



# SHOW INFORMATION

HAMPTON ROADS ENGINEERING & FACILITY  
MAINTENANCE SHOW  
VA BEACH CONV. CTR., VA BEACH, VA  
MAY 8, 2019

## BOOTH PROVISIONS

The following will be provided per each (10'x10') booth:

- 8' high backdrops / 3' high siderails
- (1) 6' x 2' x 29" high draped table
- (2) chairs
- (1) wastebasket with liner
- (1) 7" x 44" booth identification sign

Show Colors: Blue (royal), White, Hunter Green

## EXHIBIT HALL SCHEDULE

Exhibitor Move-In:	Tuesday, May 7, 2019	12:00 noon - 6:00 pm
	Wednesday, May 8, 2019	7:00 am - 8:00 am

**\*Please note: ALL exhibits must be "Show Ready" by 8:00 am on Wed. 5/8/19**

Show Hours:	Wednesday, May 8, 2019	9:00 am - 2:00 pm
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Exhibitor Move-Out:	Wednesday, May 8, 2019	2:00 pm - 6:00 pm
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**\*Please note: ALL exhibits must be removed by 6:00 pm on Wed. 5/8/19**

## SHIPPING INFORMATION

### ADVANCE SHIPMENTS

Your Company Name Booth # \_\_\_\_\_  
Hampton Roads Engineering & Facility  
Maintenance Show  
c/o Exhibits, Inc.  
5770 Thurston Ave., Suite 106  
Virginia Beach, VA 23455

### DIRECT SHIPMENTS

Your Company Name Booth # \_\_\_\_\_  
Hampton Roads Engineering & Facility  
Maintenance Show  
Virginia Beach Convention Center - Hall A  
c/o Exhibits, Inc.  
1000 19th Street  
Virginia Beach, VA 23451

**Advance Shipments** will be received at the Exhibits, Inc. warehouse up to 30 days prior to the event. All shipments must be crated, boxed or skidded. All advance shipments must be received at the warehouse no later than **Wednesday, May 8, 2019**. Shipments are received Monday - Friday during the hours of 8:30am - 4:30pm. **You MUST complete & return the drayage & material handling form to Exhibits, Inc. prior to your freight's arrival!** Failure to do so, may result in additional drayage fees.

**Direct Shipments** will only be received on exhibitor set-up days/times listed above. Shipments that arrive prior to or after the above dates/times may be refused. Please make shipping arrangements accordingly.

## RENTAL ADVANCE PRICES & SALES TAX

**Rental - Advance Prices** : In order to receive the advance discount prices for Exhibits, Inc. services, all applicable forms must be submitted/received by Tuesday, **April 30, 2019** (one week prior to event).

**Virginia Sales Tax** : A 6% Virginia State Sales Tax will be applied to all rentals & materials ordered. If your company or organization is Tax Exempt, all orders must be accompanied by a copy of your Tax Exempt Certificate. If this is not received, Sales Tax must be applied.

**Questions & Adjustments** : All on-site questions and concerns regarding orders must be addressed at the Exhibits, Inc. service desk during exhibitor set-up times. Every effort will be made to resolve the issue. Credits or adjustments WILL NOT be made after the close of the show. Please note that some rental items & labor requests are subject to cancellation fees.

We look forward to being of service to you and assure you of our full cooperation in all matters pertaining to this event. If you have any questions regarding the enclosed information or need assistance in planning, please contact us at:

Exhibits, Inc. - 800.418.2286 (Phone) / 804.788.0186 (Fax)





# EXHIBITS, INC.

2505 Glen Center Street  
 Richmond, VA 23223  
 Phone (804) 788-4400  
 Fax (804) 788-0186

Send completed form by fax or email to  
 customer\_service@xhibitsinc.com.

# RENTAL ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
 PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
 FORM AND RETURN WITH YOUR ORDER**

### CANCELLATION POLICY:

Items cancelled after move-in begins  
 will be charged 50% of original price.



