# OFFICIAL SERVICE CONTRACTOR

**Information and Order Forms** 



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

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

### **INFORMS Annual Meeting**

October 19 - 23, 2019
Washington State
Convention Center
Seattle, WA

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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**

**Show Colors: Orange and White** 

#### Each booth will be provided with:

8 ft. high back wall drape (Orange)

3 ft. high side divider drape (White)

one 7 in. x 44 in. booth identification sign

No custom drape colors. Back wall drape and side dividers must be show colors.

Exhibitors are required to have carpet at their booth. The exhibit hall will not be carpeted, however, the aisles will be carpeted in blue.

The booth size will be 10' x 10' with 8' drapery back wall and 3' drapery side rails. Table and chairs are not included. All exhibits must be arranged so as not to obstruct the view of adjacent booths. Exhibits are not to exceed 8' in height on the back wall or 3.5' in height along the side walls. Adequate overhead lighting is provided. Individual electrical outlets are not included.

#### Important Dates

- Advance Shipments may begin arriving at Warehouse: Tuesday, September 17, 2019
- **Exhibitor Appointed Contractor (EAC) Deadline Date:** Friday, September 27, 2019
- Deadline Date to order materials at Discount Rate with payment: Friday, October 4, 2019
- Last day for Advance Shipments to arrive without surcharge: Tuesday, October 15, 2019
- Direct Shipments may begin arriving at The Washington State

#### **Convention Center**

Saturday, October 19, 2019 12:00 p.m. - 5:00 p.m.

Exhibitor move-in:

Saturday, October 19, 2019 12:00 p.m. - 5:00 p.m. Sunday, October 20, 2019 8:00 a.m. - 12:00 p.m.

**Exhibit Hours:** 

Sunday, October 20, 2019......12:00 p.m. - 5:00 p.m. Welcome Reception......7:30 p.m. - 9:00 p.m. Monday, October 21, 2019:.....9:00 a.m. - 5:00 p.m. Tuesday, October 22, 2019:.....9:00 a.m. - 5:00 p.m. Wednesday, October 23, 2019:.....9:00 a.m. - 12:30 p.m.

**Exhibitor Move-out:** 

Outbound Freight will be re-routed: Wednesday, October 23, 2019:.....4:30 p.m.

Wednesday, October 23, 2019:......12:30 p.m. - 4:30 p.m.

#### **Discount Rates**

To quality for Discount Rates, we must receive your order with full payment by October 4, 2019, unless otherwise indicated. Orders received after October 4, 2019, 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 October 15, 2019 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT TO THE WASHINGTON STATE **CONVENTION CENTER.** The Washington State Convention 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 Washington State Convention 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 Washington State Convention Center beginning at 12:00 p.m. Saturday, October 19, 2019. All show site shipments must arrive no later than 5:00 p.m.

#### Shipping Addresses

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

Company Name and Booth Number c/o Hollins Exposition Services UPS Freight c/o KMG/Crane 18770 80th Place South Kent, WA 98032

☑ Shipments must arrive by Tuesday, October 15, 2019.

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

Company Name and Booth Number c/o Hollins Exposition Services The Washington State Convention Center 705 Pike Street Seattle, Washington 98101

☑ Shipments will be accepted beginning Saturday, October 19, 2019 between 12:00 p.m. - 5:00 p.m. and must arrive no later than Sunday, October 20, 2019 at 12:00 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, September 27, 2019; 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 Washington 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.



Phone: 336-315-5225

☐ American Express

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

■ VISA

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

Fax: 336-315-5220

#### **IMPORTANT NOTICE**

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

**EXPIRATION DATE** 

ZIP CODE

DATE \_\_\_\_

#### 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:

MasterCardAccount Number

ADDRESS

CITY AND STATE

AUTHORIZED BY\_

TELEPHONE NO.

(Please Type or Print)

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.

VERIFICATION CODE (back of card)

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 invoidet, 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 PERCENTY.  ARTE of 19%. If any finance charge received exceeds the maximum rate allowed by applicable law, the financial pile reduced to the maximum 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 agreer 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 Booths  Custom Signs & Graphics  Cleaning Services  Installation & Dismantle Labor  Material Handling (Freight)  Other HOLLINS Services (Specify)  Shaderial Handling (Freight)  Other HOLLINS Services (Specify)  Shaderial Houlins 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.  Check No.  Date  In the amount of  Shade Of EVENT  INFORMS Annual Meeting				$\top$		☐ Corporate	☐ Perso	onal
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 invalce, any unpaid balance will be an FINANCE CHARCE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTZ RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTZ RATE of 18%. If any finance charge received by HOLLINS will be either applicable law, the finance charge vill automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applicate to reduce the principle unpaid balance or refunded to you. This Payment Policy agreen 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  Cleaning Services  Scleaning Services  Cleaning Services  Scleaning Services  Scleaning Services  (Specify)  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.  Charge my credit card in the amount of \$  ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:  INFORMS Annual Meeting						_ 55.65.440		- · <del></del>
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EXHIBITING FIRM BOOTH NO.							BOOTH NO	`

X



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

Fax: 336-315-5220

Deadline Date For Return of This Form September 27, 2019

#### 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.

(Information Must Be Provided)    EXPIRATION DATE	
(City) (State) (Zip) (City) (Phone) (Fax)  (Authorized By - Please Type or Print) (Authorized Signature)  Credit Card Charge Authorization (Information Must Be Provided)  EXPIRATION DATE   MasterCard   VISA   American Express   Corporate   Personal   Personal   Account Number   Cardholder Name - Please Type or Print) (Cardholder Name - Please Type or Print) (Cardholder Billing Address) (City) (State) (Zip) (Country)  The items checked below are to be invoiced to the Exhibiting Firm.   Furnishings & Carpet   I & D Labor   Furnishings & Graphics   Material Handling In & Out   Custom Bot   Custom Bot   Custom Signs & Graphics   Material Handling In & Out   Custom Signs & Carpet   Custom Signs & Custom Signs & Carpet   Custom Signs & C	
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☐ Custom Signs & Graphics ☐ Material Handling In & Out ☐ Custom Sig	
	ns & Graphics
	-
☐ Cleaning Services ☐ Cleaning Services	
☐ Other (Please Specify) ☐ Other (Please	se Specify)
X X	
(Cardholder Signature) (Cardholder Signature)	

