

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



Mailing Address:
P. O. Box 49837
Greensboro, NC 27419

Street Address:
121 North Chimney Rock Road
Greensboro, NC 27409

Phone: (336) 315-5225
Fax: (336) 315-5220

www.hollins-expo.com

INFORMS Analytics & Operations Research

April 10 - 12, 2016

*Hyatt Regency Grand Cypress
Orlando, FL*

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To Order Online:

1. Log on to the Hollins Exposition Services website at
<https://gsohollins-expo.boomerEcommerce.com>
2. Enter the **User Name** and **Password** you have been assigned.
If you do not have your User Name and/or Password, please call Exhibitor Services at (336) 315-5225 or email sspano@hollins-expo.com or ssimmons@hollins-expo.com for assistance
3. Once you are logged in, click the "Shop Now" tab. Use the menu tabs to select the appropriate category for the items you wish to order.
4. Enter the desired quantity for each item you wish to order, and click **"Add to Cart"**.
5. Repeat steps 5 and 6 for each item you wish to order.
6. When you have completed your order, click **"View Cart"** at the top right to review your order. Once you are satisfied with your order, click **"Secure Checkout"**.
7. Complete the required credit card information and click **"Apply Payment"**.
8. Click **"Accept Terms and Conditions"** to proceed.
9. Once your order is processed, you will receive an email confirmation of your order. You may also print a copy of your order.
To print, click **"Your Acct"** at the top right. This will display your order history. Right click, and print the page.

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) 336-315-5225 ext: 1



HOLLINS

EXPOSITION SERVICES

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

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

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

Booth Equipment

Each booth will be provided with:

- 8 ft. high back wall drape (Gold & White)
- 3 ft. high side divider drape (Gold)
- one 7 in. x 44 in. booth identification sign

The exhibit hall will be carpeted.

Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**
Wednesday, March 9, 2016
- ▶ **Exhibitor Appointed Contractor (EAC) Deadline Date:**
Monday, March 26, 2016
- ▶ **Deadline Date to order materials at Discount Rate with payment:**
Monday, March 26, 2016
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
Thursday, April 7, 2016
- ▶ **Direct Shipments may begin arriving at The Hyatt**
Sunday, April 10, 2016: 9:00 a.m. - 4:00 p.m.
- ▶ **Exhibitor move-in:**
Sunday, April 10, 2016: 9:00 a.m. - 4:00 p.m.
- ▶ **Exhibit Hours:**
Sunday, April 10, 2016: 7:00 p.m. - 8:30 p.m.
Monday, April 11, 2016: 9:00 a.m. - 4:30 p.m.
Tuesday, April 12, 2016: 9:00 a.m. - 3:40 p.m.
- ▶ **Exhibitor Move-out:**
Tuesday, April 12, 2016: 3:40 p.m. - 5:30 p.m.
- ▶ **Outbound Freight will be re-routed:**
Tuesday, April 12, 2016: 5:30 p.m.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **Monday, March 28, 2016**, unless otherwise indicated. Orders received after March 28, 2016, orders without payment and orders processed at the show will be processed at Standard Rates.

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 Thursday, April 7, 2016 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT TO THE HYATT REGENCY GRAND CYPRESS. The Hyatt Regency Grand Cypress is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by The Westin Boston Waterfront, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS will receive direct shipments to the show site beginning at **9:00 a.m. Sunday, April 10, 2016.** All show site shipments must arrive no later than 4:00 p.m.

Shipping Addresses

▶ ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number
c/o Hollins Exposition Services
UPS Freight C/O Tradeshow Technologies
950 Gills Drive
Orlando, FL 32824

Shipments must arrive by April 7, 2016.

▶ DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number
c/o Hollins Exposition Services
Hyatt Regency Grand Cypress
One Grand Cypress Blvd
Orlando, FL 32836

Shipments will be accepted beginning Sunday, April 10, 2016 between 9:00 a.m. - 4:00 p.m.



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 March 26, 2016; 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.

Tax

Tax (6.5%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Florida a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Safety

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

Exhibitor Safety and Loss Prevention Guidelines

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

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) 336-315-5225.

PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with HOLLINS.

