



SHOW INFORMATION

HAMPTON ROADS BUILDINGS ENGINEERING & FACILITY MAINTENANCE SHOW
HAMPTON ROADS CONV. CTR., VA BEACH, VA
MAY 6, 2020

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 5, 2020	12:00 noon - 6:00 pm
	Wednesday, May 6, 2020	7:00 am - 8:00 am

***Please note: ALL exhibits must be "Show Ready" by 8:00 am on Wed. 5/6/20**

Show Hours: Wednesday, May 6, 2020 9:00 am - 2:00 pm

Exhibitor Move-Out: Wednesday, May 6, 2020 2:00 pm - 6:00 pm

***Please note: ALL exhibits must be removed by 6:00 pm on Wed. 5/6/20**

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
 Hampton Roads Convention Center - Hall A
 c/o Exhibits, Inc.
 1610 Coliseum Dr
 Hampton, VA 23666

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, April 29, 2020**. 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 28, 2020**(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.



11/2019

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	\$164.00	\$195.00	_____
_____	10'x 20' Carpet	\$318.00	\$388.00	_____
_____	10'x 30' Carpet	\$476.00	\$582.00	_____
_____	____ft. x ____ft. Carpet	\$3.50/sq.ft.	5.00/sq.ft.	_____

Carpet Colors

- Red Blue Hunter Green Gold
 Burgundy Grey Black

SEATING

_____	Upholstered Arm Chair	\$66.00	\$83.00	_____
_____	Upholstered Side Chair	\$62.00	\$74.00	_____
_____	Molded Plastic Side Chair	\$54.00	\$64.00	_____
_____	Molded Plastic Folding Chair	\$37.00	\$44.00	_____
_____	High Back Stool	\$62.00	\$66.00	_____
_____	High Stool	\$33.00	\$44.00	_____

ACCESSORIES

_____	Waste Basket with Liner	\$25.00	\$32.00	_____
_____	Floor Easel	\$39.00	\$44.00	_____
_____	Chrome Stanchions	\$54.00	\$66.00	_____
_____	8 Ft. Red Velour Ropes	\$43.00	\$54.00	_____
_____	22"x 28" Chrome Sign Holder	\$74.00	\$96.00	_____

DISPLAY PANELS

_____	4'x 8' Cloth Display Panel	\$171.00	\$218.00	_____
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TABLE WITH DRAPE

Qty.		Advance Price	Show Price	Amount
_____	4'x 2' Standard 30" High	\$92.00	\$114.00	_____
_____	6'x 2' Standard 30" High	\$106.00	\$129.00	_____
_____	8'x 2' Standard 30" High	\$118.00	\$146.00	_____
_____	4'x 2' Raised 42" High	\$110.00	\$146.00	_____
_____	6'x 2' Raised 42" High	\$132.00	\$165.00	_____
_____	8'x 2' Raised 42" High	\$145.00	\$178.00	_____

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	\$23.00	\$45.00	_____
_____	42" High Table	\$30.00	\$53.00	_____

ROUND TABLES & LINENS

_____	4' Round Table	\$66.00	\$80.00	_____
_____	5' Round Table	\$79.00	\$97.00	_____
_____	24" Round Pedestal Table	\$50.00	\$59.00	_____
_____	90" Round White Table Linen	\$42.00	\$63.00	_____

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	\$25.00	\$34.00	_____
_____	4'x 1'x 12" Riser / Draped	\$54.00	\$66.00	_____
_____	6'x 1'x 12" Table Top Riser	\$42.00	\$50.00	_____
_____	6'x 1'x 12" Riser / Draped	\$66.00	\$80.00	_____

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 _____ Telephone No. _____

City _____ State _____ Zip _____ Fax _____

Authorized By (Print name) _____ Title _____

Signature _____ E-mail _____

Name of Event Hampton Roads Building Engineering & Facility Maintenance Show Booth No. _____

Hampton Roads Convention Center, Hampton, VA
 May 6, 2020



EXHIBITS, INC.

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 Richmond, VA 23223
 Phone (804) 788-4400
 Fax (804) 788-0186

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customer_service@xhibitsinc.com.

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!
 ★★ NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE ★★

NAME OF EVENT: Hampton Roads Building & Facility Maintenance Show

EVENT LOCATION Hampton Roads Convention Center, Hampton, VA

EVENT DATE: May 6, 2020

YOUR BOOTH # _____

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY EXHIBITS, INC. FOR THE EVENT LISTED ABOVE.

● TERMS ●

DISCOUNT PRICES only apply to advance orders with payment IN FULL, including 6% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 6% VA sales tax.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL AND/OR TELECOMMUNICATION ORDERS SHOULD BE MAILED AND PAID TO THE FACILITY ON THE ORDER FORM FOR THAT SERVICE.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: _____ DATED: _____ CHECK TOTAL: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) MasterCard Visa American Express

ACCOUNT NUMBER: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

CVC 3 (or) 4 DIGIT CODE [] [] [] []

EXPIRATION DATE _____ / _____
MONTH YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: **Cardholders Name:** _____
Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



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Richmond, VA 23223
Phone (804) 788-4400
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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