NAME OF EVENT \_\_\_\_\_\_\_BOOTH NO. \_\_\_\_\_\_



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 FURNISHINGS & CARPET

Deadline Date For Discount Rates October 4, 2019

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.** 

	- chrome frame, padded bottom and back		Standard		TABLES & COUNTI		ıngular
Quantity	Brown Leather Chair	<b>Rates</b> \$ 150.00	<b>Rates</b> \$ 162.50	Quantity	top and pleated skirt on 3 sid <b>[ables - 30"h</b>		Standard Rates
	Upholstered Arm Chair Upholstered Side Chair	75.00 80.00	97.50 104.00				
	Upholstered Stool with Back (30"high)	100.00	130.00	2'd x 4'w Ta	,	\$ 90.00	\$ 117.00
	Opinoistered Gloor With Baok (55 High)	100.00	100.00	2'd x 6'w Ta		110.00	130.00
ACCESSO	ORIES			2'd x 8'w Ta	able	120.00	143.00
AUULUU			h \	4th Side Sk	irted (optional)	50.00	65.00
	Pedestal Table (white laminate round top - chro 2'dia. x 30"h (Spandex Cover)	65.00	78.00	C	ounters - 42"h		
	2'dia. x 42"h (Spandex Cover)	75.00	91.00				
	3'dia. x 30"h (Spandex Cover)	75.00	91.00	2'd x 4'w C	ounter (skirted 4 Sides)	100.00	130.00
	3'dia. x 42"h (Spandex Cover)	80.00	97.50	2'd x 6'w C	ounter	120.00	143.00
	Cocktail Table (white laminate top - chrome legs			2'd x 8'w C	ounter	130.00	156.00
	2'dia. x 18"h (round top)	50.00	65.00	4th Side Sk	irted (optional)	60.00	78.00
	17"d x 17"w x 18"h (square top)	50.00	65.00	Skirting Color Preferred:	(If no color is selected, white	will be provid	ed.)
	Coat Tree (chrome - stands 70"h) Sign Holder (chrome - stands 5'h)	50.00 75.00	65.00 97.50		y Green  Hunter Green  Gold		,
	(displays 2 - 22"w x 28"h signs back to back)	73.00	97.50	-			
	Wastebasket (dove gray)	22.00	28.60	Urange U Burgunay U Si	ver 🗖 Teal 🗖 Beige 🗖 Plum	La Berry La	DUSTY KOSE
	Easel (floor standing - aluminum tripod)	30.00	32.50	SKIRTED TABLE 1	OP RISERS - rectangula	ar	
	Bag Stand (chrome - stands 4'h)	60.00	71.50		top and white pleated skirt or		
	Literature Rack (silver base - 4 acrylic pockets)	85.00	104.00	1'd x 4'w x 1'h f		60.00	65.00
	Stanchion (chrome - stands 40"h)	35.00	45.50	1'd x 6'w x 1'h F		70.00	71.50
	Rope (black velvet) - per linear ft.	10.00	13.00				
	Chain (white plastic) - per linear ft.  Ticket Tumbler (brass color - 15"dia.)	5.00 75.00	6.50 97.50	DISPLAY PANELS			
	Display Case (20"d X 5'w x 38"h half view)	450.00	585.00	Tack/Velcro Boa		110.00	136.50
	Display Case (20"d X 6'w x 38"h full view)	450.00	585.00	☐ 8'w x 4'h - stands 78"h	$\Box$ 4'w x 8'h - stands 8'h		
CARPET				Pegboard (white -	1/4" hole) 4'w x 8'h - stands 8'h	110.00	136.50
	installation and taping front edge.			Wire Grid (chrome	) 2'w x 6'h - stands 6'h - includes feet	60.00	84.00
	9' x 10' Carpet	150.00	195.00				
	9' x 20' Carpet	300.00	390.00	DRAPE - other than boo	oth drape provided		
	9' x 30' Carpet	450.00	585.00		er linear ft. Color:		11.55
	ft. Custom-Cut Carpet - per sq. ft.	2.50	3.25	ft. 3'h Drape - p	er linear ft. Color:	6.25	8.75
	ft. Carpet Padding - per sq. ft.	1.25	1.30		y Green - Hunter Green - Gold - White	<b>:</b>	
	ft. Visqueen Covering - per sq. ft.	.75	.65	Black - Burgundy - Silv	ver - Teal - Beige - Plum - Peach		
	ft. Additional Taping - per linear ft.	.95	1.33	CUP TOT	'A1 ¢		
	red: (If no color is selected, silver will be prov	ided.)			AL\$		
	∕al Blue   □ Kelly Green   □ Hunter Green   □ Gold			6.5% Sales	· -		_
☐ Silver ☐ Ch	narcoal 🖵 Black 🖵 Brown 🖵 Plum			тот	AL\$		_
to qualify for to the terms	POLICY: We require your credit card at a Discount Rates. Payment may be mad and conditions as set forth in the enclos accompany your order.	e by check	drawn on a	U.S. Funds Account, Maste	erCard, VISA or American E	xpress, and d signed Au	d is subject
NAME OF	EVENT INFORMS Annua	ıl Meeti	ng			T LEAGE TT	CONTRINCT
NAME OF	FIRM				BOOTH NO		
0405.05							
CARE OF	(If Other Than Exhibiting Firm)						
ADDRESS							
VDDUE99	(Street)	(P. O. Box)		(City)	(State)	(Zip)	
ORDERE	, ,	. ,		X	. ,	,	
J	(Please Type or Print)			(Signature)			
PHONE (	)			D	ATE		

### **Color Chart**

No custom drape colors. Back wall drape and side dividers must be show colors.