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

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

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

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

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

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------|---|--|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|--|
| CREDIT CARD AUTHORIZATION (Information Must Be Provided) | | | VERIFICATION CODE (back of card) | EXPIRATION DATE | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> VISA | <input type="checkbox"/> American Express | | | | | | | | | | | | | | | | | | | | | | |
| Account Number | | | <input type="checkbox"/> Corporate <input type="checkbox"/> Personal | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | 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 | PURCHASE ORDER IS NOT CONSIDERED PAYMENT. | TOTAL |
|----------------------------------|---|-------|
| Furnishings & Carpet | | \$ |
| Custom Booths | | \$ |
| Custom Signs & Graphics | | \$ |
| Cleaning Services | | \$ |
| Installation & Dismantle Labor | | \$ |
| Material Handling (Freight) | | \$ |
| Other HOLLINS Services (Specify) | | \$ |
| Other HOLLINS Services (Specify) | | \$ |
| Other HOLLINS Services (Specify) | | \$ |

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.

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

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

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

NAME OF EVENT Informs Analytics & Operations Research

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____



Mailing Address Street Address
 P.O. Box 49837 121 North Chimney Rock Rd.
 Greensboro, NC 27419 Greensboro, NC 27409
 Phone: 336-315-5225 Fax: 336-315-5220

ORDER FORM FOR FURNISHINGS & CARPET

**Deadline Date For Discount Rates
March 26, 2016**

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

| Quantity | | Discount Rates | Standard Rates |
|----------|---------------------------------------|----------------|----------------|
| _____ | Brown Leather Chair | \$ 125.00 | \$ 162.50 |
| _____ | Upholstered Arm Chair | 50.00 | 65.00 |
| _____ | Upholstered Side Chair | 50.00 | 65.00 |
| _____ | Upholstered Stool with Back (30"high) | 75.00 | 97.50 |

ACCESSORIES

| | | | |
|-------|---|--------|--------|
| _____ | Pedestal Table (white laminate round top - chrome post - star base) | | |
| _____ | 2'dia. x 30"h (Spandex Cover) | 60.00 | 78.00 |
| _____ | 2'dia. x 42"h (Spandex Cover) | 70.00 | 91.00 |
| _____ | 3'dia. x 30"h (Spandex Cover) | 70.00 | 91.00 |
| _____ | 3'dia. x 42"h (Spandex Cover) | 75.00 | 97.50 |
| _____ | Cocktail Table (white laminate top - chrome legs) | | |
| _____ | 2'dia. x 18"h (round top) | 50.00 | 65.00 |
| _____ | 17"d x 17"w x 18"h (square top) | 50.00 | 65.00 |
| _____ | Coat Tree (chrome - stands 70"h) | 50.00 | 65.00 |
| _____ | Sign Holder (chrome - stands 5'h) | 75.00 | 97.50 |
| | (displays 2 - 22"w x 28"h signs back to back) | | |
| _____ | Wastebasket (dove gray) | 22.00 | 28.60 |
| _____ | Easel (floor standing - aluminum tripod) | 25.00 | 32.50 |
| _____ | Bag Stand (chrome - stands 4'h) | 55.00 | 71.50 |
| _____ | Literature Rack (silver base - 4 acrylic pockets) | 80.00 | 104.00 |
| _____ | Stanchion (chrome - stands 40"h) | 35.00 | 45.50 |
| _____ | Rope (black velvet) - per linear ft. | 10.00 | 13.00 |
| _____ | Chain (white plastic) - per linear ft. | 5.00 | 6.50 |
| _____ | Ticket Tumbler (brass color - 15"dia.) | 75.00 | 97.50 |
| _____ | Display Case (20"d X 5'w x 38"h half view) | 450.00 | 585.00 |
| _____ | Display Case (20"d X 6'w x 38"h full view) | 450.00 | 585.00 |

CARPET

Price includes installation and taping front edge.

| | | | |
|---------------------|------------------------------------|--------|--------|
| _____ | 9' x 10' Carpet | 115.00 | 149.50 |
| _____ | 9' x 20' Carpet | 230.00 | 299.00 |
| _____ | 9' x 30' Carpet | 345.00 | 448.50 |
| _____ft. x _____ft. | Custom-Cut Carpet - per sq. ft. | 2.50 | 3.25 |
| _____ft. x _____ft. | Carpet Padding - per sq. ft. | 1.00 | 1.30 |
| _____ft. x _____ft. | Visqueen Covering - per sq. ft. | .50 | .65 |
| _____ft. | Additional Taping - per linear ft. | .95 | 1.33 |

Color Preferred: (If no color is selected, silver will be provided.)