2/2019

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

PLEASE NOTE: IF EXHIBIT AREA IS CARPETED - ONLY ORDER IF  
 YOU PREFER A SOLID COLOR LISTED BELOW!

### CARPET

Qty.		Advance Price	Show Price	Amount
_____	10'x 10' Carpet	\$149.00	\$177.00	_____
_____	10'x 20' Carpet	\$289.00	\$353.00	_____
_____	10'x 30' Carpet	\$433.00	\$529.00	_____
_____	_____ft. x _____ft. Carpet	3.00/sq.ft.	4.50/sq.ft.	_____
_____	_____ft. x _____ft. Carpet Padding	.80/sq.ft.	1.00/sq.ft.	_____

#### Carpet Colors

- Red  Blue  Hunter Green  Gold  
 Burgundy  Grey  Black

### SEATING

_____	Upholstered Arm Chair	\$60.00	\$75.00	_____
_____	Upholstered Side Chair	\$56.00	\$67.00	_____
_____	Molded Plastic Side Chair	\$49.00	\$58.00	_____
_____	Molded Plastic Folding Chair	\$35.00	\$40.00	_____
_____	High Back Stool	\$56.00	\$60.00	_____
_____	High Stool	\$30.00	\$40.00	_____

### ACCESSORIES

_____	Waste Basket with Liner	\$23.00	\$29.00	_____
_____	Floor Easel	\$35.00	\$40.00	_____
_____	Chrome Stanchions	\$49.00	\$60.00	_____
_____	8 Ft. Red Velour Ropes	\$39.00	\$49.00	_____
_____	22"x 28" Chrome Sign Holder	\$67.00	\$87.00	_____

### DISPLAY PANELS

_____	4'x 8' Grey Cloth Display Panel	\$155.00	\$198.00	_____
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### TABLE WITH DRAPE

Qty.		Advance Price	Show Price	Amount
_____	4'x 2' Standard 30" High	\$84.00	\$104.00	_____
_____	6'x 2' Standard 30" High	\$96.00	\$117.00	_____
_____	8'x 2' Standard 30" High	\$107.00	\$133.00	_____
_____	4'x 2' Raised 42" High	\$107.00	\$133.00	_____
_____	6'x 2' Raised 42" High	\$120.00	\$150.00	_____
_____	8'x 2' Raised 42" High	\$132.00	\$162.00	_____

Draped tables include vinyl top and pleated skirt on three sides.

#### Drape Colors

- Red  White  Blue  Hunter Green  Plum  Expo Green  
 Gold  Black  Grey  Burgundy  Teal  Beige

### FOURTH SIDE TABLE DRAPE

_____	30" High Table	\$21.00	\$41.00	_____
_____	42" High Table	\$27.00	\$48.00	_____

### ROUND TABLES & LINENS

_____	4' Round Table	\$60.00	\$73.00	_____
_____	5' Round Table	\$72.00	\$88.00	_____
_____	24" Round Pedestal Table	\$45.00	\$54.00	_____
_____	90" Round White Table Linen	\$38.00	\$57.00	_____

Round Tables do not come with a linen unless a linen is ordered.

### TABLE TOP RISERS & DRAPING

_____	4'x 1'x 12" Table Top Riser	\$23.00	\$31.00	_____
_____	4'x 1'x 12" Riser / Draped	\$49.00	\$60.00	_____
_____	6'x 1'x 12" Table Top Riser	\$38.00	\$45.00	_____
_____	6'x 1'x 12" Riser / Draped	\$60.00	\$73.00	_____

#### Drape Colors

- Red  White  Blue  Hunter Green  
 Gold  Black  Grey  Burgundy

\*Show colors will be used if no color is indicated where required.  
 (i.e. carpet, table draping)

PLEASE RETURN ONE COPY TO EXHIBITS, INC.  
 AND RETAIN A COPY FOR YOUR FILES.

FULL PAYMENT MUST ACCOMPANY ALL ORDERS  
 US FUNDS ONLY!