### **Drape Colors**



#### **Table Skirt Colors**



### **Carpet Colors**







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 CUSTOM BOOTH RENTAL

Deadline Date For Return of This Form October 4, 2019

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	No Shipping Costs! No Drayage! Turn Ready When You Arrive! Installation	
CONPANY NAME	Quantity	Rates
Hard Backwall - 10'w x 8'h	Package No. 1	\$ 1,850.00
Hard Wing Walls - 19"d x 8'h	Package No. 2	2,100.00
• Header (blank*) - 8'w x 1'h	Package No. 3	2,400.00
• Carpet		2,400.00
Two Stem Lights	Custom Graphics for Headers:	
	Black Copy on White	200.00
*To order header graphics see "Custom Graphics for Headers".	Color Print with Logo	250.00
	Backlit Transparency	350.00
Package No. 2	Header Copy To Read:	
COMPANY	Options:	
Hard Backwall - 10'w x 8'h	Counter - 19"d x 19"w x 42"h	275.00
Hard Wing Walls - 19"d x 8'h	Counter - 19"d x 38"w x 42"h	350.00
• Header (blank*) - 8'w x 1'h	Counter - 19"d x 76"w x 42"h	425.00
• Carpet	Backwall shelf - 1'd x 6'w (white only)	100.00
Two Stem Lights     One Country 10"d v 20" v 40"b	Add doors to counters	150.00
One Counter - 19"d x 38"w x 42"h	(Doors not available for 19"d x 19"w cou	unter.)
*To order header graphics see "Custom Graphics for Headers".	, ,	,
	Add Custom Graphics to Counters:	
Package No. 3	<u> </u>	300.00
	Counter - 19"d x 76"w x 42"h	400.00
COMPANY	Wall & Counter Color Preferred:	
	☐ White ☐ Gray ☐ Black ☐ Blue	
Hard Backwall - 10'w x 8'h	Cornet Color Professed: //f me color is colored silvery	ا لم ما النب
Hard Wing Walls - 19"d x 8"h  Hard Wing Walls - 19"d x 8"h  Hard Wing Walls - 19"d x 8"h	Carpet Color Preferred: (If no color is selected, silver v  □ Red □ Royal Blue □ Kelly Green □ Hunter Green □ Silver □	
Header (blank*) - 8'w x 1'h  Connet	Theu Though blue Then been Thouse the Silver C	- Ciluicoui - Biuci
<ul><li>Carpet</li><li>Two Stem Lights</li></ul>	SUB TOTAL \$	
• Two Counters - 19"d x 19"w x 42"h		
	6.5% Sales Tax \$	
*To order header graphics see "Custom Graphics for Headers".		
PAYMENT POLICY: We require your credit card authorization to be on file Payment may be made by check drawn on a U.S. Funds Account, MasterCa as set forth in the enclosed "Payment Policy & Credit Card Charge Authoriza your order.	ard, VISA or American Express, and is subject to the terms a	and conditions
	PLEASI	E TYPE OR PRINT
NAME OF EVENT INFORMS Annual Meeting		



Lettering Color:

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 4, 2019

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" 20" x 60"		71.50	100.10	
(White Only)		117.25	164.15	
40" x 60" (White Only)		148.50	207.90	

#### **ADDITIONAL SERVICES AVAILABLE:**

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

					/" X 11"	
	Quantity	Discount Rates	Standard Rates	TOTAL	7" x 22" 7" x 44" 11" x 14"	
Over 10 Words		\$ 2.75 per word	\$ 3.85	\$	14" x 22"	
Colored Showcard Change in		8.25 per sign	11.55		14" x 44" 22" x 28" 24" x 36" 20" x 60"	
Color of Copy		8.25 per change	11.55		40" x 60"	
Easel Back on Sign		5.25 per sign	7.35		Other Size Signage Banners	
Weather Protection		15.00 per sq. ft.	21.00			IOOSE
Logo Sign		Quoted on Request			☐ Vertical	Hori
Banner		Quoted on Request			Background Co	olor:
_	OOSE	YOUR STYLE		.OR:	Lettering Color:	e sign cop
Background Color	r:	_				SUB TO

#### **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

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.	

Banners	16.25/sq.ft.	22.75/sq.ft.	
CHOOSE YO	OUR STYLE A		
Background Color:			
Lettering Color:			pages.
SUB TOTAL 6.5% Sales Tar 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.

orm must accompany your or	rder.			
				PLEASE TYPE OR PRINT
NAME OF EVENT	FORMS Annual Meeting			
NAME OF FIRM			BOOTH NO	
CARE OF(If Other Than Exhibit	ting 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

Phone: 336-315-5225

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

Fax: 336-315-5220

## ORDER FORM FOR CUSTOM SIGNS & GRAPHICS

Deadline Date For Discount Rates October 4, 2019

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

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

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

## ORDER FORM FOR CLEANING SERVICES

Deadline Date For Return of This Form October 4, 2019

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
DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter.	\$ .50 per sq. ft. per day
ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show.	.55 per sq. ft.
ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1	,000 sq. ft50 per sq. ft.
ONCE - Shampoo before initial opening of the show.	1.00 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) to the opening of the show each day. There will be an additional charge for cleaning carpets that are subject 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 order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Expterms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form Authorization Form must accompany your order.	ress, and is subject to the
	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)  ORDERED BY	(Zip)
(Please Type or Print) (Signature)	
PHONE ( ) DATE	



PHONE (\_\_\_\_\_) \_

Mailing Address P.O. Box 49837

Street Address 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 4, 2019

Mail one copy to us at the address above.	Retain a copy for your	files.	PLEASE TY	PE OR PRINT	
RATES:					
Straight Time\$ 80.00/HR 8:00 AM to 4:30 PM, Monday through Friday		\$ 120.00/HR Monday through Friday Saturday and Sunday	Doubletime 12:00 AM to 8:00 and all Holidays		
— RATES ARE F	PER MAN PER HOUR	— ONE HOUR MINIM	UM PER MAN —		
	PLEASE INDICATE	SERVICE DESIRED:			
☐ PLAN A - SUPERVISION BY HOLLINS					
This plan is offered to have your exhibit set pr by HOLLINS. Specially trained craftsmen per bill, with a minimum of one (1) hour on install	form the work on straight lation and one (1) hour o	time where possible. <i>The c</i> on dismantle.	charge for this servic		
To complete your exhibit to your satisf		_			
Total No. of: Crates					
Carpet:  With Exhibit  Ordered from	HOLLINS	Color	S	ize	
Set-Up Plan/Photo: Attached Please provide an emergency contact: N					
Return shipping instructions are as follows:					
Ship to:		Via: ☐ Common Ca — ☐ Other	arrier 🔲 Air Fre	•	
		_ ☐ Prepaid			
Please Note: HOLLINS will not be responsible for	or materials improperly pa	_ '			
set-up time is to begin later in the day.  It is important that you check in at the HOLLII upon completion of work. All work to be done men will be assigned until you check in at the lift you fail to pick up men at time ordered, a Ol received by 11:00 AM prior to the day labor is a set of the day labor is a set.	e under your supervision of HOLLINS Service Desk.  NE HOUR PER MAN NO-	or the supervision of your re	epresentative. If no d	ate and time is	s indicated, no
No. of Men Approx. Hrs.	Rate	PLAN B	SUPERVISION		PLAN A
NSTALLATION X	X \$	= \$ +		=	\$
DISMANTLE	\$	\$	\$		\$
		TOTAL \$		TOTAL	\$
Date Start T	ime	DISMANTLE	Date	Start Time	<u>e</u>
PAYMENT POLICY: We require your credit can may be made by check drawn on a U.S. Funds A in the enclosed "Payment Policy & Credit Card C	ccount, MasterCard, VISA harge Authorization Form	or American Express, and	is subject to the term	s and conditions	ns as set forth
			POOTU N	VIO	
NAME OF FIRM			BOOTH N	۷O	
CARE OF(If Other Than Exhibiting Firm)					
ADDRESS					
(Street)	(P. O. Box)	(City)	(State)	(Zi <sub>l</sub>	p)
ORDERED BY(Please Type or Print)		(Signature)			