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

SKIRTED DISPLAY TABLES & COUNTERS - rectangular

Skirting includes white vinyl top and pleated skirt on 3 sides.

| Quantity | Tables - 30"h | Discount Rates | Standard Rates |
|----------|-----------------------------------|----------------|----------------|
| _____ | 2'd x 4'w Table (skirted 4 sides) | \$ 90.00 | \$ 117.00 |
| _____ | 2'd x 6'w Table | 100.00 | 130.00 |
| _____ | 2'd x 8'w Table | 110.00 | 143.00 |
| _____ | 4th Side Skirted (optional) | 50.00 | 65.00 |

Counters - 42"h

| | | | |
|-------|-------------------------------------|--------|--------|
| _____ | 2'd x 4'w Counter (skirted 4 Sides) | 100.00 | 130.00 |
| _____ | 2'd x 6'w Counter | 110.00 | 143.00 |
| _____ | 2'd x 8'w Counter | 120.00 | 156.00 |
| _____ | 4th Side Skirted (optional) | 60.00 | 78.00 |

Skirting Color Preferred: (If no color is selected, white will be provided.)

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

SKIRTED TABLE TOP RISERS - rectangular

Skirting includes white vinyl top and white pleated skirt on 4 sides.

| | | | |
|-------|-----------------------|-------|-------|
| _____ | 1'd x 4'w x 1'h Riser | 50.00 | 65.00 |
| _____ | 1'd x 6'w x 1'h Riser | 55.00 | 71.50 |

DISPLAY PANELS

| | | | |
|--------------------------|---|--------------------------|------------------------|
| _____ | Tack/Velcro Board (dove gray) | 105.00 | 136.50 |
| <input type="checkbox"/> | 8'w x 4'h - stands 78"h | <input type="checkbox"/> | 4'w x 8'h - stands 8'h |
| _____ | Pegboard (white - 1/4" hole) | 105.00 | 136.50 |
| <input type="checkbox"/> | 8'w x 4'h - stands 78"h | <input type="checkbox"/> | 4'w x 8'h - stands 8'h |
| _____ | Wire Grid (chrome) 2'w x 6'h - stands 6'h - includes feet | 60.00 | 84.00 |

DRAPE - other than booth drape provided

| | | | |
|-------|---|------|-------|
| _____ | ft. 8'h Drape - per linear ft. Color: _____ | 8.25 | 11.55 |
| _____ | ft. 3'h Drape - per linear ft. Color: _____ | 6.25 | 8.75 |

Colors: Red - Royal Blue - Kelly Green - Hunter Green - Gold - White
Black - Burgundy - Silver - Teal - Beige - Plum - Peach

| | |
|--------------------------|-------|
| SUB TOTAL \$ | _____ |
| 6.5% Sales Tax \$ | _____ |
| TOTAL \$ | _____ |

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

PLEASE TYPE OR PRINT

NAME OF EVENT **Informs Analytics & Operations Research**

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____

Color Chart

Drape Colors

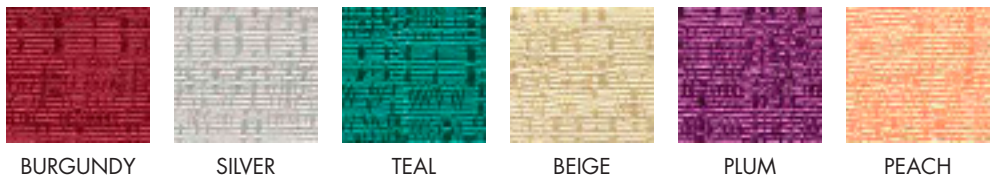
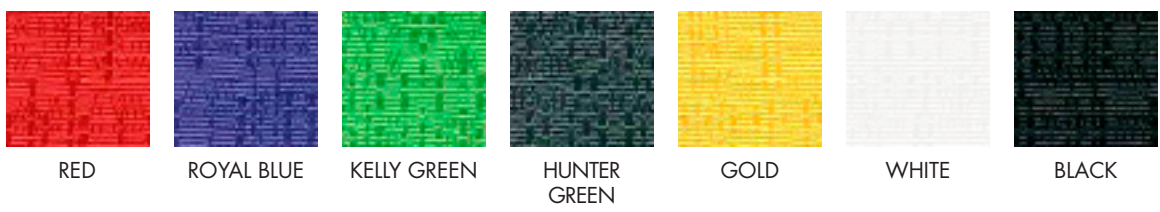
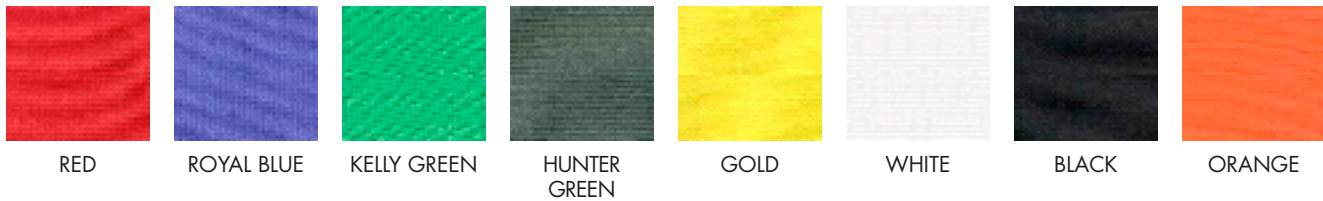
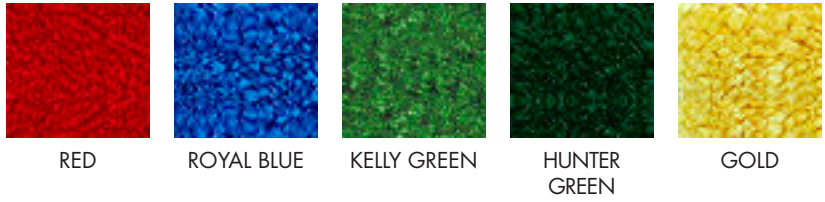