### TOTAL YOUR ORDER HERE

Sub-Total	_____	\$	_____
6% Sales Tax (Required)	_____	\$	_____
<b>TOTAL DUE</b>	_____	\$	_____

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Authorized By (Print name) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Event **Hampton Roads Building & Facility Maintenance Show** Booth No. \_\_\_\_\_

**Hampton Roads Convention Center, Hampton, VA**

**May 8, 2019**



**EXHIBITS, INC.**

2505 Glen Center Street  
Richmond, VA 23223  
Phone (804) 788-4400  
Fax (804) 788-0186

Send completed form by fax or email to  
customer\_service@xhibitsinc.com.

**BOOTH CLEANING ORDER FORM**

ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets before the initial opening of the event and/or daily there after.

- DAILY - Before initial opening of event and daily there after**
- ONCE - Before initial opening of event ONLY**

Please compute cost below:

**ADVANCE PRICE \$ .65 PER SQUARE FOOT**

**SHOW PRICE \$ .85 PER SQUARE FOOT**

**NOTE: MINIMUM 100 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE**

*Please return one copy to Exhibits, Inc. and retain a copy for your files*

Please print or type below:

Your Company \_\_\_\_\_

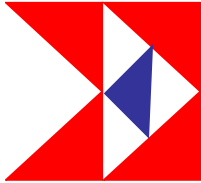
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event **Hampton Roads Buildings & Facility Maintenance Show** Booth Number \_\_\_\_\_  
**Hampton Roads Convention Center, Hampton, VA**  
**May 8, 2019**



# EXHIBITS, INC.

2505 Glen Center Street  
Richmond, Virginia 23223  
Phone (804) 788-4400  
Fax (804) 788-0186



XhibitsInc.com

# DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

Email [customer\\_service@xhibitsinc.com](mailto:customer_service@xhibitsinc.com)

If you will be shipping freight, this form must be completed and mailed or faxed to the address above.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

## SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, including storage of up to 30 days prior to the show. Delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  
**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT**

**RATES: 58.00 PER CWT per shipment. 2 CWT MINIMUM OR \$116.00 per shipment.**

### ADVANCE SHIPPING ADDRESS

Receiving Hours: Monday - Friday, 8:30am - 4:00pm

**Advance Shipments must be received  
by Wednesday, May 1, 2019!**

YOUR COMPANY NAME BOOTH# \_\_\_\_\_  
HR Building Engin. & Facility Maint. Show  
c/o EXHIBITS, INC.  
5770 Thurston Ave., Suite 106  
Virginia Beach, VA 23455

## SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during installation period ONLY! Includes unloading freight and delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT**

**RATES: \$55.00 PER CWT per shipment. 2 CWT MINIMUM OR \$110.00 per shipment.**

### DIRECT SHIPPING ADDRESS

**Direct Shipments will only be Received  
Tuesday, May 7, 2019 - 12 Noon - 6:00 pm!**

YOUR COMPANY NAME BOOTH# \_\_\_\_\_  
HR Building Engin. & Facility Maint. Show  
Hampton Roads Convention Center  
c/o EXHIBITS, INC.  
1610 Coliseum Drive  
Hampton, VA 23666

NOTE: Billed weight is based on incoming weight only. The weight 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 Exhibits, Inc. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, models, machinery, etc....

## SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.  
Rate \$87.00 per hour S.T. AND/OR \$128.00 per hour O.T. - - 1 hour minimum charge per each Forklift pick-up
- Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound  
Rate \$40.00 per CWT - Minimum charge \$120.00 → Please list carrier that will be picking up: \_\_\_\_\_
- When crate and carton storage only are needed  
Rates \$17.00 per small crate, \$36.00 per large crate, \$8.00 per carton - - \$30.00 minimum
- Truck and driver rates for special pickup and deliver/late warehouse deliveries  
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.  
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.  
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$50.00 per pallet.

