

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 Annual Meeting

November 12 - 16, 2016
Music City Center
Nashville, TN

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HOLLINS

EXPOSITION SERVICES

HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the INFORMS Annual Meeting. 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:

- Show colors: Royal blue and white
- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 7 in. x 44 in. booth identification sign

The exhibit hall will not be carpeted, however, the aisles will be carpeted in royal blue

Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**
Monday, October 10, 2016
- ▶ **Exhibitor Appointed Contractor (EAC) Deadline Date:**
Friday, October 28, 2016
- ▶ **Deadline Date to order materials at Discount Rate with payment:**
Friday, October 28, 2016
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
Thursday November 10, 2016
- ▶ **Direct Shipments may begin arriving at The Music City Center**
Saturday, November 12, 2016 12:00 p.m. - 5:00 p.m.
- ▶ **Exhibitor move-in:**
Saturday, November 12, 2016: 12:00 p.m. - 5:00 p.m.
Sunday, November 13, 2016 8:00 a.m. - 12:00 p.m.
- ▶ **Exhibit Hours:**
Sunday, November 13, 2016: 12:00 p.m. - 5:00 p.m.
Welcome Reception 7:30 p.m. - 9:00 p.m.
Monday, November 14, 2016: 9:00 a.m. - 5:00 p.m.
Tuesday, November 15, 2016: 9:00 a.m. - 5:00 p.m.
Wednesday, November 16, 2016: 9:00 a.m. - 3:00 p.m.
- ▶ **Exhibitor Move-out:**
Wednesday, November 16, 2016: 3:00 p.m. - 7:00 p.m.
- ▶ **Outbound Freight will be re-routed:**
Wednesday, November 16, 2016: 7:00 p.m.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **Friday, October 28, 2016**, unless otherwise indicated. Orders received after October 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 November 10, 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 MUSIC CITY CENTER. The Music City Center is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the Music City Center, 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 **12:00p.m. Saturday, November 12, 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
45 Teledyne Pl
La Vergne, TN 37086

Shipments must arrive by November 10, 2016.

▶ DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number
c/o Hollins Exposition Services
The Music City Center
201 5th Ave South
Nashville, TN 37203

Shipments will be accepted beginning Saturday, November 12, 2016 between 12:00 p.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 Friday, October 28, 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 (9.25%) 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 Massachusetts 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.

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 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



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

**Deadline Date
For Return of This Form
October 23, 2016**

THIRD PARTY BILLING AUTHORIZATION FORM

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.

<p>Exhibiting Firm PLEASE TYPE OR PRINT</p> <hr/> <p>(Exhibiting Firm)</p> <hr/> <p>(Address)</p> <hr/> <p>(City) (State) (Zip)</p> <hr/> <p>(Phone) (Fax)</p> <hr/> <p>(Authorized By - Please Type or Print) X</p> <hr/> <p>(Authorized Signature)</p> <p>Credit Card Charge Authorization (Information Must Be Provided)</p> <table border="0" style="width:100%"> <tr> <td style="width:25%">EXPIRATION DATE <div style="border:1px solid black; height:20px; width:100%;"></div></td> <td style="width:75%"> <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express </td> </tr> <tr> <td> <input type="checkbox"/> Corporate <input type="checkbox"/> Personal </td> <td> VERIFICATION CODE (back of card) <div style="border:1px solid black; height:20px; width:100%;"></div> </td> </tr> </table> <p>Account Number <div style="border:1px solid black; display: flex; flex-direction: row; height: 15px;"><div style="width: 20px; height: 15px;"></div><div style="width: 20px; 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PLEASE TYPE OR PRINT



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 FURNISHINGS & CARPET

**Deadline Date For Discount Rates
 October 28, 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.**

SEATING - chrome frame, padded bottom and back	Discount Rates	Standard Rates
Quantity		
_____ Brown Leather Chair	\$ 125.00	\$ 162.50
_____ Upholstered Arm Chair	60.00	78.00
_____ Upholstered Side Chair	60.00	78.00
_____ Upholstered Stool with Back (30"high)	90.00	117.00

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) (displays 2 - 22"w x 28"h signs back to back)	75.00	97.50
_____ 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	135.00	175.50
_____ 9' x 20' Carpet	260.00	338.00
_____ 9' x 30' Carpet	375.00	487.50
_____ 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 \$	_____
9.25% 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 Annual Meeting

