

# EXHIBITOR SERVICE KIT

## Information and Order Forms



**Mailing Address:**  
**P. O. Box 7001**  
**Roanoke, Virginia 24019**

**Street Address:**  
**7615 Williamson Road, N.W.**  
**Roanoke, Virginia 24019**

**Phone: (540) 362-3940**  
**Fax: (540) 362-8698**

<https://hollins-expo.boomerecommerce.com>



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## General Information



**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the **South Atlantic JUBILEE**. 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 ensure 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.**

### Official Show Contacts

#### ◆ Show Management

South Atlantic Well Drillers JUBILEE  
Ms. Kim Barclay, Executive Director  
855.987.7469  
[kbarclay@executiveoffice.org](mailto:kbarclay@executiveoffice.org)

#### ◆ Booth Registration and Booth Assignments

McRae Conferences and Trade Shows  
Ms. Connie Bond  
850.906.0099  
[connie@mcrameetings.com](mailto:connie@mcrameetings.com)

#### ◆ Carpet - Cleaning - Furniture - Labor - Plants Signs - Material Handling - Audio-Visual

HOLLINS Exposition Services  
Exhibitor Services  
540.362.3940  
[service@hollins-expo.com](mailto:service@hollins-expo.com)

#### ◆ Utilities (Electric, Water, Air, Telecommunications)

**Venue:** Myrtle Beach Convention Center  
843.918.1225  
[www.myrtlebeachconventioncenter.com](http://www.myrtlebeachconventioncenter.com)

#### ◆ Official Show Carrier

T-Force Freight  
200 Dunbarton Drive  
Florence, SC 29501  
800.988.9889

### Booth Equipment

**Refer to your exhibitor contract from the South Atlantic JUBILEE for your booth size and number.**

**Each 10 ft. wide x 10 ft. deep exhibit booth will be provided with:**

- 8 ft. high back wall drape (White and Blue)
- 3 ft. high side divider drape (Red)

**Each exhibitor will be provided with:**

- one 7 in. x 44 in. booth identification sign

Orders received will be considered additional to the above and will be processed accordingly.

**The exhibit hall is NOT carpeted.** The aisles will be carpeted in tuxedo (black and gray textured) carpet. For your comfort and to better decorate your booth, carpet in a variety of colors is available for rental from HOLLINS. Please refer to the "Carpet & Padding Order Form."

### Important Dates

#### ◆ Advance Shipments may begin arriving at Warehouse:

Monday, June 20, 2022

#### ◆ Exhibitor Appointed Contractor (EAC) Deadline Date:

Friday, July 15, 2022

#### ◆ Deadline Date to order materials at Discount Rate with payment:

Friday, July 15, 2022

#### ◆ Last day for Advance Shipments to arrive without surcharge:

Monday, July 25, 2022

#### ◆ Direct Shipments may begin arriving at the Show Site:

Thursday, July 28, 2022 8:00 a.m.

#### ◆ **RIG move-in ONLY:**

Friday, July 29, 2022 11:00 a.m. - 2:00 p.m.  
*(Rigs and heavy equipment only)*

#### ◆ Exhibitor move-in:

Saturday, July 30, 2022 8:00 a.m. - 5:00 p.m.  
Sunday, July 31, 2022 8:00 a.m. - 11:00 a.m.

#### ◆ Exhibit Hours:

Sunday, July 31, 2022 2:15 p.m. - 6:00 p.m.  
Monday, August 1, 2022 9:00 a.m. - 2:00 p.m.

#### ◆ Exhibitor Post-Show debrief:

Monday, August 1, 2022 2:15 p.m.

#### ◆ Exhibitor Move-out:

Monday, August 1, 2022 3:00 p.m. - 6:00 p.m.

*At the close of the show, HOLLINS will begin removing aisle carpet and returning empty containers. Allow up to two hours for the return of empty containers.*

#### ◆ Outbound Freight will be re-routed:

Monday, August 1, 2022 6:00 p.m.

### Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by July 15, 2022, unless otherwise indicated. Orders received after July 15, 2022, orders without payment and orders processed at the show will be processed at Standard Rates.

### Tax

Tax (9%) will be added to all rentals and materials. If you are federal tax exempt organization or tax exempt in the state of South Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.



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Fax: (540) 362-8698

## General Information



### 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 July 25, 2022 will be subject to additional handling surcharges. Refer to the "Material Handling Rate Schedule & Order Form" for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO THE MYRTLE BEACH CONVENTION CENTER.** The Myrtle Beach Convention Center is under no obligation to receive advance freight, has no storage facilities for advance freight, accepts no responsibility for freight, and may refuse it. ***Should any freight be received by the Myrtle Beach Convention Center, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional convention center fees.***

**DIRECT SHIPMENTS TO THE SHOW SITE** - HOLLINS will receive direct shipments to the show site beginning at **8:00 a.m. Thursday, July 28, 2022.** All show site shipments must arrive no later than 4:00 p.m.

**LABOR** - HOLLINS claims jurisdiction over the operation of all material handling equipment for unloading and reloading, and handling of empty containers. An overtime surcharge will be applied to all freight received at the Warehouse and/or Show Site that must be unloaded or reloaded during overtime period.

- ST - 8:00 a.m. to 4:30 p.m. Monday through Friday
- OT - 4:30 p.m. to 12:00 a.m. Monday through Friday  
8:00 a.m. to 12:00 a.m. Saturday, Sunday and Holidays
- DT - 12:00 a.m. to 8:00 a.m. Monday through Sunday and Holidays

### Shipping Addresses

#### ◆ ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number  
Hollins Exposition Services

T-Force Freight  
200 Dunbarton Drive  
Florence, SC 29501

☒ **Shipments must arrive by Monday, July 25, 2022.**

#### ◆ DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number  
c/o Hollins Exposition Services  
Myrtle Beach Convention Center  
2101 N. Oak Street  
Myrtle Beach, SC 29577

☒ **Shipments will be accepted beginning Thursday, July 28, 2022.**

### Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS. All rental items remain the property of HOLLINS. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

### 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 July 15, 2022; 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.

### Safety

In order to minimize the risk of fire and to keep exhibit halls as safe as possible:

**Heavy Equipment Displays:** Rig manufacturers must not start their machines or utilize their hydraulic equipment once rigs are parked. Gasoline tanks must have locked caps. The amount of gasoline in the tanks must be minimal-enough to permit move-in and move-out. Rig manufacturers must absorb costs for any damages done to the exhibit area by excessive oil leaks. Battery cables shall be disconnected and LP gas tanks removed. All equipment for bulk display will be parked by scheduled appointment. If equipment is not on hand to be parked at the assigned time, the space assignment will be forfeited. Non-equipment use of bulk space is limited to 1/3 of total space.

The Municipal Code states that **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes are to be removed from the booth. You may keep a one-day supply of literature or products at your booth.

Accessible storage is available for additional items. Please see the HOLLINS Service Desk for assistance.

**Also: 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 HOLLINS employees only.**

**Convenient on-line ordering is available at:**  
<https://hollins-expo.boomerecommerce.com>

**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) 540-362-3940 or (e-mail) [service@hollins-expo.com](mailto:service@hollins-expo.com).**





Deadline Date For Return of this form: **July 15, 2022**

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.

