



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
_____	\$149.00	\$177.00	_____
_____	\$289.00	\$353.00	_____
_____	\$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

_____	\$60.00	\$75.00	_____
_____	\$56.00	\$67.00	_____
_____	\$49.00	\$58.00	_____
_____	\$35.00	\$40.00	_____
_____	\$56.00	\$60.00	_____
_____	\$30.00	\$40.00	_____

ACCESSORIES

_____	\$23.00	\$29.00	_____
_____	\$35.00	\$40.00	_____
_____	\$49.00	\$60.00	_____
_____	\$39.00	\$49.00	_____
_____	\$67.00	\$87.00	_____

DISPLAY PANELS

_____	\$155.00	\$198.00	_____
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TABLE WITH DRAPE

Qty.	Advance Price	Show Price	Amount
_____	\$84.00	\$104.00	_____
_____	\$96.00	\$117.00	_____
_____	\$107.00	\$133.00	_____
_____	\$107.00	\$133.00	_____
_____	\$120.00	\$150.00	_____
_____	\$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

_____	\$21.00	\$41.00	_____
_____	\$27.00	\$48.00	_____

ROUND TABLES & LINENS

_____	\$60.00	\$73.00	_____
_____	\$72.00	\$88.00	_____
_____	\$45.00	\$54.00	_____
_____	\$38.00	\$57.00	_____

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

TABLE TOP RISERS & DRAPING

_____	\$23.00	\$31.00	_____
_____	\$49.00	\$60.00	_____
_____	\$38.00	\$45.00	_____
_____	\$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)	\$ _____
TOTAL DUE	\$ _____

Please print or type below :

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event _____

**Hampton Roads Building & Facility Maintenance Show
 Hampton Roads Convention Center, Hampton, VA
 May 8, 2019**

Telephone No. _____

Fax _____

Title _____

E-mail _____

Booth No. _____



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