia. x 18” h (white laminate round top - chrome legs)</td>
<td>66.00</td>
<td>95.70</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Corner Table - 17” d x 17” w x 18” h (white laminate square top - chrome legs)</td>
<td>66.00</td>
<td>95.70</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Coat Tree (chrome - stands 70” h)</td>
<td>44.00</td>
<td>63.80</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Sign Holder (chrome - stands 60” h - displays two 22” w x 28” h signs back to back)</td>
<td>83.00</td>
<td>120.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>21.00</td>
<td>30.45</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Fishbowl</td>
<td>23.00</td>
<td>33.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Easel (floor standing - aluminum tripod)</td>
<td>40.00</td>
<td>58.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Bag Stand (chrome - stands 48” h)</td>
<td>83.00</td>
<td>120.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Waterfall Garment Rack (chrome - stands 60” h)</td>
<td>83.00</td>
<td>120.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Literature Rack (silver base - four acrylic pockets)</td>
<td>116.00</td>
<td>168.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Stanchion (chrome - stands 40” h)</td>
<td>40.00</td>
<td>58.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Ticket Tumbler (brass color - 15” dia.)</td>
<td>83.00</td>
<td>120.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Display Case (5’ w x 38” h - half view)</td>
<td>400.00</td>
<td>580.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Display Case (8’ w x 38” h - full view)</td>
<td>425.00</td>
<td>616.25</td>
<td>$</td>
</tr>
</tbody>
</table>

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![PLEASE TYPE OR PRINT](image)

**NAME OF EVENT** Governor’s Transportation Conference

**EXHIBITING FIRM**

**BOOTH NO.**

**ADDRESS**

**CITY AND STATE**

**ZIP CODE**

**AUTHORIZED BY**

![Signature]

**DATE**

**TELEPHONE NO.**

![FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:](image)

![YES, I have completed and enclosed the payment form.](image)
**Audio-Visual Rate Schedule and Order Form**

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print.**

**CANCELLATION POLICY:** Items must be cancelled 72 hrs. prior to delivery. No refunds for items cancelled less than 72 hrs. prior to delivery.

---

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

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVHD-39</td>
<td>39 in. HD Display Monitor with Floor Stand ([1080p, 1024x768] HDMI) Visual Source: □ Computer □ DVD □ Other (Specify)</td>
<td>$425.00</td>
<td>$667.00</td>
<td>$</td>
</tr>
<tr>
<td>AVHD-50</td>
<td>50 in. HD Display Monitor with Floor Stand ([1080p, 1024x768] HDMI) Visual Source: □ Computer □ DVD □ Other (Specify)</td>
<td>520.00</td>
<td>754.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Computer Data Displays

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVCD-20</td>
<td>20 in. Monitor (4:3)</td>
<td>172.00</td>
<td>249.40</td>
<td>$</td>
</tr>
<tr>
<td>AVCD-24</td>
<td>24 in. Widescreen Monitor</td>
<td>220.00</td>
<td>319.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Monitor Accessories

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMA-1</td>
<td>VGA Distribution AMP/Splitter</td>
<td>65.00</td>
<td>94.25</td>
<td>$</td>
</tr>
<tr>
<td>AVMA-2</td>
<td>HDMI Splitter, 2-way</td>
<td>65.00</td>
<td>94.25</td>
<td>$</td>
</tr>
<tr>
<td>AVMA-3</td>
<td>VGA Cable, 25 ft.</td>
<td>30.00</td>
<td>43.50</td>
<td>$</td>
</tr>
<tr>
<td>AVMA-4</td>
<td>HDMI Cable, 25 ft.</td>
<td>65.00</td>
<td>94.25</td>
<td>$</td>
</tr>
</tbody>
</table>

**Deadline Date For Discount Rate:** October 6, 2017

**Rentals:** 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.

**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.

---

### Video

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVDV-1</td>
<td>DVD Player (HDMI)</td>
<td>$95.00</td>
<td>$137.75</td>
<td>$</td>
</tr>
<tr>
<td>AVBR-1</td>
<td>Blue-Ray DVD Player</td>
<td>120.00</td>
<td>174.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Audio

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAA-1</td>
<td>Booth-sized PA [2 speakers, 1 microphone]</td>
<td>447.00</td>
<td>648.15</td>
<td>$</td>
</tr>
<tr>
<td>AVBR-1</td>
<td>Computer Speakers [2 tabletop]</td>
<td>62.00</td>
<td>89.90</td>
<td>$</td>
</tr>
</tbody>
</table>

**Sub Total** $  

**5.3% State Tax** $  

**EQUIPMENT SUBTOTAL** $  

**Optional Damage Waiver** (15% of Equipment Subtotal) $  

**TOTAL** $

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

---

**NAME OF EVENT** Governor’s Transportation Conference

**EXHIBITING FIRM**  

**BOOTH NO.**  

**ADDRESS**  

**CITY AND STATE**  

**ZIP CODE**  

**AUTHORIZED BY**  

(Please Type or Print) (Signature)  

**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. Mail or fax to us as indicated above. Retain a copy for your files. Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Deadline Date For Discount Rate: **October 6, 2017**