### Exhibiting Firm

(Exhibiting Firm)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X

(Authorized Signature)

### Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate

☐ Personal

VERIFICATION CODE (back of card)

Account Number

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

(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.**

- |   |  |
|---|--|
| <input type="checkbox"/> Carpet and Padding           | <input type="checkbox"/> Audio-Visual                    |
| <input type="checkbox"/> Display Tables and Risers    | <input type="checkbox"/> Plants and Floral               |
| <input type="checkbox"/> Seating and Accessories      | <input type="checkbox"/> Cleaning Services               |
| <input type="checkbox"/> Display Panels               | <input type="checkbox"/> Installation & Dismantle Labor  |
| <input type="checkbox"/> Special Drapery              | <input type="checkbox"/> In-Booth Forklift               |
| <input type="checkbox"/> Custom Signs & Graphics      | <input type="checkbox"/> Sign/Truss Hanging              |
| <input type="checkbox"/> Custom Booth Rental          | <input type="checkbox"/> Material and Machinery Handling |
| <input type="checkbox"/> Other (Please Specify) _____ |  |

X

(Cardholder Signature)

### Third Party

(Third Party)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X

(Authorized Signature)

### Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate

☐ Personal

VERIFICATION CODE (back of card)

Account Number

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

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

**The items checked below are to be invoiced to the Third Party.**

- |   |  |
|---|--|
| <input type="checkbox"/> Carpet and Padding           | <input type="checkbox"/> Audio-Visual                    |
| <input type="checkbox"/> Display Tables and Risers    | <input type="checkbox"/> Plants and Floral               |
| <input type="checkbox"/> Seating and Accessories      | <input type="checkbox"/> Cleaning Services               |
| <input type="checkbox"/> Display Panels               | <input type="checkbox"/> Installation & Dismantle Labor  |
| <input type="checkbox"/> Special Drapery              | <input type="checkbox"/> In-Booth Forklift               |
| <input type="checkbox"/> Custom Signs & Graphics      | <input type="checkbox"/> Sign/Truss Hanging              |
| <input type="checkbox"/> Custom Booth Rental          | <input type="checkbox"/> Material and Machinery Handling |
| <input type="checkbox"/> Other (Please Specify) _____ |  |

X

(Cardholder Signature)

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE BOOTH NO. \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_





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## Payment & Labor Terms & Conditions



### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE METHOD OF PAYMENT FORM IS SIGNED**
- **AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS**
- **WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS**

### DEFINITIONS

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS' control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA upon receipt of invoice. Effective 30 days after invoice date, 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 PERCENTAGE RATE of 19%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to HOLLINS for its services, as an offset

against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction, and shall be resolved on its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

### LABOR UNDER THE SUPERVISION OF EXHIBITOR

#### RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS' Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

#### INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

#### IMPORTANT

**PLEASE REFER TO HOLLINS' "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED.**



## Linear Booths

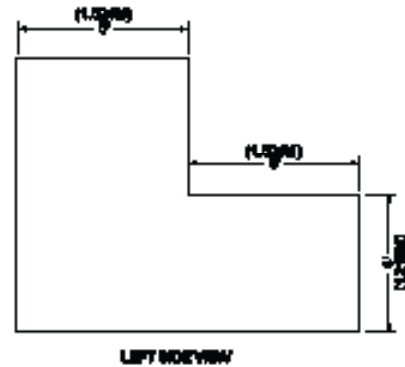
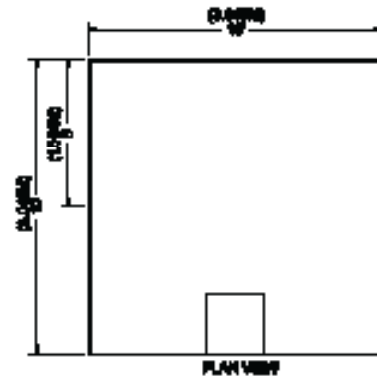
Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10 ft. (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, i.e. 10 ft. x 10 ft. (3.05m x 3.05m). A maximum back wall height limitation of 8 ft. (2.44m) is generally specified.