DATE \_



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

Phone: 336-315-5225 Fax

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

Fax: 336-315-5220

# INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR NOTICE

### NOTIFICATION DEADLINE: Friday, September 27, 2019

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.
- 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.
- 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 AF	PPOINTED CONTRACTOR
Name of Event	PLEASE TYPE OR PRINT
Exhibiting Firm	Booth No
Authorized Name and Title	
Full Name of Exhibitor Appointed Contractor	
Complete Address	
City, State	Zip Code
Phone Number	Fax Number
Exhibitor Appointed Contractor "Show Site" Representa	tive
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 c/o KMG/Crane** 

18770 80th Place South

Kent, WA 98032

# DO NOT SHIP ADVANCE FREIGHT TO THE WASHINGTON CONVENTION CENTER

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

Any and all freight received by The Washington Convention 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, October 19, 2019, at 12:00 PM for you to begin set-up.



Mailing Address P.O. Box 49837 Greensboro, NC 27419 Street Address 121 North Chimney Rock Rd. Greensboro, NC 27409 MATERIAL HANDLING
RATE SCHEDULE

SHIPPING INSTRUCTIONS

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

#### ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm's Name and Booth Number)

FOR: INFORMS Annual Meeting

C/O: HOLLINS EXPOSTION SERVICES
UPS Freight c/o KMG/Crane
18770 80th Place South

Kent. WA 98032

Deadline for receiving advance shipments at warehouse:
October 15, 2019

#### ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (Your Firm's Name and Booth Number)

FOR: INFORMS Annual Meeting

C/O: HOLLINS EXPOSITION SERVICES

The Washington State Convention Center

705 Pike Street Seattle, WA 98101

Shipments to show site will not be accepted prior to: October 19, 2019

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..........

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$ 127.00 per 100 lb.	200 lbs.
\$ 137.00 per 100 lb.	200 lbs.

#### VAN LINE, POV/COMPANY, SPECIALIZED CARRIER - ADVANCE WAREHOUSE AND SHOW SITE

#### (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**

\$ 137.00 per 100 lb.	200 lbs.
\$ 137.00 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.) Plus a \$100 processing fee. ~ \$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

\$35.00 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 Greensboro, NC 27409

Street Address 121 North Chimney Rock Rd.

**ORDER FORM FOR ESTIMATED MATERIAL HANDLING** 

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

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 F	ROM: (Cit	y)		(S	tate)
DATE SHIP	PED:		ESTIMATED [	DATE OF ARRIVAL:	
Attach sepa	arate Orde	er Forms for	multiple shipments.		
		OUTBO	OUND SHIPPING	INFORMATION	
A "bill of lading"	for all OUT	BOUND SHIP	MENTS must be complete	ted and turned in at the HOL	LINS Service Desk.
DO NOT LEAVE	YOUR "BIL	L OF LADING	" AT YOUR BOOTH!		
In the event of "h	oill of lading	" io not turnod	in at the HOLLING Consi	ce Desk, the unidentifiable s	hipmont will be discorded
iii tile evelit a k	on lading	is not turned	III at the HOLLING Servi	ce Desk, the unidentifiable s	Tilpment will be discarded
accompany your or	der. Payment tions as set fo	may be made by rth in the enclosed	check drawn on a U.S. Funds	orization to be on file with HOL Account, MasterCard, VISA or Am rd Charge Authorization Form". Co	nerican Express, and is subject t
	PLE/	ASE FILL OUT	THE INFORMATION BE	ELOW ON EACH ORDER F	ORM
I have read and under and by my signature				nedule" as well as the "Material Han	dling Limits of Liability" documen
and by my dignature	bolow agree	to the conditions			PLEASE TYPE OR PRIN
NAME OF EVEN	IT INFO	RMS Annua	al Meeting		
NAME OF FIRM	l			BOO	TH NO
CARE OF					
ADDRESS	er Than Exhibiting F	Firm)			
(Stre	eet)		(P. O. Box)	(City) (S	tate) (Zip)
ORDERED BY _	(Please Type or Pr	,		(Signature)	
PHONE (	)			DATE	



# RUSH

DO NOT DELAY

**DEADLINE DATE: October 15, 2019** 

UPS Fre	(Name of Exhibiting Company) S EXPOSITION SERVICES ight c/o KMG/Crane Oth Place South A 98032
WAF	REHOUSE
EVENT:	INFORMS Annual Meeting
BOOTH NO.	NOOFPCS.
CARRIER:	
R	OLLINS SITION SERVICES  USH OTDELAY DATE: October 15, 2019
TO:	
	(Name of Exhibiting Company)  S EXPOSITION SERVICES ight c/o KMG/Crane

18770 80th Place South

WAREHOUSE

BOOTH NO. NO. OF PCS.

**INFORMS Annual Meeting** 

Kent, WA 98032

**EVENT:** 

CARRIER:

HOLLINS
EXPOSITION SERVICES

# RUSH

DONOT DELAY

DEADLINE DATE: October 15, 2019

TO:	
	(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
UPS Freight c/o KMG/Crane
18770 80th Place South
Kent, WA 98032

### **WAREHOUSE**

EVENT:	INFORMS Annual Meeting		
BOOTH NO	NO	OF	PCS
CARRIER:			



# RUSH

DO NOT DELAY

**DEADLINE DATE: October 15, 2019** 

TO:	
	(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES UPS Freight c/o KMG/Crane 18770 80th Place South Kent, WA 98032

### **WAREHOUSE**

EVENT:	INFORMS Annual Meeting			
BOOTH NO		_NO	OF	_PCS.
CARRIER:				



# RUSH

DO NOT DELAY

CANNOT ARRIVE BEFORE: October 19, 2019

TO:	
	(Name of Exhibiting Company)
7 7	HOLLINS EXPOSITION SERVICES  The Washington State Convention Center  705 Pike Street Seattle, WA 98101
	SHOW SITE
EVENT:	INFORMS Annual Meeting
воотн	I NONOOFPCS.
CARRIE	ER:
	RUSHOLINS EXPOSITION SERVICES  O NOT DELAY OT ARRIVE BEFORE: October 19, 2019
TO: _	
	(Name of Exhibiting Company)
1	HOLLINS EXPOSITION SERVICES The Washington State Convention Center 705 Pike Street

Seattle, WA 98101

**EVENT:** 

CARRIER:

**SHOW SITE** 

BOOTH NO. NO. OF PCS.