### Display Panels

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wire Grid - 24&quot; w x 72&quot; h (chrome - stands 72&quot; h - includes feet)</td>
<td>$ 61.00</td>
<td>$ 82.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Perforated/Peg Board - 48&quot; w x 96&quot; h - Vertical (white, 1/4&quot; hole, stands 96&quot; h)</td>
<td>140.00</td>
<td>203.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Perforated Board - 96&quot; w x 48&quot; h - Horizontal (white, 1/4&quot; hole, stands 78&quot; h)</td>
<td>140.00</td>
<td>203.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Tack/Velcro Board - 48&quot; w x 96&quot; h - Vertical (dove gray, stands 96&quot; h)</td>
<td>140.00</td>
<td>203.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Tack/Velcro Board - 96&quot; w x 48&quot; h - Horizontal (dove gray, stands 78&quot; h)</td>
<td>140.00</td>
<td>203.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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Sub Total: $ __________

5.3% State Tax: $ __________

TOTAL: $ __________

YES, I have completed and enclosed the payment form.

---

NAME OF EVENT: Governor's Transportation Conference

EXHIBITING FIRM: ____________________________

ADDRESS: ____________________________________

CITY AND STATE: ____________________________

AUTHORIZED BY: ____________________________ X ____________________________

TELEPHONE NO.: (Please Type or Print) ____________________________ (Signature) ____________________________

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.** Mail or fax to us as indicated above. Retain a copy for your files. **Please Type or Print.** CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: October 6, 2017**

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Color</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>8' high drape, per linear foot</td>
<td>$ 6.50</td>
<td>$ 9.43</td>
<td>$</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>3' high drape, per linear foot</td>
<td>3.25</td>
<td>4.71</td>
<td>$</td>
</tr>
</tbody>
</table>

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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---

**NAME OF EVENT**  
Governor’s Transportation Conference

**EXHIBITING FIRM**  

**CITY AND STATE**  

**AUTHORIZED BY**  

**TELEPHONE NO.**  
(Please Type or Print)  

---

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

---

**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. Banner hanging may require additional labor charges. Mail or fax to us as indicated above. Retain a copy for your files. Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after production begins and 100% of original price after production is complete.

**Deadline Date For Discount Rate: October 6, 2017**

**Signs** with Digital Printing. Rate includes printing, mounting, and delivery to booth. Other sizes and substrates quoted on request.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 44” (Replacement ID Sign only)</td>
<td>39.00</td>
<td>54.60</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11” x 14” Vertical</td>
<td>45.25</td>
<td>63.35</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11” x 14” Horizontal</td>
<td>45.25</td>
<td>63.35</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>14” x 22” Vertical</td>
<td>51.00</td>
<td>71.40</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>14” x 22” Horizontal</td>
<td>51.00</td>
<td>71.40</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>22” x 28” Vertical</td>
<td>67.50</td>
<td>94.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>22” x 28” Horizontal</td>
<td>67.50</td>
<td>94.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>24” x 36” Vertical</td>
<td>87.75</td>
<td>122.85</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>24” x 36” Horizontal</td>
<td>87.75</td>
<td>122.85</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>28” x 44” Vertical</td>
<td>123.20</td>
<td>160.16</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>28” x 44” Horizontal</td>
<td>123.20</td>
<td>160.16</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>36” x 90.75” Meter Board</td>
<td>432.00</td>
<td>605.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl Banners** with Digital Printing - Minimum 2’ x 8’

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF</td>
<td>With Grommets, Vertical - per square foot</td>
<td>16.75/SF</td>
<td>23.45/SF</td>
<td>$</td>
</tr>
<tr>
<td>SF</td>
<td>With Grommets, Horizontal - per square foot</td>
<td>16.75/SF</td>
<td>23.45/SF</td>
<td>$</td>
</tr>
<tr>
<td>SF</td>
<td>With Pockets (top and bottom), Vertical - per square foot</td>
<td>18.00/SF</td>
<td>25.20/SF</td>
<td>$</td>
</tr>
<tr>
<td>SF</td>
<td>With Pockets (top and bottom), Horizontal - per square foot</td>
<td>18.00/SF</td>
<td>25.20/SF</td>
<td>$</td>
</tr>
</tbody>
</table>

**Sign Accessories**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cardboard Easel Back</td>
<td>7.00</td>
<td>10.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Foamcore Arrow</td>
<td>7.00</td>
<td>10.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Blank Foamcore - 48” x 96” sheet</td>
<td>46.00</td>
<td>64.50</td>
<td>$</td>
</tr>
</tbody>
</table>

Please specify color for lettering:
- Red
- Royal Blue
- Green
- Yellow
- Light Blue
- White
- Black
- Orange

Please specify color for background:
- Red
- Royal Blue
- Green
- Yellow
- Light Blue
- White
- Black
- Orange

**Signage Substrates:** HOLLINS will choose the best substrate based on the design, size and type of sign ordered. If you want a specific substrate, please contact us as it may require a slightly higher charge.

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**PLEASE TYPE OR PRINT**

**NAME OF EVENT** Governor’s Transportation Conference

**EXHIBITING FIRM**

**ADDRESS**

**CITY AND STATE**

**AUTHORIZED BY**

**TELEPHONE NO.**

**DATE**

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:
Orders must be received by Deadline Date to qualify for “Discount Rate” and to insure work will be ready by show opening.