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

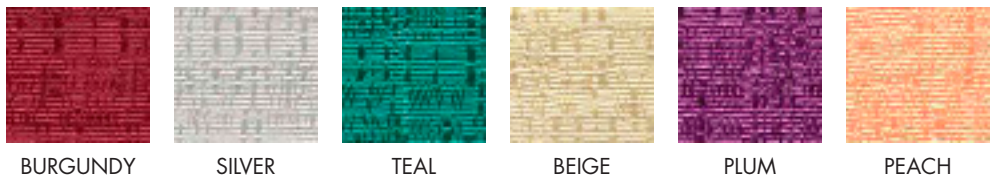
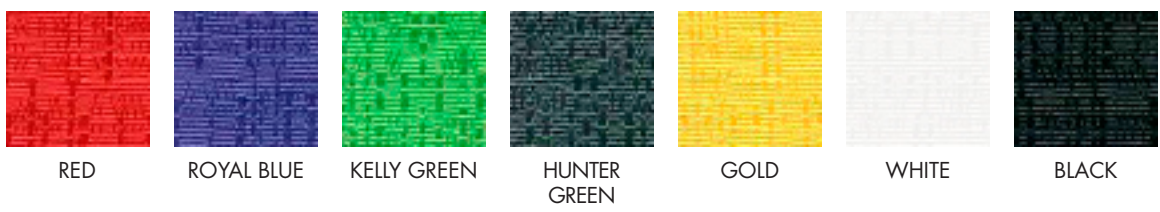
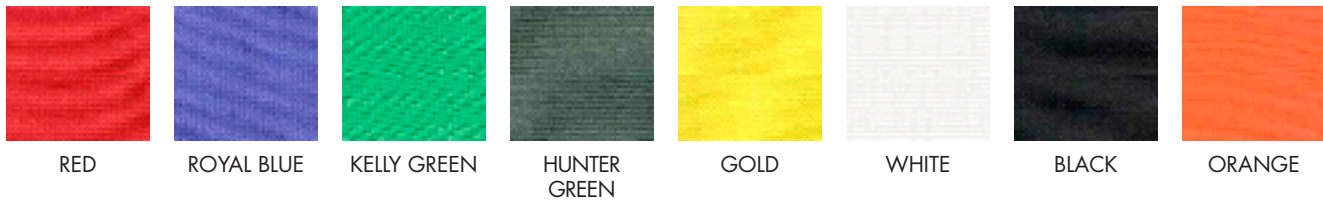
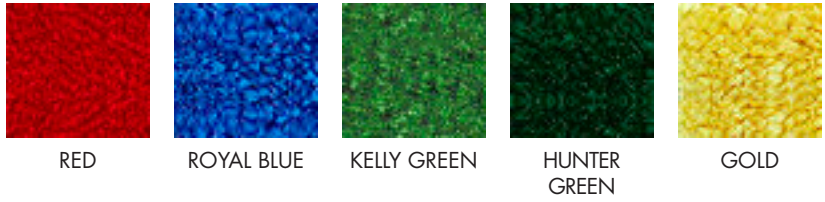


Table Skirt Colors



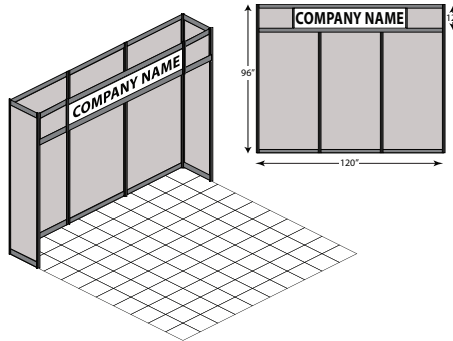
Carpet Colors



Deadline Date
For Return of This Form
October 28, 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.**

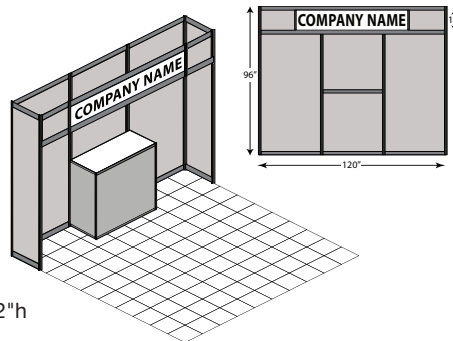
Package No. 1



- 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".

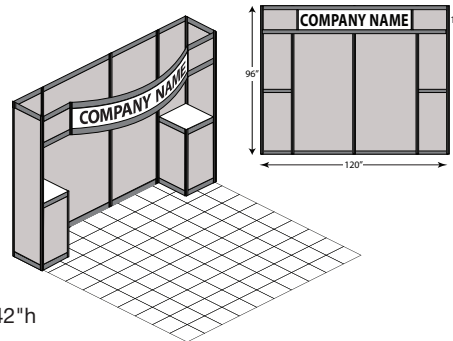
Package No. 2



- 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		Rates
_____	Package No. 1	\$ 1,500.00
_____	Package No. 2	1,600.00
_____	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	195.00
_____	Counter - 19"d x 38"w x 42"h	245.00
_____	Counter - 19"d x 76"w x 42"h	325.00
_____	Backwall shelf - 1'd x 6'w (white only)	80.00
_____	Add doors to counters	100.00

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

Add Custom Graphics to Counters:

_____	Counter - 19"d x 38"w x 42"h	225.00
_____	Counter - 19"d x 76"w x 42"h	380.00

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 \$	_____
9.25% 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 INFORMS Annual Meeting

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
 October 28, 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 \$ _____
9.25% 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 Annual Meeting