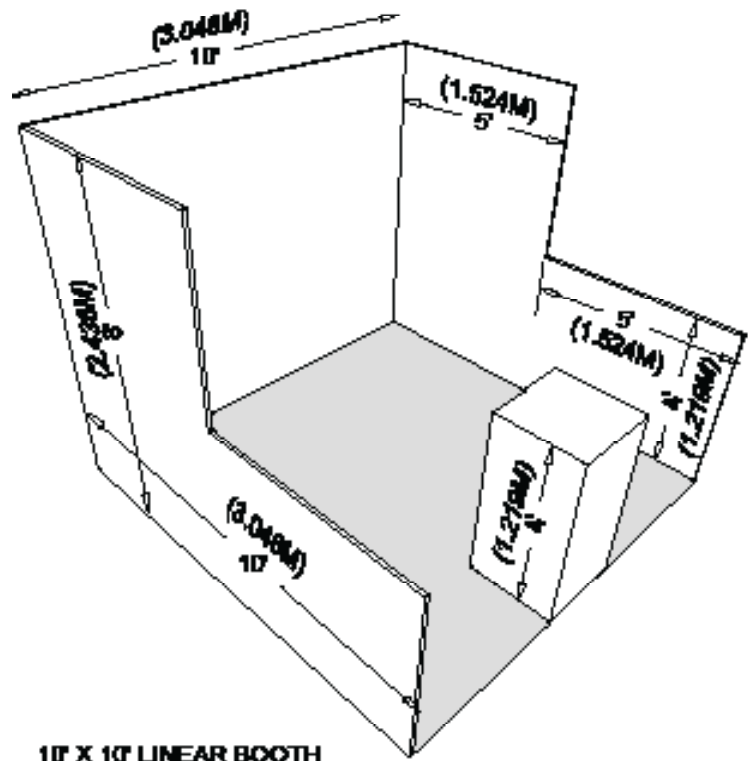
### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10 ft. x 20 ft. (3.05m x 6.10m), 10 ft. x 30 ft. (3.05m x 9.14m), 10 ft. x 40 ft. (3.05m x 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. (2.44m) is allowed only in the rear half of the booth space, with a 4 ft. (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line of Sight exception). Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 ft. (3.05m) of an adjoining booth.



## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



10' X 10' LINEAR BOOTH

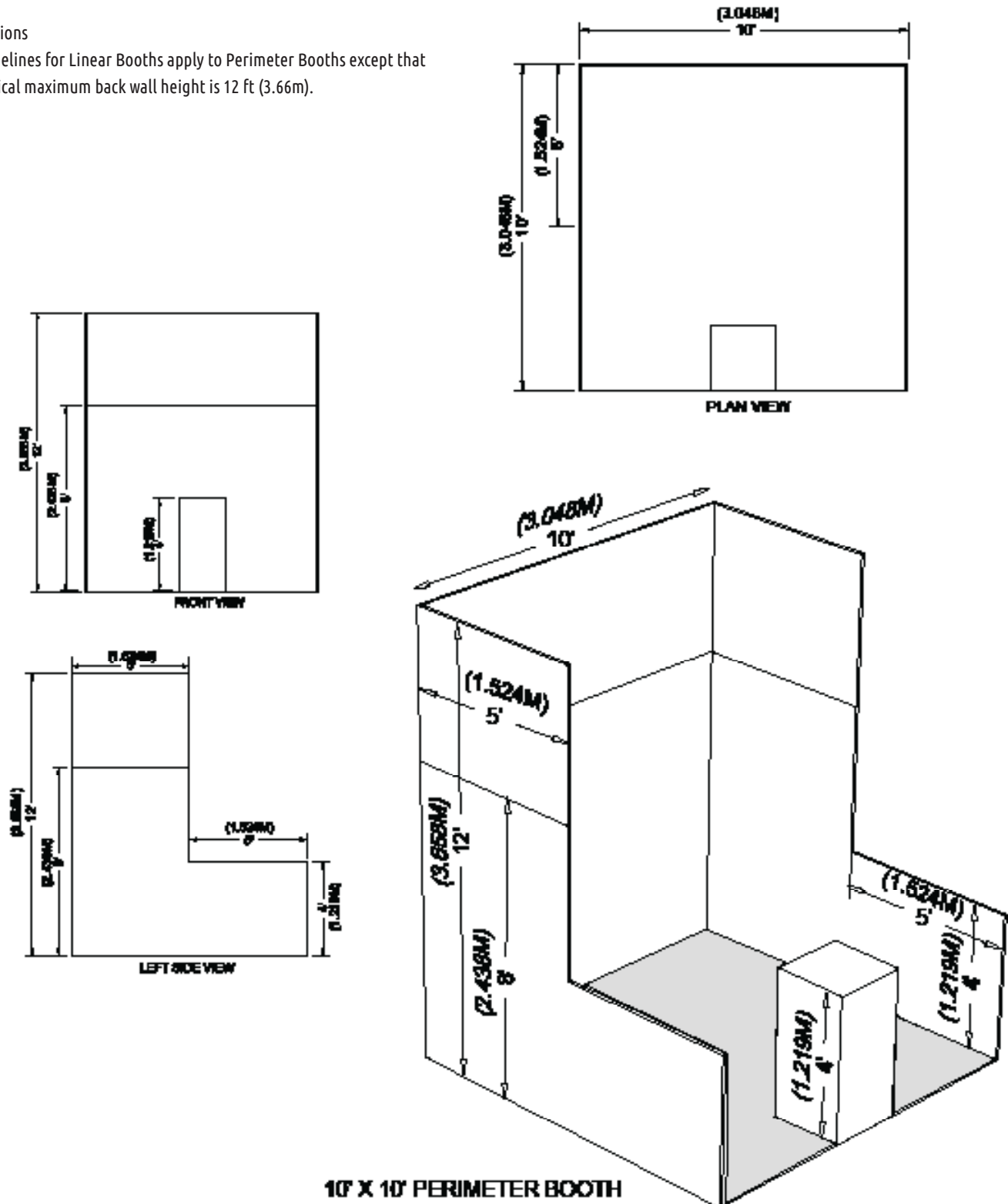


## Perimeter Booth

A Perimeter Booth is a Linear Booth that backs up to an outside wall of the exhibit facility rather than to another exhibit.

### Dimensions

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft (3.66m).