**COPY TO READ AS FOLLOWS:** (Attach all logos, trademarks, color samples, etc.)

---

**SUBMITTING ARTWORK**

**ON DISK:** Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

**VIA E-MAIL:** (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to:

service@hollins-expo.com

**FILE TYPES:** We can accept the following file types ONLY:

- .eps (Encapsulated Post Script)
- .jpg (JPEG)
- .psd (Photoshop Document)
- .sit (Stuffit)
- .tif (Tagged Image Format)
- .zip (WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

**HARD COPY:**

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

---

**ORDERING TIPS**

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number and email address is available.

- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.

- Include a printed color copy of artwork and PMS colors.

- All files should be scaled proportionately to the final output size.

- All text should be converted to curves, or embed fonts if possible.

- Indicate output size(s) and quantity of each.

- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.

- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at “Standard Rates”.

- Should you need any additional assistance, please call our Exhibitor Services Department.
Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. Mail or fax to us as indicated above. Retain a copy for your files. Please Type or Print. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Deadline Date For Discount Rate: October 6, 2017
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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' Plant</td>
<td>Slim / Full</td>
<td>$51.00</td>
<td>$73.95</td>
<td>$</td>
</tr>
<tr>
<td>4' Plant</td>
<td>Slim / Full</td>
<td>61.00</td>
<td>88.45</td>
<td>$</td>
</tr>
<tr>
<td>5' Plant</td>
<td>Slim / Full</td>
<td>71.00</td>
<td>102.95</td>
<td>$</td>
</tr>
<tr>
<td>6' Plant</td>
<td>Slim / Full</td>
<td>81.00</td>
<td>117.45</td>
<td>$</td>
</tr>
</tbody>
</table>

Containers for Tropical Green Plants will be provided in WICKER.

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azaleas</td>
<td>- available in season</td>
<td>41.00</td>
<td>49.20</td>
<td>$</td>
</tr>
<tr>
<td>Chrysanthemums</td>
<td>- available in season</td>
<td>41.00</td>
<td>49.20</td>
<td>$</td>
</tr>
<tr>
<td>Ferns</td>
<td>- Live</td>
<td>41.00</td>
<td>49.20</td>
<td>$</td>
</tr>
</tbody>
</table>

Floral Arrangements - Indicate Color Selection

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut Floral Arrangement</td>
<td>Small</td>
<td>81.00</td>
<td>117.45</td>
<td>$</td>
</tr>
<tr>
<td>Cut Floral Arrangement</td>
<td>Large</td>
<td>101.00</td>
<td>117.45</td>
<td>$</td>
</tr>
</tbody>
</table>

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.

NAME OF EVENT: Governor’s Transportation Conference
EXHIBITING FIRM: ________________________________  BOOTH NO. ________________________________
ADDRESS: ________________________________  CITY AND STATE: ________________________________  ZIP CODE: ________________________________
AUTHORIZED BY ________________________________  (Signature) ________________________________
TELEPHONE NO. ________________________________

Please type or print for payment receipts by e-mail, print e-mail address here.
Custom Booth Rental

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. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Package No. 1
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19”d x 8’h
- Header (blank”) - 8’w x 1’h
- Carpet
- Two Stem Lights

*To order header graphics see “Custom Graphics for Headers”.

Package No. 2
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19”d x 8’h
- Header (blank”) - 8’w x 1’h
- Carpet
- Two Stem Lights
- One Counter - 19”d x 38”w x 42”h

*To order header graphics see “Custom Graphics for Headers”.

Optional Counters

Custom Booths

<table>
<thead>
<tr>
<th>Package No.</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td></td>
<td>$1600.00</td>
</tr>
<tr>
<td>No. 2</td>
<td></td>
<td>$1850.00</td>
</tr>
</tbody>
</table>

Custom Graphics for Headers

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Copy on White</td>
<td>150.00</td>
</tr>
<tr>
<td>Color Print with Logo</td>
<td>200.00</td>
</tr>
<tr>
<td>Backlit Transparency</td>
<td>250.00</td>
</tr>
</tbody>
</table>

Options

| Counter - 19”d x 19”w x 42”h | 200.00 |
| Counter - 19”d x 38”w x 42”h | 298.00 |
| Counter - 19”d x 76”w x 42”h | 398.00 |
| Curved Counter - 1 Meter x 42”h | 398.00 |
| Backwall Shelf - 1’d x 6’w (white only) | 60.00 |
| Add doors to counters (Not available for 19”d x 19”w or Curved Counter) | 60.00 |

Add Custom Graphics to Counters

| Counter - 19”d x 38”w x 42”h | 200.00 |
| Counter - 19”d x 72”w x 42”h | 360.00 |
| Curved Counter - 1 Meter x 42”h | 360.00 |

Wall & Counter Color Preferred:
- White
- Gray
- Black
- Blue

Carpet Color Preferred: (If no color is selected, silver will be provided.)
- Red
- Royal Blue
- Silver
- Black

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.