(\*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_

Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

(# of CWT's) x \$ \_\_\_\_\_ (Rate) TOTAL AMOUNT DUE FOR DRAYAGE: \$ \_\_\_\_\_

**ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE  
THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER**

TOTAL AMOUNT SPECIAL SERVICES: \$ \_\_\_\_\_

GRAND TOTAL DUE THIS ORDER: \$ \_\_\_\_\_

Name of Event **Hampton Roads Buildings Engineering & Facility Maintenance Show** Booth No. \_\_\_\_\_  
**Hampton Roads Convention Center, Hampton, VA**  
**May 8, 2019**

## **LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY**

- A. Exhibits, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Exhibits, Inc. by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Exhibits, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Exhibits, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Exhibits, Inc. maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Exhibits, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Exhibits, Inc. reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Exhibits, Inc. will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES FOR RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Exhibits, Inc. (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING**

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

### **WHEN USING SERVICE A and/or SERVICE B:**

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Exhibits, Inc. service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Exhibits, Inc. can not make these arrangements.

The consignment or delivery of a shipment to EXHIBITS, INC. by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Exhibits, Inc. is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Exhibits, Inc. reserves the right to reassign shipments to another air freight company.

**EXHIBITS, INC. RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, EXHIBITS, INC. WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Exhibits, Inc. prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Exhibits, Inc. is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW**

will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**EXHIBITS, INC. RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**





# EXHIBITS, INC.

2505 Glen Center Street  
Richmond, VA 23223  
Phone (804) 788-4400  
Fax (804) 788-0186

Send completed form by fax or email to  
customer\_service@xhibitsinc.com.

# EXHIBIT LABOR ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER**



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. The provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost.

Straight time rate of \$63.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$97.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$50.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HALF HOUR.

**NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor will furnish supervision or if Exhibits, Inc. is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Exhibits, Inc. cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.**

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
<b>SUB-TOTAL</b>							
<b>SUPERVISION CHARGE</b>							
<b>GRAND TOTAL</b>							

Exhibitor will furnish supervision for  Installation  Dismantling  
Exhibits, Inc. to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.**

*PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.*

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

Name of Event Hampton Roads Buildings Engineering & Facility Maintenance Show Booth No. \_\_\_\_\_  
Hampton Roads Convention Center, Hampton, VA  
May 8, 2019

# ADVANCE WAREHOUSE

MUST BE RECEIVED BY WEDNESDAY, MAY 1, 2019

TO: \_\_\_\_\_ #: \_\_\_\_\_

(Exhibiting Company Name)

(Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING  
& FACILITY MAINTENANCE SHOW**

**C/O Exhibits, Inc.**

**5770 Thurston Ave., Suite 106**

**Virginia Beach, VA 23455**

# ADVANCE WAREHOUSE

MUST BE RECEIVED BY WEDNESDAY, MAY 1, 2019

TO: \_\_\_\_\_ #: \_\_\_\_\_

(Exhibiting Company Name)

(Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING  
& FACILITY MAINTENANCE SHOW**

**C/O Exhibits, Inc.**

**5770 Thurston Ave., Suite 106**

**Virginia Beach, VA 23455**

# ADVANCE WAREHOUSE

MUST BE RECEIVED BY WEDNESDAY, MAY 1, 2019

TO: \_\_\_\_\_ #: \_\_\_\_\_

(Exhibiting Company Name)

(Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING  
& FACILITY MAINTENANCE SHOW**

**C/O Exhibits, Inc.**

**5770 Thurston Ave., Suite 106**

**Virginia Beach, VA 23455**

# ADVANCE WAREHOUSE

MUST BE RECEIVED BY WEDNESDAY, MAY 1, 2019

TO: \_\_\_\_\_ #: \_\_\_\_\_

(Exhibiting Company Name)

(Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING  
& FACILITY MAINTENANCE SHOW**

**C/O Exhibits, Inc.**

**5770 Thurston Ave., Suite 106**

**Virginia Beach, VA 23455**

## DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON EXHIBITOR SET-UP  
TUESDAY, MAY 7, 2019 - 12:00 NOON - 6:00 PM!

TO: \_\_\_\_\_ #: \_\_\_\_\_  
(Exhibiting Company Name) (Booth #)

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