



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

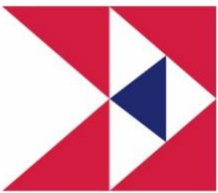
Rental - Advance Prices : In order to receive the advance discount prices for Exhibits, Inc. services, all applicable forms must be submitted/received by Tuesday, **April 28, 2020**(one week prior to event).

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)



XhibitsInc.com

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.

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

EXPIRATION DATE

ACCOUNT NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CVC 3 (or) 4 DIGIT CODE

--	--	--	--

MONTH

YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: Cardholders Name: _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



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.



DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

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: 70.00 PER CWT per shipment. 2 CWT MINIMUM OR \$140.00 per shipment.

ADVANCE SHIPPING ADDRESS Receiving Hours: Monday - Friday, 8:30am - 4:00pm Advance Shipments must be received by Wednesday, April 29, 2020!	YOUR COMPANY NAME _____ SHOW NAME _____ c/o EXHIBITS, INC. 5770 THURSTON AVE., STE 106 VIRGINIA BEACH, VA 23455	BOOTH# _____
SHIPMENTS CANNOT EXCEED 87"W X 90"H - IF YOUR SHIPMENT EXCEEDS THESE DIMENSIONS - PLEASE CALL THE OFFICE		

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: \$68.50 PER CWT per shipment. 2 CWT MINIMUM OR \$137.00 per shipment.

DIRECT SHIPPING ADDRESS Direct Shipments will only be Received Tuesday May 6, 2020 - 12:00pm-6:00pm!	YOUR COMPANY NAME _____ SHOW NAME _____ FACILITY NAME _____ c/o EXHIBITS, INC. FACILITY ADDRESS _____ FACILITY ADDRESS _____	BOOTH# _____
---	---	--------------

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: Please call at least 2 weeks prior to event to make arrangements
- Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$55.00 per CWT - Minimum charge \$165.00 → 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
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$50.00 per pallet.

OUTBOUND SHIPPING - PLEASE CHECK IF YOU WILL HAVE ITEMS
 PICKED UP FROM SHOWSITE DIRECTLY AFTER SHOW CLOSES,
 PICKED UP AT EXHIBITS WAREHOUSE (See #2 left), OR
 HANDLE ON OWN

(*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 _____	Email _____
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 _____ Booth No. _____
 Hampton Roads Building Engineering & Facility Maintenance Show
 Hampton Roads Convention Center, Hampton, VA
 May 6, 2020

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.

ADVANCE WAREHOUSE

MUST BE RECEIVED BY WEDNESDAY, April 29, 2020

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, April 29, 2020

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, April 29, 2020

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, April 29, 2020

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 5, 2020 - 12:00 NOON - 6:00 PM!

TO: _____ #: _____
(Exhibiting Company Name) (Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING
& FACILITY MAINTENANCE SHOW**
Hampton Roads Convention Center
C/O Exhibits, Inc.
1610 Coliseum Drive
Hampton, VA 23666

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON EXHIBITOR SET-UP
TUESDAY, MAY 5, 2020 - 12:00 NOON - 6:00 PM!

TO: _____ #: _____
(Exhibiting Company Name) (Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING
& FACILITY MAINTENANCE SHOW**
Hampton Roads Convention Center
C/O Exhibits, Inc.
1610 Coliseum Drive
Hampton, VA 23666

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON EXHIBITOR SET-UP
TUESDAY, MAY 5, 2020 - 12:00 NOON - 6:00 PM!

TO: _____ #: _____
(Exhibiting Company Name) (Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING
& FACILITY MAINTENANCE SHOW**
Hampton Roads Convention Center
C/O Exhibits, Inc.
1610 Coliseum Drive
Hampton, VA 23666

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON EXHIBITOR SET-UP
TUESDAY, MAY 5, 2020 - 12:00 NOON - 6:00 PM!

TO: _____ #: _____
(Exhibiting Company Name) (Booth #)

**HAMPTON ROADS BUILDINGS ENGINEERING
& FACILITY MAINTENANCE SHOW**
Hampton Roads Convention Center
C/O Exhibits, Inc.
1610 Coliseum Drive
Hampton, VA 23666

DIRECT TO SHOW SITE SHIPPING LABELS - Please make sure that each piece shipped, contains a label for proper receiving & placement within your booth. Duplicates are acceptable, if needed.