Deadline Date For Discount Rate: October 6, 2017

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

NAME OF EVENT: Governor’s Transportation Conference

EXHIBITING FIRM: [Name]

ADDRESS: [Address]

CITY AND STATE: [City, State]

AUTHORIZED BY: [Signature]

TELEPHONE NO.: [Phone Number]

Sub Total: $[

5.3% State Tax: $[

TOTAL: $[

☐ YES, I have completed and enclosed the payment form.
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided 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:** October 6, 2017

The cleaning service provided by the Show includes only a general sweeping of the aisles. Any cleaning service required within your booth, including disposal of debris generated during set-up, is your responsibility. **NOTE:** All rental carpets ordered from HOLLINS are installed in clean condition.

Rates are based on total square footage of your booth, regardless of the area to be cleaned. Our exclusive cleaning contract for this Show will not permit other service contractors, including exhibitor appointed contractors, to provide these services. 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.

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>/SF</td>
<td>ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show</td>
<td>$.44</td>
<td>$.57</td>
</tr>
<tr>
<td>/SF</td>
<td>DAILY - Vacuum, empty wastebaskets, and general cleaning before opening of show and DAILY thereafter</td>
<td>.39</td>
<td>.51</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>/SF</td>
<td>ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show</td>
<td>.72</td>
<td>.80</td>
</tr>
</tbody>
</table>

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

HOLLINS will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. [Subject to availability.]

Would you like us to call and give you a quote for hourly porter service?  

☐ Yes  ☐ No

### Cleaning Order

<table>
<thead>
<tr>
<th>Labor</th>
<th>Booth Length</th>
<th>Booth Width</th>
<th>=</th>
<th>Square Feet</th>
<th>=</th>
<th>Rate per sq ft</th>
<th>=</th>
<th># of Days</th>
<th>=</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning - Daily</td>
<td>x</td>
<td>=</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cleaning - Once</td>
<td>x</td>
<td>=</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Shampoo</td>
<td>x</td>
<td>=</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>x $</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**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.

**NAME OF EVENT**  
Governor’s Transportation Conference

**EXHIBITING FIRM**  

**ADDRESS**

**CITY AND STATE**  

**AUTHORIZED BY**  

**TELEPHONE NO.**

**DATE**

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:**
**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. Any labor that may be needed must be hired through HOLLINS. Exceptions to this requirement are as follows:

1. You may supervise the installation and dismantling of your exhibit.
2. You may use bona fide full-time employees of your firm to install and dismantle your exhibit.
3. You may appoint an outside contractor (Exhibitor Appointed Contractor) to supervise the installation and dismantling of your exhibit; as long as, the contractor abides by the regulations as set forth in the enclosed “Exhibitor Appointed Contractor Regulations” document.
4. The Exhibitor Appointed Contractor may use bona fide full-time employees of the contracting firm to install and dismantle your exhibit; as long as, the contractor abides by the regulations as set forth in the enclosed “Exhibitor Appointed Contractor Regulations” document.

Labor can be ordered by completing and returning the enclosed “Order Form For Installation & Dismantle Labor”, or at show site at the HOLLINS Service Desk.

### Material Handling

HOLLINS Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is HOLLINS’ responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the show. HOLLINS will not be responsible for any materials not handled by HOLLINS.

Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by HOLLINS. Rates for material handling are published in the enclosed “Shipping Instructions & Material Handling Rate Schedule”.

**HAND-CARRY:** An exhibitor may move materials that can be hand carried by one person in one trip without the use of dollies, hand trucks, hotel carts or other mechanical equipment. Large display materials such as grids, 4’ x 8’ panels, shelving units, etc. are not considered hand-carried and must be handled under delivery procedures for freight through the loading dock. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with HOLLINS to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

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.

Any conflicts or disagreements regarding HOLLINS and Union jurisdictions, or interpretations thereof, should be resolved with representatives of HOLLINS and Show Management.
Installation and Dismantle Labor ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this kit.

**PLAN A - Labor Supervised by HOLLINS**

HOLLINS will supervise labor per your instructions to:
- Unpack your exhibit
- Install your exhibit prior to your arrival
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

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

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

**PLAN B - Labor Supervised by Exhibitor**

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

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

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

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

**IMPORTANT: Please use the following pages to order Installation and Dismantle Labor.**
Orders will be entered as indicated below. Charges include placing in booth ready for use. Mail or fax to us as indicated above. Retain a copy for your files. **Cancellation Policy:** Labor orders must be cancelled 24 hours prior to the day labor is requested. Items cancelled after that time will be charged a one-hour per worker no-show fee.

**Important:** Please carefully review the “Labor Jurisdictions” in this Exhibitor Service Kit to determine if you need Installation and Dismantle Labor.

**Deadline Date For Discount Rate:** October 6, 2017

**Discount Rate:**
- Straight Time: $73.00/HR
  - 8:00 AM to 5:00 PM, Monday through Friday
- Overtime: $109.50/HR
  - 5:00 PM to 12:00 AM, Monday through Friday
  - 8:00 AM to 12:00 AM, Saturday and Sunday
- Doubletime: $146.00/HR
  - 12:00 AM to 8:00 AM Monday through Sunday and all Holidays

**Standard Rate:**
- Straight Time: $105.85/HR
  - 8:00 AM to 5:00 PM, Monday through Friday
- Overtime: $158.78/HR
  - 5:00 PM to 12:00 AM, Monday through Friday
  - 8:00 AM to 12:00 AM, Saturday and Sunday
- Doubletime: $211.70/HR
  - 12:00 AM to 8:00 AM Monday through Sunday and all Holidays

- Starting time can be guaranteed only when labor is requested for the start of the working day.
- For all starting times, check in at the Hollins Service Desk.
- Labor cancelled without a 24 hour notice shall be charged a one (1) hour no-show fee per worker.
- If Exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.
- The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments.