## Island Booth

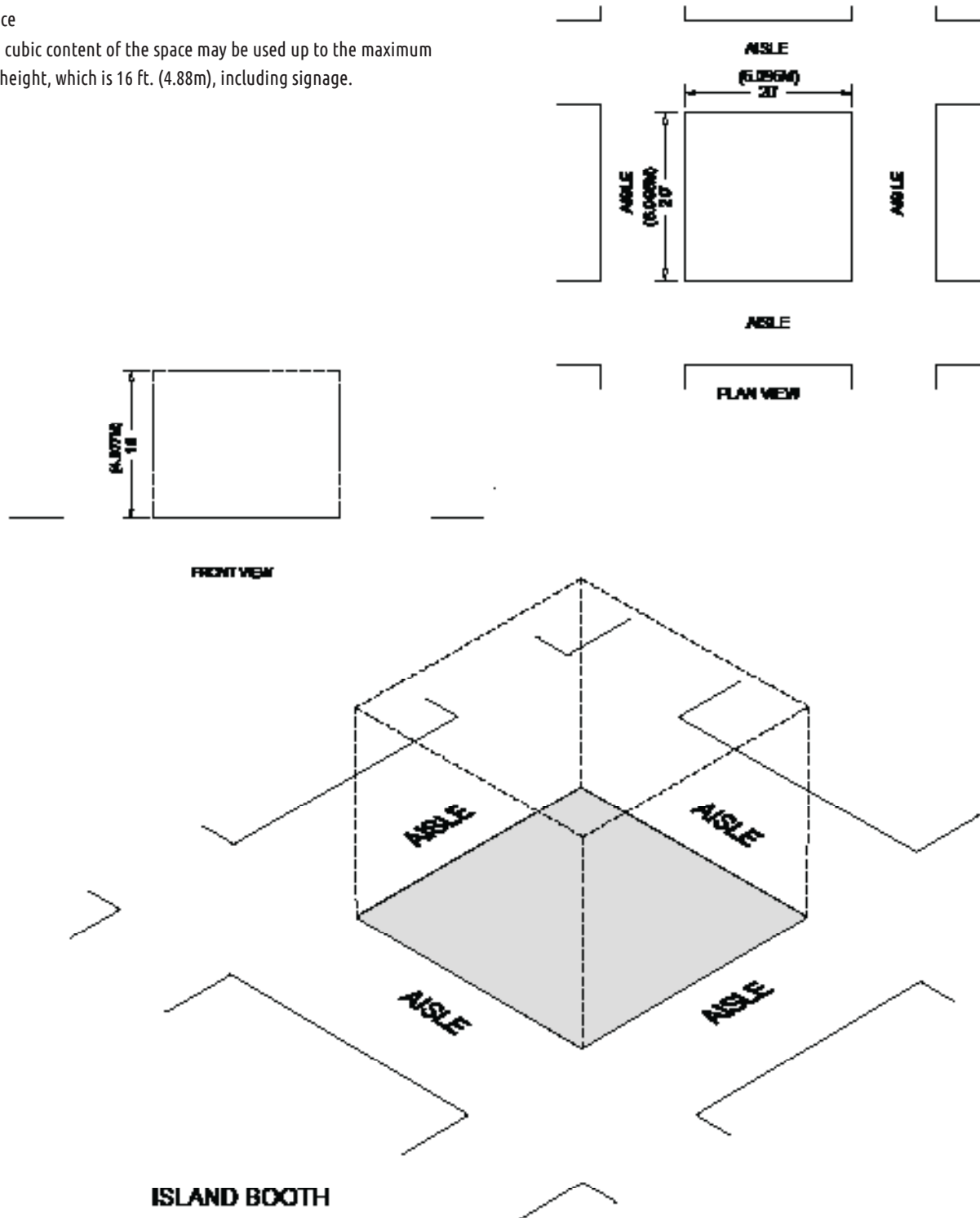
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

An Island Booth is typically 20 ft. x 20 ft. (6.10m x 6.10m) or larger, although it may be configured differently.