**INFORMS Annual Meeting** 

HOLLINS
EXPOSITION SERVICES

# RUSH

DO NOT DELAY

CANNOT ARRIVE BEFORE: October 19, 2019

TO:	
	(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Washington State Convention Center
705 Pike Street
Seattle, WA 98101

### **SHOW SITE**

EVENT:	INFORMS Annual Meeting		
BOOTH NO	NO	OF	PCS
CARRIER:			



# RUSH

DO NOT DELAY

CANNOT ARRIVE BEFORE: October 19, 2019

TO:	
	(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
The Washington State Convention Center
705 Pike Street
Seattle, WA 98101

### **SHOW SITE**

EVENT:	INFORM	/IS Annua	l 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. WASHINGTON STATE CONVENTION CENTER

# **Priority Exhibitor Services**

### Priority Exhibitor Services only from WSCC - Online and Onsite.

#### **INFORMS 2019 Annual Meeting**

Advanced Order Deadline: Thursday, September 26

Order your facility services in one click! Visit our online Priority Exhibitor Services portal.

**CLICK HERE** 

#### WSCC SERVICE PARTNERS

Temporary Utilities - powered by EDLEN\* (electrical, air/water/drain)

Data & Telecom - provided by SmartCity\* (internet, WiFi, phones)

Catering - serviced by ARAMARK\*

#### PRIORITY EXHIBITOR SERVICES

- Advance online pricing
- Premier customer support
- Coordination of facility services
- · Onsite staffed service desk
- Post-event reporting of services
- Consolidated, detailed billing

#### **Your Service is Our Priority**

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination, WSCC offers an innovative ordering process—Priority Exhibitor Services.

Gone are the days of submitting multiple order forms and booth plans or managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your **Exhibitor Services Representative** to place your order<sup>†</sup>.

#### **Contact your Exhibitor Services Representative:**

exhibitor.services@wscc.com (206) 694-5015

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms<sup>†</sup>.

†Orders not placed online may result in a processing fee.

\*Exclusive partner



Links not working or inactive? Paste this URL into your browser to directly access your Priority Exhibitor Services portal:

www.wscc.com/exhibitorservices



#### ORDER INSTRUCTIONS



#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

#### COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

#### **Step 1** Complete the Method of Payment

This form must be completed and returned with the order forms below.

#### Step 2 Complete Utility Order Forms as Required

- A. Electrical/Lighting Order
- B. Plumbing Order

#### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by WSCC Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

#### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### **B. Plumbing Distribution**

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

#### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

#### **POWER DELIVERY**

**Power is typically delivered from the ceiling** in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' of floor space. Please call if you have any concerns.

#### **METHOD OF PAYMENT FORM**

#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

S	Exhibitor Services
	Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

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	Washington State Convention Center		FACILITY	/: \	<b>N</b> ashi	ngton S	State	Conve	ention	Cente	r			
4	Convention center		DATES:							EVENT	- #			
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4. ESTIMATE	D LABOR				AUTH	ORIZED	SIGNA	TUKE	ADUVE					
5. PLUMBING	3													

**SUB TOTAL** 

**TOTAL DUE** 

10.1% Sales Tax is due unless

authorized exemption accompanies order

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms and the Edlen General **Data Protection Regulation privacy policy.** 

TODAY'S DATE ABOVE

PRINT NAME ABOVE

### **ELECTRICAL ORDER FORM**



#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

	DATES:			EVENT #	#	
FOR YOUR CONV	ENIENCE PLACE YO	UR ORDER ONLI	INE AT WWW.	WSCC.COM	1	<u>_</u>
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	S Approximately 12	0V/208V A.C. 60	Cycle - Prices	are for entire	event
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or	120 VOLT	<b>QTY</b> Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
peninsula booths. If you require the outlet(s)	500 WATTS (5 AMPS)		120.00	180.00	216.00	
to be distributed to any other location(s), material and labor charges apply. There is a	1000 WATTS (10 AMPS)		150.00	225.00		
minimum charge of (1) hour for installatio and (1/2) hour for removal. Complete an	1500 WATTS (15 AMPS)		175.00	262.50		
return the Electrical Distribution Form along	2000 WATTS (20 AMPS)		205.00	307.50		
with a floor plan layout of your booth space indicating outlet location(s).	208 VOLT SINGLE PHAS					
g canet location (c).	20 AMPS		275.00	412.50	495.00	
ISLAND BOOTH DELIVERY -	30 AMPS		335.00	502.50		
ONE LOCATION Island booths that only need power delivered	60 AMPS		560.00	840.00	1008.00	
to one location incur (1) hour labor charge for	208 VOLT THREE PHAS	E				
installation & removal. Return a floor plan layout of your booth space indicating the	20 AMPS		435.00	652.50	783.00	
outlet location with measurements and	30 AMPS (Chain Motor Po	wer)	525.00	787.50	945.00	
orientation.	60 AMPS (1-ton motor po	wer)	810.00	1215.00	1458.00	
ISLAND BOOTH DELIVERY -	100 AMPS		1180.00	1770.00	2124.00	
MULTIPLE LOCATIONS Island booths that require power to be	200 AMPS		2350.00	3525.00	4230.00	
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, WSCC will deliver to the most convenient location. An additional charge to power up the booth may be assessed.	LIGHTS (Package pric	for information on an ing includes powe			nstall and ren	
208/480V POWER DELIVERY	PAR	CAN	735.00	1103.00	1320.00	
AND CONNECTIONS WSCC electricians must make all high voltage connections and disconnections on a time and material basis. Please complete the Electrical Booth Work Form to schedule your estimated connection time and return it with this order form.	LEKO LI	1000w quartz light)	790.00	1185.00	1420.00	
0.4.110.115 0.257.110.20	COLORED GEL (per light	<u> </u>	15.00	15.00	15.00	
24 HOUR SERVICES Electricity will be turned on within 30 minutes	BARN DOORS (per light)		20.00	20.00	20.00	
of show opening and off within 30 minutes of show closing, show days only. If you require	120V RENTAL MATER	IAL (Exhibitor must	pick up items at V	VSCC Service I	Desk on show	site)
power at any other time order 24 hour power at 1.5 times the outlet rate.	15' EXTENSION CORD		26.00	26.00	26.00	
OANGELLATIONS	POWER STRIP		26.00	26.00	26.00	
CANCELLATIONS  Credits will not be issued for services delivered and not used. See terms and conditions for additional details.	PLACE TOTAL HER	RE AND TRANSFER	R TO BOX 3 ON	MOP FORM		
Conditions for additional details.	PRINT NAME:					

**TERMS & CONDITIONS** I agree in placing this order that I have accepted WSCC's payment policy and the terms and conditions of contract.