Table Skirt Colors



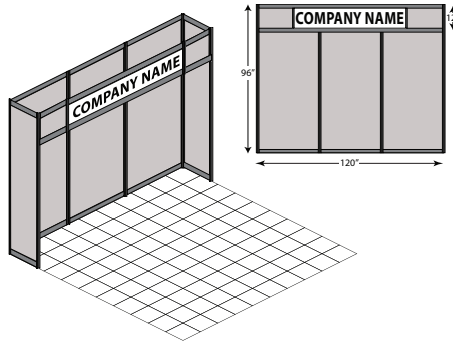
Carpet Colors



Deadline Date
For Return of This Form
March 26, 2016

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

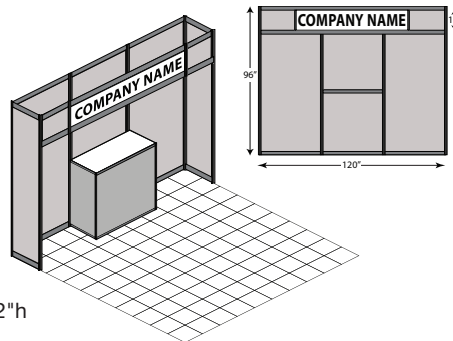
Package No. 1



- 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".

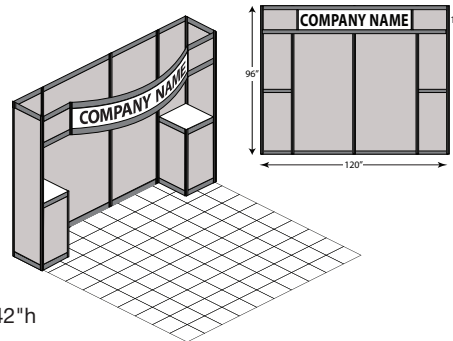
Package No. 2



- 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".

Package No. 3



- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- Two Counters - 19"d x 19"w x 42"h

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

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

| Quantity | Package No. | Rates |
|----------|----------------------|-------------|
| _____ | Package No. 1 | \$ 1,400.00 |
| _____ | Package No. 2 | 1,500.00 |
| _____ | Package No. 3 | 1,750.00 |

Custom Graphics for Headers:

| | | |
|-------|-----------------------|--------|
| _____ | Black Copy on White | 150.00 |
| _____ | Color Print with Logo | 200.00 |
| _____ | Backlit Transparency | 250.00 |

Header Copy To Read: _____

Options:

| | | |
|-------|---|--------|
| _____ | Counter - 19"d x 19"w x 42"h | 160.00 |
| _____ | Counter - 19"d x 38"w x 42"h | 200.00 |
| _____ | Counter - 19"d x 76"w x 42"h | 300.00 |
| _____ | Backwall shelf - 1'd x 6'w (white only) | 75.00 |
| _____ | Add doors to counters | 80.00 |

(Doors not available for 19"d x 19"w counter.)