**Please Indicate Service Desired:**

- **Plan A - Labor Supervised by Hollins**
  - Hollins will supervise labor per your instructions to:
    - Unpack and install your display prior to your arrival
    - Dismantle and pack your display after show closing
    - A supervision fee of 30% (with a minimum of one hour) will apply for both installation and dismantle.
    - Please complete this form AND the I&D Critical Information form (next page).

- **Plan B - Labor Supervised by Exhibitor**
  - Exhibitor will supervise.
    - Indicate workers needed for installation and dismantle.
    - Hollins assumes no liability for loss, damage or bodily injury arising out of the installation or dismantling of Exhibitor’s property by Hollins provided labor. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by labor under Exhibitor’s supervision. Exhibitors must stay clear during the movement of freight.

**Labor Order**

<table>
<thead>
<tr>
<th>Labor</th>
<th>No. of Men</th>
<th>Approx. Hours</th>
<th>X</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>Dismantle</td>
<td>X</td>
<td>X</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Labor Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
</tr>
</tbody>
</table>

**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**

Governor’s Transportation Conference

**Exhibiting Firm**

**Address**

**City and State**

**Authorized By**

**Telephone No.**

**For Payment Receipts by E-Mail, Print E-Mail Address Here:**
### Inbound Freight Information

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td># Pieces</td>
<td>Target Date</td>
</tr>
<tr>
<td>Weight</td>
<td>Shipped to?</td>
</tr>
<tr>
<td>PRO Number</td>
<td>Packaging</td>
</tr>
</tbody>
</table>

#### Set-Up Instructions for Installation

<table>
<thead>
<tr>
<th>Booth Size?</th>
<th>Carpet is?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-Up Drawings?</td>
<td>Rented from HOLLINS</td>
</tr>
<tr>
<td># Workers Needed</td>
<td>Yes</td>
</tr>
<tr>
<td>Approx. Hours</td>
<td>No</td>
</tr>
<tr>
<td>Forklift Required?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Did You Order?

<table>
<thead>
<tr>
<th>Electric Service</th>
<th>Electric Drawings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Cleaning</td>
<td>With this document</td>
</tr>
<tr>
<td>Furniture</td>
<td>Packed with exhibit</td>
</tr>
<tr>
<td>A/V Equipment</td>
<td>No</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Outbound Freight Information

<table>
<thead>
<tr>
<th>Freight Charges?</th>
<th>Ship To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect</td>
<td>Attn:</td>
</tr>
<tr>
<td>Prepaid</td>
<td>Address</td>
</tr>
<tr>
<td>Bill To:</td>
<td>City</td>
</tr>
<tr>
<td>Address</td>
<td>State, ZIP</td>
</tr>
</tbody>
</table>

#### Going to Another Show?

<table>
<thead>
<tr>
<th>Going to Another Show?</th>
<th>Show Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Number</td>
<td></td>
</tr>
</tbody>
</table>

#### Method:

<table>
<thead>
<tr>
<th>Method</th>
<th>Show Carrier</th>
<th>Common Carrier</th>
<th>Van Line</th>
<th>Air Freight</th>
<th>Other</th>
</tr>
</thead>
</table>

#### Outbound Carrier

<table>
<thead>
<tr>
<th>Carrier?</th>
<th>Telephone</th>
</tr>
</thead>
</table>

#### Show Site Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Arrival Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Hotel</td>
</tr>
<tr>
<td>Telephone</td>
<td>Purchasing Authorization?</td>
</tr>
<tr>
<td>Cell</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

**NAME OF EVENT**

Governor's Transportation Conference

**EXHIBITING FIRM**

**ADDRESS**

**CITY AND STATE**

**ZIP CODE**

**AUTHORIZED BY**

(Please Type or Print)

**DATE**

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:**
Official Service Provider Information

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition
- Assure the distribution of labor to all Exhibitors according to need
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself
- See that the proper type and limits of insurance are in force
- Avoid any conflict with local union and/or exhibit hall regulations and requirements

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder

In both such instances, HOLLINS shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and HOLLINS Exposition Services (HOLLINS) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the “Exhibitor Appointed Contractor’s” insurance agent with a minimum of coverage and limits as described below.

   a. Commercial General Liability with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.
   b. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence.
   c. Workers Compensation, as required by law, with Employers Liability Limit of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. The Commercial General Liability Policy shall name HOLLINS Exposition Services (HOLLINS) (Official Service Provider), (Show Management), (Show) and (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.

3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with HOLLINS or Show Management evidencing the correct coverage at least 21 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.

4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.

b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc., should be placed in the center of the booth.

c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.

5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

6. Exhibitor Appointed Contractor compliances:

   a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
   b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to HOLLINS at least 21 days prior to the first date of move in.
   c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
   d. Must furnish Show Management and HOLLINS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
   g. Shall provide, if requested, evidence to HOLLINS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
   h. Must coordinate all of its activities with HOLLINS.
   i. Must comply with all reasonable rules and regulations of the Facility, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
   j. May not move freight from one booth to another booth, or to meeting rooms. HOLLINS must provide labor.