EMAIL:

The "Method of Payment Form" must be completed and returned with this order form.

PHONE:

#### **ELECTRICAL LABOR INSTRUCTIONS**

S	Exhibitor Services
	Washington State Convention Center

#### Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

#### LABOR ORDERING INSTRUCTIONS

#### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by WSCC Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

#### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### Step 3 Return the following forms to WSCC Priority Exhibitor Services

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

#### **ELECTRICAL JURISDICTION**

#### **WORK REQUIRING WSCC ELECTRICIANS**

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under flooring or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

#### **POWER DELIVERY**

**Power is typically delivered from the ceiling** in exhibit halls in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1.5' floor space. Please call if you have any concerns.

#### LABOR RULES

#### STRAIGHT TIME

Monday-Friday 8am-4:30pm, excluding holidays

#### **OVERTIME/DOUBLE TIME**

Monday-Friday 4:30pm-9pm, and 6am-8am, and Saturday-Sunday from 6am-9pm is Overtime (time and a half). Double Time is charged from 9pm-6am

#### LIFT CHARGES

Lift charges will apply to for all overhead work such as: light installation overhead, power distribution overhead, hanging signs, etc. Lift cost does not include operator.

#### **ADDITIONAL INFORMATION**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to the WSCC Exhibitor Services Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per electrician for installation. Dismantle time will be calculated at 1/2 of the total installation time.

#### **ELECTRICAL DISTRIBUTION**

3	Exhibitor Services
-	Washington State Convention Center

#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

#### **ELECTRICAL DISTRIBUTION UNDER FLOORING**

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows WSCC the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. WSCC will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- 1. Provide an Electrical Layout Form:
  - A. The electrical layout must indicate each power outlet and its location with exact measurements.
  - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2.	What date will you begin building your booth?				
	A.	Date:	Time:		
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?					
	A.	Describe flooring:			
	B.	Estimated date and time flooring in	stallation will begin. Date:		Time:
4.	Shov	w site supervisor:			
	Nam	e	· · · · · · · · · · · · · · · · · · ·	_ Cell #	
	Ema			Company	

- 5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- **6.** In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RAT	DISTRIBUTION LABOR ESTIMATE				
Labor Minimums			ST	<b>RATE</b> \$116.00 \$173.00	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.		DT	\$231.00	
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM,	LIFT RENTAL			
	all day Saturday and Sunday	HOURS		RATE	TOTAL
Double Time	Every day, 9:00 PM—6:00 AM, and all holidays			3150.00	
<u>.</u>					

OF PAYMENT FORM	ESTIMATED TOTAL	
AUTHORIZATION		
PRINT NAME:	DATE:	

**ESTIMATED TOTAL** 

#### **ELECTRICAL BOOTH WORK**

#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

3	Exhibitor Services
	Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

#### **BOOTH LABOR REQUIREMENTS**

The date and times completed below assist WSCC in scheduling electrical manpower. These times and number of electricians are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to WSCC's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)						
Day	Date	Time	# Elec	Hrs. Each	Total —	
Connection of	High Voltage Servic	es (208V - 480V)				
Day	Date	Time	# Elec	Hrs. Each —	Total —	
Installation of	Booth Lighting					
Day	Date	Time	# Elec	Hrs. Each	Total	

#### OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Lift and labor charges may be assessed for overhead power and lighting.

#### LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 person crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE			
Labor Minimums  Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.		LABOR HRS	ST OT	<b>RATE</b> \$116.00 \$173.00	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.		DT	\$231.00	
Overtime	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM,	LIFT RENTAL			
Double Time	all day Saturday and Sunday  Every day, 9:00 PM—6:00 AM, and all holidays	HOURS	,	<b>RATE</b> \$150.00	TOTAL

TRANSFER ESTIMATED TOTAL	. TO	BOX #	<b>#4 ON</b>	THE	METH	<b>IOD</b>
OF PAYMENT FORM						

**ESTIMATED TOTAL** 

1	AUTHORIZATION

#### **ELECTRICAL LAYOUT FORM**

#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

3	Exhibitor Services
	Washington State Convention Center

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

Adjacent Booth or Aisle #

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

#### POWER ORIGINATES FROM THE CEILING IN THIS VENUE

Power is dropped from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	◆ = 10amp/1000 watt ★ = 15amp/1500 watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt

Adjacent Booth or Aisle # \_\_\_\_\_

						 _			

Adjacent Booth or Aisle #

#### PLUMBING ORDER FORM



#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	Center	
DATES:		EVENT#	

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM **IMPORTANT NOTES UTILITY SERVICES** Advance Regular **Onsite Total** ADDITIONAL CONNECTIONS If you have more than one machine or COMPRESSED AIR: 90-100 LBS. Psi multiple connections on a machine, you must order an additional connection for 435.00 653.00 653.00 Air Outlet (call for a quote for 24-hour Air) each machine or connection within 20 feet of the outlet ordered. Otherwise 225.00 150.00 225.00 Additional Connections within 20' of Outlet you must order another outlet. **AIR LINE RESPONSIBILITIES** CFM REQUIREMENTS—CFM must be ordered with air services — see Plumbing Terms & Conditions pg 12 WSCC is not responsible for moisture. oil, or water in air lines, loss of flow, or CFM (5 CFM minimum charge per outlet/connection) Multiply total 11.25 11.25 11.25 increase in pressure in line to CFM required by listed rate for the total CFM charge: equipment. Exhibitor should supply their own filters, driers, or other equipment WATER LINES (WSCC is not responsible for sediment or the color or taste of the water.) as needed. No compressors are permitted other than those supplied by Water Outlet 375.00 563.00 563.00 WSCC unless they are a fixed part of your machine. Additional Connections within 20' of Outlet 300.00 200.00 300.00 **WATER PRESSURE** # of connections required: Size of connection: Pressure may vary. No guarantee can be made to minimum or maximum PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_ pressures. If pressure is critical, the Exhibitor should arrange to have a **DRAIN LINES** pressure regulator valve or pump installed. WSCC is not responsible for sediment, color or taste of water. 563.00 **Drain Outlet** 375.00 563.00 **WASTE WATER** Additional Connections within 20' of Outlet 200.00 300.00 300.00 If waste water from your drain contains hazardous materials, chemicals or metals, WSCC cannot drain it. Number of connections required: Size of connection required: **LABOR NOTES** FILL & DRAIN LABOR (WSCC is not responsible for sediment or the color of water) **OUTLET DELIVERY** 1 - 50 Gallons 180.00 270.00 270.00 There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove 51 - 200 Gallons 675.00 450.00 675.00 each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in 201 - 500 Gallons 510.00 765.00 765.00 island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift Each additional 100 Gallons up to 1.000 Gallons 37.50 56.25 56.25 charge for installation and 1 hour for removal will apply. LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets) **OUTLET DISTRIBUTION** Labor is required for all air, water, & drain lines, as well as distribution of Once outlets have been delivered, the ramping and/or distribution of services services in your booth space or overhead. Complete the Plumbing on the floor will be done on a time and Distribution form and include it with your order. material basis. A minimum 1 hour labor charge for installation and 1/2 hour for GAS & MISC. REQUIREMENTS (Call for a Quote) removal will apply. **OUTLET CONNECTIONS** Connection to exhibitor equipment is included in the cost of the service. PLACE TOTAL HERE AND TRANSFER TO BOX 5 ON MOP FORM Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without PRINT NAME: WSCC plumbers. **TERMS & CONDITIONS**

PHONE:

The "Method of Payment" form must be completed and returned with this order form

EMAIL:

V 12.19.18

I agree in placing this order that I have accepted WSCC's payment policy and

the terms and conditions of contract.

#### PLUMBING DISTRIBUTION



#### **Advance Payment Deadline Date: 21 Days Prior to Move-In**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.WSCC.COM

#### PLUMBING JURISDICTION

The work described below falls within the jurisdiction of WSCC Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

Delivery of Air, Water and Fill & Drain lines

- · Installation of lines delivered from overhead
- · Distribution of Air, Water & Drain lines under carpet

#### 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

#### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

#### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

#### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

- A. Island Booths need to provide the following information:
  - The plumbing layout must indicate each outlet and its location with exact measurements.
  - 2. Each location should indicate the type of service. All air locations must include CFM requirements.
  - 3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - 4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.
- B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C.	Date you will begin building your booth:	Estimated time: _	
D.	Will you be utilizing any specialty floor covering other than carpet, such as vinyl or v	wood?	
	Describe flooring:		
E.	What time do you estimate needing the physical connection to your equipment? Do	ate:	Time:
F.	Show site supervisor:C	ompany:	
	Cell #: Email:		

G. This information allows WSCC the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. WSCC will make every attempt to complete the work prior to your arrival.

LABOR EST	IMATE			WORK RATE SCHEDULE					
LABOR HRS		RATE	TOTAL	ST	Monday - Friday, 8:00 AM - 4:30 PM, except holidays.				
	ST			ОТ	Monday - Friday 4:30 PM - 9 PM and 6 AM—8 AM, all day Saturday and Sunday				
	OT	\$173.00			day Salurday and Sunday				
	-	•		DT	Every day, 9:00 PM—6:00 AM, and all holidays				
	DT	\$231.00			Trony day, 5.55 mm cross run, and an nondays				
_		_		ALITUS	DIZATION				

**ESTIMATED TOTAL** 

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

	AUTHORIZATION
i	PRINT NAME:
	DATE:

#### PLUMBING LAYOUT



#### Advance Payment Deadline Date: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Washington State Convention	n Center	
DATES:		EVENT#	

**Adjacent Booth or Aisle** 

Go to the exhibitors tab at <a href="https://www.edlen.com">www.edlen.com</a> for an exact grid to match your booth space.

#### PLUMBING SERVICES ORIGINATE FROM THE CEILING IN THIS VENUE

Air and water services are delivered from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. Drains are in limited floor ports—contact Exhibitor Services to find out if drains are available in your location We cannot cross aisles with drains. (See T&C page 12 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND	
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point	
Inline	Square = Ft	W = Water	<b>A</b> = Air
Peninsula	Total Square Footage =	<b>D</b> = Drain	<b>AC</b> = Addt'l connection

Adjacent Booth or Aisle #

			-							

Adjacent Booth or Aisle #

V 12.19.13

Adjacent Booth or Aisle #



#### **WSCC Electrical Distribution Service Delivery Terms and Conditions**

- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date of a minimum of 21 days prior to move-in for advance payment rates to apply. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. Orders received onsite will be charged the onsite rate. A purchase order or photocopied checks are not considered valid forms of payment for securing advanced rate.
- 2. In the event order totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to multiple outlet locations regardless of booth type requires labor and is performed on a time and material basis; these secondary charges will be billed once work is completed. Exhibitors are invited to contact the local WSCC office to discuss any additional costs that may be incurred.
- 5. A separate outlet must be ordered for each location where an electrical service is required. The minimum amount of power that can be ordered for any one location is 5 amps or 500 watts. Power must be ordered according to peak amperage ratings.
- 6. Island Booths If a floor plan showing main power location is not submitted to WSCC prior to our first move-in date, WSCC will deliver the power to the most convenient location. Island Booth installations are done on a time and material basis. For Island Booths that require distribution to more than one location, there is a minimum labor charge of one hour for installation and a half hour, or half the time to install, for removal plus material. There is a one hour minimum installation charge for Island Booths that only require delivery to one location.
- 7. Labor rates are based on current IBEW wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 8. In the event overhead services cannot be reached via catwalks in the convention hall lift, operator, and electrical labor charges will apply. Please contact our local office to discuss any additional charges.
- 9. Only WSCC employees/contractors are authorized to install or run any power, air, or water services under floor coverings, and are assumed to have permission from the exhibitor should a cut need to be made to safely install utility services.
- 10. WSCC designated electrical contractor (EDLEN) is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the venue including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of WSCC. It shall be removed only by WSCC employees/contractors. Materials removed by the exhibitors will be charged to the card on file.
- 11. Any extension cords or power strips ordered on the front of this form should be picked up at the WSCC service desk. Credit will not be not issued for unused items or services.
- 12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through WSCC.
- 13. All equipment regardless of source of power, must comply with federal, state and local codes. WSCC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WSCC is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16. Car batteries and other fuel cell type batteries are not permitted to be connected on the show floor.
- 17. Power may be disconnected from any booth that has not paid for the service. Disconnected services may be restored by paying at the onsite service desk.
- 18. No exhibitor is permitted to split up or distribute power from a high voltage service.
- 19. The WSCC has designated Edlen Electrical of Washington as the exclusive provider and installer of electrical services. Edlen is a licensed and bonded electrical contractor in the State of Washington. The WSCC acts as a fiscal agent for Edlen in providing electrical services to event clients and their attendees at WSCC.
- 20. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <a href="https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf">https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</a>