### Use of Space

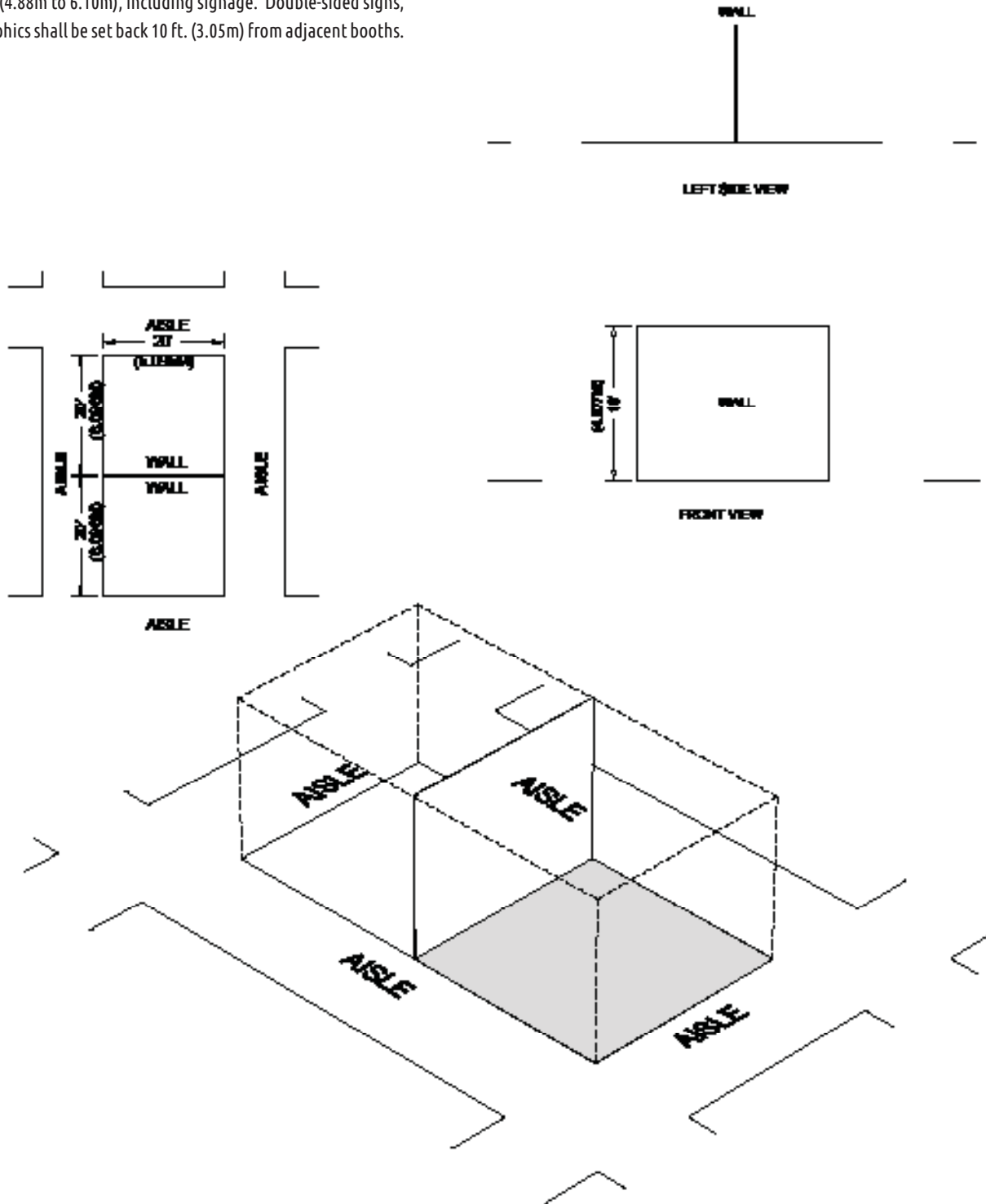
The entire cubic content of the space may be used up to the maximum allowable height, which is 16 ft. (4.88m), including signage.

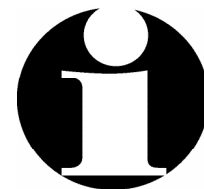




## Peninsula/Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line of Sign restrictions. A typical maximum height range is 16 ft. to 20 ft. (4.88m to 6.10m), including signage. Double-sided signs, logos and graphics shall be set back 10 ft. (3.05m) from adjacent booths.





## Issues Common to All Booth Types

### Americans with Disabilities Act (ADA)

All Exhibiting Companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U. S. Department of Justice ADA Information Line, 800-514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.
- To avoid heavy fines by the U. S. Department of Labor, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

### Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20 ft. x 20 ft. (6.10m x 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

### Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ", which is rated for "hard usage".
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.

### Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theatre areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.



## Issues Common to All Booth Types

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

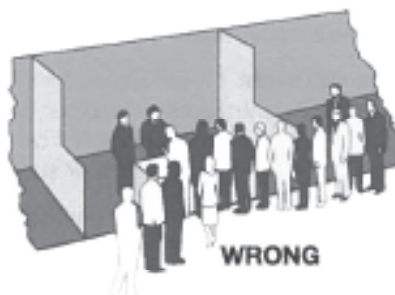
Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

### Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth, rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

### Vehicles

Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.





Orders will be entered as checked below. Charges include placing in booth ready for use. **Carpet and padding are provided on a rental basis. 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.**

Deadline Date For Discount Rate: **July 15, 2022**



### Standard Expo Carpet

Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Carpet 10' x 10'	\$ 198.00	\$ 257.40	\$
		Carpet 10' x 20'	396.00	514.80	\$
		Carpet 10' x 30'	594.00	772.20	\$

CHOOSE YOUR CARPET COLOR: (If no color is selected, grey will be provided.)