7. All information must be received in the HOLLINS office in Roanoke, Virginia no later than 21 days prior to the show.
ACORD CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
ABC Insurance Agency
Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURERS AFFORDING COVERAGE
INSURER A: Hartford Insurance Company of Illinois
INSURER B: Aetna Casualty & Surety Company
INSURER C: Travelers Insurance Company
INSURER D: Royal Insurance Company

COVERSAGES
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

GENERAL LIABILITY
COMMERCIAL GENERAL LIABILITY
COMMERCIAL UMBRELLA POLICY
CANCELLATION

POLICY NUMBER
000P98298-AI1
SKLS-029499S
XL1234567
A4145-SS-PJ37

POLICY EFFECTIVE DATE
01/01/15
01/01/15
01/01/15
01/01/15

POLICY EXPIRATION DATE
01/01/16
01/01/16
01/01/16
01/01/16

LIMITS
EACH OCCURRENCE
$1,000,000
$1,000,000
$1,000,000
$1,000,000

LIABILITY
FIRE DAMAGE (Any one fire)
$50,000
$50,000
$50,000
$50,000

MED EXP (Any one person)
$5,000
$5,000
$5,000
$5,000

PERSONAL & ADV INJURY
$1,000,000
$1,000,000
$1,000,000
$1,000,000

GENERAL AGGREGATE
$2,000,000
$2,000,000
$2,000,000
$2,000,000

PRODUCTS-COMP/OP AGG
$2,000,000
$2,000,000
$2,000,000
$2,000,000

PRIMARY AUTOMOBILE LIABILITY
EACH OCCURRENCE
COMBINED SINGLE LIMIT
$1,000,000
$1,000,000

BODILY INJURY
(Ea accident)
$50,000
$50,000
$50,000
$50,000

BODILY INJURY
(Per person)
$10,000
$10,000
$10,000
$10,000

PROPERTY DAMAGE
(Per accident)
$100,000
$100,000
$100,000
$100,000

OTHER THAN AUTO ONLY
$1,000,000
$1,000,000
$1,000,000
$1,000,000

UMBRELLA/EXCESS LIABILITY
EACH OCCURRENCE
AGGREGATE
$1,000,000
$1,000,000

MED EXP (Any one person)
$50,000
$50,000
$50,000
$50,000

FIRE DAMAGE (Any one fire)
$50,000
$50,000
$50,000
$50,000

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY
EACH OCCUPATION
E.L. PER OCCUPATION
$1,000,000
$1,000,000

E.L. DISEASE-EA EMPLOYEE
$1,000,000
$1,000,000

E.L. DISEase-POLICY LIMIT
$1,000,000
$1,000,000

DESCRIPTION OF OPERATIONS/Locations/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), and (Show) are hereby named as additional insureds, except for Workers' Compensation. HOLLINS Exposition Services (HOLLINS) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of HOLLINS Exposition Services (HOLLINS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by HOLLINS shall be excess and non-contributory.

CERTIFICATE HOLDER
HOLLINS Exposition Services
Exhibitor Services
P.O. Box 7001
7615 Williamson Road NW
Roanoke, VA 24019

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS.

AUTHORIZED REPRESENTATIVE
John Smith, CIC

1. PRODUCER: Insurance Agent/Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Service Provider Information in this Exhibitor Service Kit.
4. FORM OF COVERAGE: Must be “occurrence” form of coverage.
5. NAME OF ADDITIONAL INSURED(S): HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), and (Show), as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be: HOLLINS Exposition Services (HOLLINS)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information in this Exhibitor Service Kit.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.
NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor is a company other than the “general or official” service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the “show site”, which are not designated by the “show site” as “exclusive” to a “show site” provider, or by the show organizer in a contract as an exclusive service for the “official” or “general” service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as “exclusive” or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply HOLLINS Exposition Services (HOLLINS) with all necessary information by the deadline date indicated above.

Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this Form: October 6, 2017

Exhibitor Appointed Contractor

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>E-MAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
</table>

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.

2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.

3. The Exhibitor Appointed Contractor shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.

4. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has authorization from the Official Service Provider.

5. The Exhibitor agrees that he or she is ultimately responsible for all services in connection with his or her exhibit, including freight, drayage, rentals and labor.

6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must do so no later than 10 days prior to show opening.

7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with HOLLINS. (Based upon Exhibitor Appointed Contractor not number of booths).

8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.

9. The show aisles and public spaces are not part of the Exhibitor’s booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Stewards may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.

10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or HOLLINS Management.

11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and HOLLINS Exposition Services (HOLLINS) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service guide must be used exclusively for services such as:

- Electrical
- Plumbing
- Booth Cleaning
- Decorator Labor
- Telephone
- Rigging
- Millwright Work
- Material Handling

No exceptions will be made.

Tips to Exhibitor Appointed Contractors

1. Order services required from HOLLINS and the Exhibit Hall in advance. Ordering labor or services on-site which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.

2. Take steps to protect your client’s product in the booth by arranging for booth security and/or cages.

3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.