Add Custom Graphics to Counters:

| | | |
|-------|------------------------------|--------|
| _____ | Counter - 19"d x 38"w x 42"h | 200.00 |
| _____ | Counter - 19"d x 76"w 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 Kelly Green Hunter Green Silver Charcoal Black

| | |
|--------------------------|-------|
| SUB TOTAL \$ | _____ |
| 6.5% Sales Tax \$ | _____ |
| TOTAL \$ | _____ |

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order. 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 **Inform Analytics & Operations Research**

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address Street Address
 P.O. Box 49837 121 North Chimney Rock Rd.
 Greensboro, NC 27419 Greensboro, NC 27409
 Phone: 336-315-5225 Fax: 336-315-5220

ORDER FORM FOR CUSTOM SIGNS & GRAPHICS

**Deadline Date For Discount Rates
 March 26, 2016**

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

PLEASE TYPE OR PRINT

VINYL SIGNS

Sign rates are based on up to 10 words per sign, one color copy on white background, and delivery to the booth exclusive of installation or hanging.

STANDARD SIGN SIZES: (Choose Your Size)

| Size | Quantity | Discount Rates | Standard Rates | TOTAL |
|---------------------------|----------|----------------|----------------|----------|
| 7" x 11" | _____ | \$ 28.75 | \$ 40.25 | \$ _____ |
| 7" x 22" | _____ | 29.25 | 40.95 | _____ |
| 7" x 44" | _____ | 31.50 | 44.10 | _____ |
| 11" x 14" | _____ | 37.25 | 52.15 | _____ |
| 14" x 22" | _____ | 41.25 | 57.75 | _____ |
| 14" x 44" | _____ | 53.50 | 74.90 | _____ |
| 22" x 28" | _____ | 55.50 | 77.70 | _____ |
| 24" x 36" | _____ | 71.50 | 100.10 | _____ |
| 20" x 60" (White Only) | _____ | 117.25 | 164.15 | _____ |
| 40" x 60" (White Only) | _____ | 148.50 | 207.90 | _____ |

ADDITIONAL SERVICES AVAILABLE:

| | Quantity | Discount Rates | Standard Rates | TOTAL |
|-------------------------|----------|-------------------|----------------|----------|
| Over 10 Words | _____ | \$ 2.75 per word | \$ 3.85 | \$ _____ |
| Colored Showcard | _____ | 8.25 per sign | 11.55 | _____ |
| Change in Color of Copy | _____ | 8.25 per change | 11.55 | _____ |
| Easel Back on Sign | _____ | 5.25 per sign | 7.35 | _____ |
| Weather Protection | _____ | 15.00 per sq. ft. | 21.00 | _____ |
| Logo Sign | _____ | Quoted on Request | _____ | _____ |
| Banner | _____ | Quoted on Request | _____ | _____ |

CHOOSE YOUR STYLE AND COLOR:

Vertical Horizontal Use Your Judgement for Layout

Background Color: _____

Lettering Color: _____

Indicate sign copy on the following page. Return BOTH pages.

INKJET PRINTED SIGNS

Signs printed and mounted on white foamcore. Other materials available.

For sending logos, artwork, etc. via digital files, please refer to the information on the following page.

NOTE: Color correction, retouching, cloning or file conversion (if necessary) will incur additional labor charges. Labor schedule and rates are listed below:

Straight Time: 8:00 AM to 4:30 PM, Monday through Friday
Overtime: 4:30 PM to 12:00 AM, Monday through Friday
 8:00 AM to 12:00 AM, Saturday and Sunday
Double Time: 12:00 AM to 8:00 AM, Monday through Sunday and all Holidays

Graphic Design Labor Rates: Straight Time: \$ 62.50/hr
 Overtime: 93.75/hr
 Double Time: 125.00/hr

STANDARD SIGN SIZES: (Choose Your Size)

| Size | Quantity | Discount Rates | Standard Rates | TOTAL |
|--------------------|----------|----------------|----------------|----------|
| 7" x 11" | _____ | \$ 34.75 | \$ 48.65 | \$ _____ |
| 7" x 22" | _____ | 36.50 | 51.10 | _____ |
| 7" x 44" | _____ | 38.25 | 53.55 | _____ |
| 11" x 14" | _____ | 44.50 | 62.30 | _____ |
| 14" x 22" | _____ | 50.00 | 70.00 | _____ |
| 14" x 44" | _____ | 63.75 | 89.25 | _____ |
| 22" x 28" | _____ | 66.00 | 92.40 | _____ |
| 24" x 36" | _____ | 86.00 | 120.40 | _____ |
| 20" x 60" | _____ | 144.50 | 202.30 | _____ |
| 40" x 60" | _____ | 177.75 | 248.85 | _____ |
| Other Size Signage | _____ | 14.50/sq.ft. | 20.30/sq.ft. | _____ |
| Banners | _____ | 16.25/sq.ft. | 22.75/sq.ft. | _____ |

CHOOSE YOUR STYLE AND COLOR:

Vertical Horizontal Use Your Judgement for Layout

Background Color: _____

Lettering Color: _____

Indicate sign copy on the following page. Return BOTH pages.