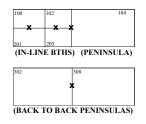


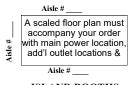
#### **WSCC Plumbing Service Delivery Terms and Conditions**

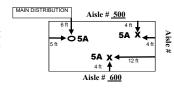
- 1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event move-in for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event move-in will be charged the regular rate. Orders received during or after move-in will be charged the onsite rate. A few select events require a longer lead time for best pricing, please consult your exhibitor information or contact exhibitor services.
- 2. In the event that totals are calculated incorrectly, WSCC reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 3. All services will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. WSCC will make every attempt to deliver these services to a location convenient to the exhibitor if a floor plan is not received with order.
- 4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
- 5. Additional footage charges apply when the exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors' equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact WSCC to discuss any potential additional costs.
- 8. WSCC's plumbers or the exclusive plumbing contractor (EDLEN) is to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without WSCC plumbers.
- 9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard air lines terminate with a 1/4" snap-in quick release.
- 10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 12. Unless otherwise directed, WSCC personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 14. For safety reasons, WSCC does not allow plumbing drain pipes to be run across any publically accessed aisle space.
- 15. Natural Gas "when available" is not regulated by WSCC and is at the facility pressure (4oz.). Call for price quote when available.
- 16. Compressed gas is regulated by local fire code and must be approved.
- 17. All equipment using water must have inlet and outlet properly tagged.
- 18. All equipment must comply with state and local codes.
- 19. WSCC will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. WSCC must have 30 days' notice in order to supply special regulators, strainers, etc.
- 20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions. Credit will not be given for outlets installed or connections made and not used.

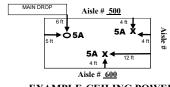
#### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall









ISLAND BOOTHS EXAMPLE-FLOOR POWER





#### **WSCC Financial Terms and Conditions and Limits of Liability**

- 1. The Licensor (WSCC) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensors Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.
- 2. Licensor (WSCC) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.
- 3. Licensor (WSCC) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water , Drain, telecommunication and Internet services. Licensor (WSCC) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.
- 4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.
- 5. Online ordering for all services is the preferred and recommended method for ordering services. A \$25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.
- 6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed. Services may be interrupted if payment is not received.
- 7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.
- 8. Online orders are generally due 21 days prior to the show move-in date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.
- 9. WSCC accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: WSCC.
- 10. There will be a \$25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a \$25.00 processing fee.
- 11. All services are subject to sales tax (currently 10.1%). Resale certificates are not acceptable for tax exemption.
- 12. Due to the cost of processing checks, any refunds due in the amount of \$50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.
- 13. Any unpaid balance after close of show will incur a 1.5% / month service charge.
- 14. Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.
- 15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used. Services may be interrupted if payment for services is not received.
- 16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WSCC Exhibitor Services Manager within 21 calendar days prior to show opening.
- 17. Exhibitor/Licensee holds WSCC and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond WSCC's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay WSCC its attorney fees or applicable agency fees.
- 19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event. Any disputed charges for services will not be considered without a record of the complaint being received in writing to <a href="mailto:exhibitor.services@wscc.com">exhibitor.services@wscc.com</a> prior to the scheduled end of the event.
- 20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and declined credit cards.
- 21. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions
- 22. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- 23. Prices are based upon current rates and are subject to change without notice. Utility Services provided by Edlen; managed by WSCC

#### **INFORMS Exhibitor Order Form**

Fax: (513) 641-3200



# Annual Meeting October 20-23, 2019 Washington State Convention Center Seattle, Washington



-		July rate			
Video Equipment	By - 10/10	Standard Rate	Qty	Number of Days	Show Total
32" LED HD Monitor (HDMI & Computer inputs)	\$100	\$125	X	X3	
42" LED HD Monitor (HDMI & Computer inputs)	\$200	\$250	Х	X3	
50" LED HD Monitor (HDMI & Computer inputs)	\$300	\$350	Х	X3	
6o" LED HD Monitor (HDMI & Computer inputs)	\$400	\$450	Х	X3	
DVD Player	\$50	\$75	Х	X3	
Monitor Pole stand	\$50	\$75	Х	X3	
Skirted Cart 54" 48" 34"	\$30	\$40	Χ	X3	
Computer Equipment					
19-20" Flat panel LED monitor	\$50	\$60	Χ	X3	
23" - 24" Flat panel LED monitor	\$60	\$75	X	X3	
Computer Speakers	\$25	\$40	Χ	X3	
Lenovo i5 Notebook 4gb DVDRW	\$100	\$150	Χ	X3	
Laser Printer	\$100	\$125	Х	X3	
Miscellaneous					
3500 lumen LCD Projector	\$150	\$200	Х	X3	
8o' Insta-Theatre Exhibit Screen	\$40	\$50	Χ	X3	
AV Cart Skirted w/ Power 54" 48" 34"	\$30	\$40	Χ	X3	
Flipchart	\$25	\$35	Χ	X3	
Other	\$	\$	Χ	X3	
Order Instructions:	Subtotal				
<ul> <li>Cancellations less than 48 hour notice will be charged 50% of show total</li> </ul>	**(Basic	\$20			
*Tax will be charged on all orders without Tax exempt form	*Tax				
Must be present when equipment is delivered.	(Additional Labor per Quote) Labor				
<ul> <li>This is a small sampling of equipment. Please call with additional needs.</li> </ul>	TOTAL				

**Required Customer & Delivery Information** 

Complete payment must accompany order.	Company Name					
Please check one:	Onsite Contact Name					
Check Enclosed Visa Mastercard	Address					
American Express Discover	City					
Name on credit card	Phone Fax					
Credit card number	Booth No Room Name					
Exp. Date	Onsite Contact Cell					
	Onsite Contact Email					
Authorized Signature	Delivery Date Time					
Date	Pickup Date Time					
	Delivery Signature					

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