4. Label empty cartons and crates for storage as soon as they are ready. Holding back on “empties” only adds congestion to the aisles.

5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.

6. Keep “No Freight Aisles” clear at all times. If HOLLINS is required to rearrange any material situated in a clearly identified “No Freight Aisle,” you or your client depending upon your billing arrangements with HOLLINS, will be charged a one hour minimum for forklift rental and labor.

7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the HOLLINS Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing it up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How are material handling rates calculated?
MATERIAL HANDLING RATES are calculated based on the Show Move-in and Move-out Times, as follows:

- ST/ST: If freight is handled into and out of the show during straight time hours.
- ST/OT: If freight is handled one way during straight time hours and one way during overtime hours.
- OT/OT: If freight is handled into and out of the show during overtime hours.
- DT/DT: If freight is handled one way during double time hours and one way during overtime hours.

How do I ship to the warehouse?
- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, contact Exhibitor Services at (540) 362-3940.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent direct to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?
- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?
- Collect shipments will be returned to the delivering carrier.
- To ensure that your freight does not arrive collect, mark the bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?
- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

How do I estimate my Material Handling charges?
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "CW" (one hundred weight). All shipments are subject to reweigh.
- On the Calculation Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
  
  **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  
  **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. **Federal Express and UPS are included in this category due to their delivery procedures.**

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?
- **Pick up “Empty Labels” at the Service Desk.** Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?
- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, contact the Service Desk and provide them with the Outbound Shipping Bill of Lading in advance, or you may contact the Service Desk at show site for your shipping documents. The Bill of Lading and labels will be processed and available prior to show closing.
- After materials are picked up, the Show Pass will serve as the releases and the Bill of Lading must be turned in at the Service Desk.
- Your designated carrier will provide the pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- **For your convenience, show recommended carriers will be on site to handle outbound transportation.**

Where do I get a forklift?
- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.
- **Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.**

Do I need insurance?
- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- **All materials handled by HOLLINS are subject to the enclosed Limits of Liability/ Terms and Conditions.**

Other available services (may not be available in all locations)
- Cranes
- Accessible storage
- Exhibit transportation services
- Vehicle Spotting
- Scissor lifts, condors
- Security storage at show site
- Marshalling Yard
- Short-term and long-term warehouse storage
**BASE RATES & CLASSIFICATIONS (A)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Per CWT (100 lb.)</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>118.00</td>
<td>236.00</td>
</tr>
<tr>
<td><strong>Show Site Shipment (200 lb. minimum per shipment)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated Shipment</td>
<td>125.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>133.00</td>
<td>266.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>141.00</td>
<td>282.00</td>
</tr>
</tbody>
</table>

**SMALL PACKAGE (B)**

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 40 lb. that is received on the same day, from the same shipper and delivered by the same carrier.

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of Shipments</th>
<th>Rate Per Ship</th>
<th>TOTAL (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Package</td>
<td>x $40.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Shipment returned to the Warehouse for additional handling will be charged $15.00 per 100 lb. - $50.00 minimum. (where available)
- Storage fees prior to 30 days before the Show and, or after 4 days following the Show will be an additional $1.50 per 100 lb. per day - $50.00 minimum (where available)
- Show Site storage for containers not brought in by HOLLINS will be $25.00 per piece. • Banding: $60.00 per skid. • Shrinkwrap: $45.00 per skid.

**ADDITIONAL SURCHARGES (A)**

All inbound and outbound shipments after 4:30 PM Monday through Friday and ALL DAY Saturday, Sunday & Holidays will be assessed overtime charges.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Per CWT (100 lb.)</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to Base Rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after October 20, 2017</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Show Site Shipment after Show opening</td>
<td>10.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Overtime Charge - Inbound (in addition to Base Rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated Shipment</td>
<td>10.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>30.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to Base Rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated Shipment</td>
<td>10.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>30.00</td>
<td>60.00</td>
</tr>
</tbody>
</table>

**ESTIMATED HANDLING CHARGES (A)**

- Calculate in increments of 100 only - Round up to the next 100 mark - 200 lb. minimum per shipment.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>Weight (lb.)</th>
<th>+100</th>
<th>CWT</th>
<th>ST In / ST Out</th>
<th>OT In / OT Out</th>
<th>OT In / OT Out</th>
<th>or</th>
<th>$ Late</th>
<th>=</th>
<th>Charges (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse - Crated</td>
<td>+100 =</td>
<td>x $110.00</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>$120.00</td>
<td>=</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Warehouse - Special Handling</td>
<td>+100 =</td>
<td>x $118.00</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>$128.00</td>
<td>=</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Show Site - Crated</td>
<td>+100 =</td>
<td>x $125.00</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>$135.00</td>
<td>=</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Show Site - Special Handling</td>
<td>+100 =</td>
<td>x $133.00</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>$143.00</td>
<td>=</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Show Site - Uncrated or Pad Wrapped</td>
<td>+100 =</td>
<td>x $141.00</td>
<td></td>
<td></td>
<td></td>
<td>or</td>
<td>$151.00</td>
<td>=</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT POLICY:** For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**

Governor’s Transportation Conference

**AUTHORIZED BY**

(Please Type or Print) (Signature)
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 forkift 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. Any previous labels must be removed by Exhibitor or his/her authorized agent. 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 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 CLOSE OF THE EVENT. HOLLINS recommends the securing of 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, Exhibitor’s Appointed Carrier, 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 OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARE ARRIEVED AT OR IMPROPERLY DELIVERED TO, OR DAMAGE TO MATERIALS THAT ARE ARRIEVED AT OR IMPROPERLY LOADED OR LABELED MATERIALS.