SUB TOTAL \$ _____
6.5% Sales Tax \$ _____
TOTAL \$ _____

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

PLEASE TYPE OR PRINT

NAME OF EVENT **Informs Analytics & Operations Research**

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address
P.O. Box 49837
Greensboro, NC 27419

Street Address
121 North Chimney Rock Rd.
Greensboro, NC 27409

Phone: 336-315-5225 Fax: 336-315-5220

ORDER FORM FOR CUSTOM SIGNS & GRAPHICS

**Deadline Date For Discount Rates
March 26, 2016**

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.
- 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.



Mailing Address
 P.O. Box 49837
 Greensboro, NC 27419
 Phone: 336-315-5225

Street Address
 121 North Chimney Rock Rd.
 Greensboro, NC 27409
 Fax: 336-315-5220

ORDER FORM FOR CLEANING SERVICES

**Deadline Date
 For Return of This Form
 March 26, 2016**

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

PLEASE TYPE OR PRINT

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility.

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

PLEASE INDICATE SERVICES DESIRED

BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA (100 Sq. Ft. Minimum Per Day)

| | Rate |
|--|----------------------------|
| <input type="checkbox"/> DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter. | \$.40 per sq. ft. Per Day |
| <input type="checkbox"/> ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show. | .48 per sq. ft. |
| <input type="checkbox"/> ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1,000 sq. ft. | .40 per sq. ft. |
| <input type="checkbox"/> ONCE - Shampoo before initial opening of the show. | .85 per sq. ft. |

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

SIZE OF BOOTH: _____ x _____ = _____ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = \$ _____

NO CREDITS will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full 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.

PLEASE TYPE OR PRINT

NAME OF EVENT *Informs Analytics & Operations Research*

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address Street Address
 P.O. Box 49837 121 North Chimney Rock Rd.
 Greensboro, NC 27419 Greensboro, NC 27409
 Phone: 336-315-5225 Fax: 336-315-5220

**ORDER FORM FOR
 INSTALLATION & DISMANTLE LABOR**

**Deadline Date
 For Return of This Form
 March 26, 2016**

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

PLEASE TYPE OR PRINT

RATES:

Straight Time \$ 90.00/HR Overtime \$ 135.00/HR Doubletime \$ 180.00/HR
 8:00 AM to 4:30 PM, Monday through Friday 4:30 PM to 12:00 AM, Monday through Friday 12:00 AM to 8:00 AM Monday through Sunday
 8:00 AM to 12:00 AM, Saturday and Sunday and all Holidays

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

PLEASE INDICATE SERVICE DESIRED:

PLAN A - SUPERVISION BY HOLLINS

This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. *The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.*

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

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

Return shipping instructions are as follows:

Ship to: _____

Via: Common Carrier Air Freight
 Other _____
 Prepaid Collect

Please Note: HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

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

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

Supervisor will be: _____

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

| | | | | | | | | | | | |
|--------------|------------|---|--------------|---|------|----|--------|---|-------------|---|--------|
| | No. of Men | X | Approx. Hrs. | X | Rate | = | PLAN B | + | SUPERVISION | = | PLAN A |
| INSTALLATION | | | | | \$ | | \$ | | \$ | | \$ |
| DISMANTLE | | | | | \$ | | \$ | | \$ | | \$ |
| | TOTAL | | | | | \$ | | | | | \$ |

| | | | | | |
|--------------|------|------------|-----------|------|------------|
| | Date | Start Time | | Date | Start Time |
| INSTALLATION | | | DISMANTLE | | |

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full 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.

PLEASE TYPE OR PRINT

NAME OF EVENT Informs Analytics & Operations Research

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
 (If Other Than Exhibiting Firm)

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

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

PHONE (____) _____ DATE _____

INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR NOTICE

NOTIFICATION DEADLINE: Monday, March 26, 2016

Only forms received by this date will be processed for authorization to gain show floor access.