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address
P.O. Box 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
October 28, 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 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 CLEANING SERVICES

**Deadline Date
 For Return of This Form
 October 28, 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 Annual Meeting

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
 October 28, 2016**

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

PLEASE TYPE OR PRINT

RATES:

Straight Time \$ 100.00/HR Overtime \$ 150.00/HR Doubletime \$ 200.00/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 Annual Meeting

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: Friday, October 28, 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 Annual Meeting

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 Annual Meeting*
C/O: HOLLINS EXPOSITION SERVICES
UPS Freight
45 Teledyne Pl
La Vergne, TN 37086

**DO NOT SHIP ADVANCE FREIGHT TO THE
MUSIC CITY CENTER**

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

Any and all freight received by The Music City Center 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 Saturday, November 13, 2016, at 12:00 PM 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 Annual Meeting*
 C/O: HOLLINS EXPOSTION SERVICES
 UPS Freight
 45 Teledyne Pl
 La Vergne, TN 37086

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (Your Firm's Name and Booth Number)
 FOR: *INFORMS Annual Meeting*
 C/O: HOLLINS EXPOSITION SERVICES
 The Music City Center
 201 5th Ave South
 Nashville, TN 37203

**Deadline for receiving advance shipments at warehouse:
 November 10, 2016**

**Shipments to show site will not be accepted prior to:
 Saturday, November 13, 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

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.

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$ 120.00 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.

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).
- Shrinkwrap \$ 50.00 per pallet plus labor (1/2 hr. minimum labor)

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 within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



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
 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 Annual Meeting

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: November 10, 2016

DEADLINE DATE: November 10, 2016

TO: _____
(Name of Exhibiting Company)

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086**

**C/O: HOLLINS EXPOSITION SERVICES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086**

WAREHOUSE

WAREHOUSE

EVENT: _____
INFORMS Annual Meeting

EVENT: _____
INFORMS Annual Meeting

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: November 10, 2016

DEADLINE DATE: November 10, 2016

TO: _____
(Name of Exhibiting Company)

TO: _____
(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086**

**C/O: HOLLINS EXPOSITION SERVICES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086**

WAREHOUSE

WAREHOUSE

EVENT: _____
INFORMS Annual Meeting

EVENT: _____
INFORMS Annual Meeting

BOOTH NO. _____ NO. ____ OF ____ PCS.

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

CARRIER: _____

R U S H

DO NOT DELAY

CANNOT ARRIVE BEFORE: November 12, 2016

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Music City Center
201 5th Ave South
Nashville, TN 37203

SHOW SITE

EVENT: _____
INFORMS Annual Meeting

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

R U S H

DO NOT DELAY

CANNOT ARRIVE BEFORE: November 12, 2016

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Music City Center
201 5th Ave South
Nashville, TN 37203

SHOW SITE

EVENT: _____
INFORMS Annual Meeting

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

R U S H

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TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Music City Center
201 5th Ave South
Nashville, TN 37203

SHOW SITE

EVENT: _____
INFORMS Annual Meeting

BOOTH NO. _____ NO. ____ OF ____ PCS.

CARRIER: _____

R U S H

DO NOT DELAY

CANNOT ARRIVE BEFORE: November 12, 2016

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Music City Center
201 5th Ave South
Nashville, TN 37203

SHOW SITE

EVENT: _____
INFORMS Annual Meeting

BOOTH NO. _____ NO. ____ OF ____ PCS.

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.



Music City Center

Electrical

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at www.nashvillemusiccitycenter.com

or complete this form and submit via fax or mail.

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____		Event Date: _____		Booth/Room: _____	
Company Name: _____		Ordered By: _____			
Address: _____		City, State, Zip: _____			
E-mail: _____		Phone: _____		Fax: _____	

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$85	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$95	\$125	\$
1001 - 1500 Watts (15 amps, single outlet)		\$105	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$115	\$165	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		\$
120V Standard Total			\$	

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
Sub-Total Miscellaneous			Sub-Total: \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Miscellaneous Total			\$	

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Single Phase Total			\$	

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
Sub-Total Connections			Sub-Total: \$	
<i>For 24 Hour Power, Add 50% to Connections</i>			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Three Phase Total			\$	

480V Please call Service Representative for Quote. 615-401-1440 <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
For 24 Hour Power, Add 50% to Connections			Add 50% \$	
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50% \$	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
480V Total			\$	

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
TOTAL DUE:	\$

HOURLY LABOR RATE SCHEDULE:		Advance Rate (if Rcvd 14 days prior)	Floor Order
<small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
Monday - Friday: 8:00 a.m. - 5:00 p.m.		\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120
Holidays		\$120	\$150

<p>Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.</p>		MCC Use Only	
		Installed by _____ Date _____ Confirmation of orders provided upon request	
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		Make check payable to: Music City Center	
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ Exp. Date: _____ Card Name: _____ Signature: _____ Date: _____			
		Service Placement For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

Music City Center Terms and Conditions of Electrical Services

Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.