6. DESIGNATED CARRIERS. HOLLINS shall have the authority to change the Exhibitor’s designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. HOLLINS’ performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, fuel or power failures, 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 amount of 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 $50.00 (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 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, IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOSSES, 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. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE 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, suits, costs, losses, obligations, expenses, fees (including but not limited to reasonable attorney’s fees and litigation 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”), and all equipment, contract 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 at a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral 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 RISKS ASSOCIATED WITH THE PERFORMANCE OF SERVICES AND THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD 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 PREMISES.
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.
Advance Shipments to HOLLINS Warehouse: Use the following address.

To: Company Name and Booth #
For: Governor’s Transportation Conference
C/o: HOLLINS Exposition Services
7615 Williamson Road NW
Roanoke, VA 24019

Deadline date for Advance Shipments: October 20, 2017

Show Site Shipments: Use the following address.

To: Company Name and Booth #
For: Governor’s Transportation Conference
C/o: HOLLINS Exposition Services
Omni Homestead Resort
1766 Homestead Drive
Hot Springs, VA 24445

Show Site shipments will be accepted beginning: October 20, 2017
Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. Please Type or Print.

---

**RUSH Advance Warehouse**

**DEADLINE DATE:** October 20, 2017

**TO:**

(Name of Exhibiting Company)

**C/O:** HOLLINS Exposition Services
7615 Williamson Road NW
Roanoke, VA 24019

Event: __________

Booth No. ________ No. ___ Of ___ Pcs.

Carrier __________

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

---

**RUSH Show Site Shipment**

**NOT ACCEPTED BEFORE:** October 24, 2017

**TO:**

(Name of Exhibiting Company)

**C/O:** HOLLINS Exposition Services
Omni Homestead Resort
1766 Homestead Drive
Hot Springs, VA 24445

Event: __________

Booth No. ________ No. ___ Of ___ Pcs.

Carrier __________

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.
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.
# THE HOMESTEAD EXHIBITOR SERVICE ORDER FORM

## CONFERENCE NAME:

NAME OF EXHIBITOR: ________________________________________________________

BOOTH #: __________

ADDRESS OF EXHIBITOR: ________________________________________________________________

PHONE NUMBER: ____________________ FAX NUMBER: ________________________

DATE ARRIVING: ________________ DATE DEPARTING: _________________________

### ELECTRICAL NEEDS:

<table>
<thead>
<tr>
<th>Class of service</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 outlet</td>
<td>$35.00</td>
<td>per hook-up (one-time charge)</td>
</tr>
<tr>
<td>220 outlet</td>
<td>$40.00</td>
<td>per hook-up: specify amps &amp; type of plug or wired direct **</td>
</tr>
</tbody>
</table>

* * Plug required -$50 per hook-up  (one-time charge)

Requests for electricity while on-site:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 outlet</td>
<td>$105.00 per hook-up (one-time charge)</td>
</tr>
<tr>
<td>220 outlet</td>
<td>$120.00 per hook-up: specify amps &amp; type of plug or wired direct **</td>
</tr>
</tbody>
</table>

* * Plug required -$150.00 per hook-up  (one-time charge)

Additional electrical requirements: (prices to be determined) ________________________________

### TELEPHONE / INTERNET NEEDS:

<table>
<thead>
<tr>
<th>Option</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone for In-house only</td>
<td>$35.00 per day</td>
</tr>
<tr>
<td>Hotel extension with local/long distance capability</td>
<td>$35.00 per day, plus calls</td>
</tr>
<tr>
<td>Direct Inward Dial with local/long distance capability</td>
<td>$35.00 per day, plus calls</td>
</tr>
<tr>
<td>Wired Internet</td>
<td>$225 Connection Fee/Room/Day (includes 1 line) $55 each additional line</td>
</tr>
<tr>
<td>Wireless Internet</td>
<td>$35 Connection Fee/Room/Day (Good for checking email only) 1 User</td>
</tr>
<tr>
<td>Wireless Internet</td>
<td>$225 Connection Fee/Room/Day (Faster speed – Adequate for streaming) 250 User</td>
</tr>
</tbody>
</table>

Additional options such as Higher Bandwidth and Dedicated Bandwidth are available. Call for pricing.

### AUDIO VISUAL NEEDS:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Monitor (32&quot;)</td>
<td>$195.00 per day</td>
</tr>
<tr>
<td>LCD Monitor (46&quot;)</td>
<td>$300.00 per day</td>
</tr>
<tr>
<td>Poster Easels</td>
<td>$20 per day</td>
</tr>
</tbody>
</table>

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There will be a 23% service charge on Internet and Audio Visual equipment rental items. There will be a 5.3% state sales tax applied to all Audio Visual rentals. For exact quotes, please contact our A/V Office directly: (540) 839-7988 or e-mail: mrowe@psav.com