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.
5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

PLEASE TYPE OR PRINT

Name of Event *Informs Analytics & Operations Research*

Exhibiting Firm _____ Booth No. _____

Authorized Name and Title _____
(Please Type or Print)

Authorized Signature **X**

Full Name of Exhibitor Appointed Contractor _____

Complete Address _____

City, State _____ Zip Code _____

Phone Number _____ Fax Number _____

Exhibitor Appointed Contractor "Show Site" Representative _____
(Please Type or Print)

Type of Service to be Performed _____

EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.
2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.
3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.
 - A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.
 - B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.
 - C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.
 - D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or \$2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.
 - E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.
 - F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.
 - G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.
 - H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.
 - I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.
 - J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.
 - K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.
 - L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.
 - M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.
5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.

IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

TO: (Exhibitor's Firm Name and Booth Number)
FOR: *Informs Analytics & Operations Research*
C/O: HOLLINS EXPOSITION SERVICES
UPS Freight c/o Tradeshow Technologies
950 Gills Drive
Orlando, FL 32824

**DO NOT SHIP ADVANCE FREIGHT TO THE
Hyatt Regency Grand Cypress Resort**

HOLLINS has exclusive rights to drayage services on all freight shipped to show site.

Any and all freight received by Hyatt Regency Grand Cypress will be consigned to HOLLINS and subject to the prevailing drayage rate.

We urge you to ship your materials in advance.

By doing so, your materials will be in your booth Sunday, April 10, 2016, at 9:00 AM for you to begin set-up.



Mailing Address
 P.O. Box 49837
 Greensboro, NC 27419
 Phone: 336-315-5225

Street Address
 121 North Chimney Rock Rd.
 Greensboro, NC 27409
 Fax: 336-315-5220

**SHIPPING INSTRUCTIONS
 &
 MATERIAL HANDLING
 RATE SCHEDULE**

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm's Name and Booth Number)
 FOR: *Informs Analytics & Operations Research*
 C/O: HOLLINS EXPOSITION SERVICES
 UPS Freight c/o Tradeshow Technologies
 950 Gills Drive
 Orlando, FL 32824

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (Your Firm's Name and Booth Number)
 FOR: *Informs Analytics & Operations Research*
 C/O: HOLLINS EXPOSITION SERVICES
 Hyatt Regency Grand Cypress
 One Grand Cypress Blvd.
 Orlando, FL 32836

**Deadline for receiving advance shipments at warehouse:
 April 7, 2016**

**Shipments to show site will not be accepted prior to:
 Sunday, April 10, 2016**
 The show site has no provisions to accept shipments prior to the
 SHOW SET-UP PERIOD.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

ADVANCE WAREHOUSE SHIPMENTS (Includes thirty (30) days storage)

Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

SHOW SITE SHIPMENTS - COMMON CARRIER (THIS INCLUDES OVERTIME RATE)

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

SHOW SITE SHIPMENTS - VAN LINE, POV/COMPANY TRUCK, SPECIALIZED CARRIER

(Crated, Boxed or Palletized Shipments)

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

(Loose, Uncrated or Pad Wrapped Shipments)(This includes UPS Ground & Fedex)

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

LATE SHIPMENTS

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

| Material Handled Into And Out Of Exhibit Area | Minimum Charge Per Shipment |
|---|-----------------------------|
| \$ 118.00 per 100 lb. | 200 lbs. |
| \$ 135.00 per 100 lb. | 200 lbs. |

| | |
|-----------------------|----------|
| \$ 135.00 per 100 lb. | 200 lbs. |
| \$ 135.00 per 100 lb. | 200 lbs. |
| \$ 185.00 per 100 lb. | 200 lbs. |

SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE

• Shipments returned to the warehouse will be charged an additional **\$100.00** per one-hundred pounds (100 lbs.) ~ **\$200.00** minimum. • Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional **\$50.00** per one-hundred pounds (100 lbs.) per day ~ **\$100.00** minimum. • Show site container storage for freight not brought in by HOLLINS will be **\$75.00** per piece.

200 lb. minimum charge applies to each shipment HOLLINS receives.

- Example 1:** You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in **ONE** minimum two-hundred pound (200 lb.) charge.
- Example 2:** You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in **TWO** minimum two-hundred pound (200 lb.) charges.

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

SMALL PACKAGE HANDLING

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight is 50 lbs. - per shipment, per delivery

- \$ 65.00 for the first carton - per shipment, per delivery
- \$ 30.00 for each additional carton - per shipment, per delivery

SPECIAL SERVICES

Rates quoted above do not include the following services.

- Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).
- Banding \$ 10.00 per ft. plus labor (1/2 hr. minimum)
- Shrinkwrap \$ 40.00 per pallet plus labor (1/2 hr. minimum)

MATERIAL HANDLING LIMITS OF LIABILITY

Important Information ! Please Read !

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

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

- 1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.
- 4) HOLLINS shall not be liable (to any extent whatsoever) for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from loss or damage to your material which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.
- 6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to thirty cents (\$.30) per pound per article, with a maximum of fifty dollars (\$50.00) per item, and a maximum of one thousand dollars (\$1,000.00) per shipment. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.
- 9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.
- 11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.
- 12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.
- 13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.
- 14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up on April 12th, before 5:30pm, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



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 Greensboro, NC 27419
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**ORDER FORM FOR
 ESTIMATED
 MATERIAL HANDLING**

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

PLEASE TYPE OR PRINT

INBOUND SHIPPING INFORMATION

| | NUMBER OF PIECES | ESTIMATED WEIGHT | CARRIER(S) | TRACKING # (Please provide pro number) | ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment) |
|----------------------------------|------------------|------------------|------------|---|--|
| ADVANCE SHIPMENTS (Warehouse) | | | | | |
| DIRECT SHIPMENTS (Show Site) | | | | | |

SHIPPED FROM: (City) _____ (State) _____

DATE SHIPPED: _____ ESTIMATED DATE OF ARRIVAL: _____

Attach separate Order Forms for multiple shipments.

OUTBOUND SHIPPING INFORMATION

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH !

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

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.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

PLEASE TYPE OR PRINT

NAME OF EVENT **Informs Analytics & Operations Research**

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

DEADLINE DATE: April 7, 2016

DEADLINE DATE: April 7, 2016

TO: _____
(Name of Exhibiting Company)

TO: _____
(Name of Exhibiting Company)

**C/O: UPS Freight c/o Tradeshow Tech
HOLLINS EXPOSITION SERVICES
950 Gills Drive
Orlando, FL 32824**

**C/O: UPS Freight c/o Tradeshow Tech
HOLLINS EXPOSITION SERVICES
950 Gills Drive
Orlando, FL 32824**

WAREHOUSE

WAREHOUSE

EVENT: *Informs Analytics & Operations Research*

EVENT: *Informs Analytics & Operations Research*

BOOTH NO. _____ **NO.** ____ **OF** ____ **PCS.**

BOOTH NO. _____ **NO.** ____ **OF** ____ **PCS.**

CARRIER: _____

CARRIER: _____

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

DEADLINE DATE: April 7, 2016

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TO: _____
(Name of Exhibiting Company)

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HOLLINS EXPOSITION SERVICES
950 Gills Drive
Orlando, FL 32824**

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950 Gills Drive
Orlando, FL 32824**

WAREHOUSE

WAREHOUSE

EVENT: *Informs Analytics & Operations Research*

EVENT: *Informs Analytics & Operations Research*

BOOTH NO. _____ **NO.** ____ **OF** ____ **PCS.**

BOOTH NO. _____ **NO.** ____ **OF** ____ **PCS.**

CARRIER: _____

CARRIER: _____

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT ARRIVE BEFORE: April 10, 2016

CANNOT ARRIVE BEFORE: April 10, 2016

TO: _____
(Name of Exhibiting Company)

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
Hyatt Regency Grand Cypress
One Grand Cypress Blvd.
Orlando, FL 32838**

**C/O: HOLLINS EXPOSITION SERVICES
Hyatt Regency Grand Cypress
One Grand Cypress Blvd.
Orlando, FL 32838**

SHOW SITE

SHOW SITE

EVENT: *Informs Analytics & Operations Research*

EVENT: *Informs Analytics & Operations Research*

BOOTH NO. _____ NO. ____ OF ____ PCS.

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

CARRIER: _____

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT ARRIVE BEFORE: April 10, 2016

CANNOT ARRIVE BEFORE: April 10, 2016

TO: _____
(Name of Exhibiting Company)

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
Hyatt Regency Grand Cypress
One Grand Cypress Blvd.
Orlando, FL 32838**

**C/O: HOLLINS EXPOSITION SERVICES
Hyatt Regency Grand Cypress
One Grand Cypress Blvd.
Orlando, FL 32838**

SHOW SITE

SHOW SITE

EVENT: *Informs Analytics & Operations Research*

EVENT: *Informs Analytics & Operations Research*

BOOTH NO. _____ NO. ____ OF ____ PCS.

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

CARRIER: _____

ATTENTION

DO NOT RETURN

the forms that follow this page to **HOLLINS**.

Should you require these services, please return the respective form(s) to the appropriate vendor.