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Cayenne ☐ Tuxedo

### Custom Cut Carpet

Rates include installation, seaming and taping all edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	\$ 3.30	\$ 4.30	\$

Booth Dimensions:  ft. x  ft. =  Square Feet

Carpet is cut to your booth dimensions from color-matched inventory.

CHOOSE YOUR CARPET COLOR: (If no color is selected, grey will be provided.)

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Cayenne ☐ Tuxedo

### Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	\$ 1.40	\$ 1.82	\$
		Visqueen Covering - per square foot	.74	.97	\$
		Additional Taping - per linear foot	1.40	1.82	\$

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

**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.

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_

## Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

## Tables



Pedestal Table - 30 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Pedestal Table - 42 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Cocktail Table  
18 in. high



Corner Table  
18 in. high



Skirted Display Table, 30 in. high  
(2 ft. x 6 ft. Table Shown)



Skirted Display Counter, 42 in. high  
(2 ft. x 4 ft. Counter Shown)  
Shown with 1 ft. x 4 ft. Skirted Riser

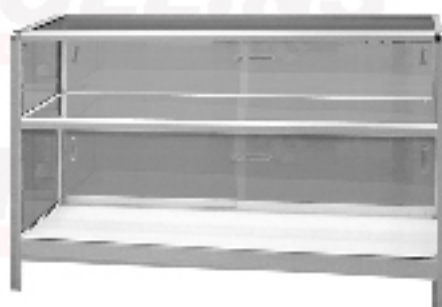
### Skirt Colors



**Please Note:**  
Actual colors may appear different  
depending on computer monitors  
(lighting and angle).  
Some of items are approximate.



### Display Cases

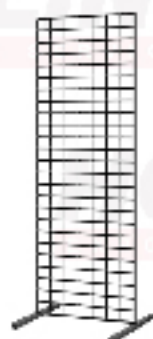


Display Case  
20 in. deep, x 5 ft. wide, full view



Display Case  
20 in. deep, x 5 ft. wide, half view

### Display Panels and Stands



Wire Grid  
2 ft. x 6 ft.



Tack/Velcro Board  
4 ft. x 8 ft.  
(can also be set as horizontal)



Perforated/  
Peg Board  
4 ft. x 8 ft.



Literature Rack,  
silver with  
4 acrylic pockets



Easel,  
Aluminum Tripod



Sign Holder,  
Chrome  
60 in. high

### Miscellaneous Accessories



Coat Tree,  
Chrome  
70 in. high



Bag Stand,  
Chrome  
48 in. high



Waterfall  
Garment Rack, Chrome  
48 in. high



Stanchion, chrome  
40 in. high (2 shown)  
Rope, Black Velvet



Ticker Tumbler, brass  
15 in. diameter



Wastebasket

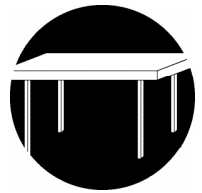


Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# Display Tables and Risers Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**  
**CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: **July 15, 2022**

## Display Tables 30" High (Skirting includes white vinyl top and pleated skirt on 3 sides.)

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Table (skirted 4 sides)	\$ 117.48	\$ 152.72	\$
		2' d x 6' w Skirted Table	139.92	181.90	\$
		2' d x 8' w Skirted Table	162.36	211.07	\$
		4th side skirted	59.40	77.22	\$

Skirting Color Preferred: (If no color is selected, Royal Blue will be provided.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Orange ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Berry ☐ Dusty Rose

## Display Counters 42" High (Skirting includes white vinyl top and pleated skirt on 3 sides.)

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Counter (skirted 4 sides)	\$ 162.36	\$ 211.07	\$
		2' d x 6' w Skirted Counter	184.80	240.24	\$
		2' d x 8' w Skirted Counter	207.24	269.41	\$
		4th side skirted	66.00	85.80	\$

Skirting Color Preferred: (If no color is selected, Royal Blue will be provided.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Orange ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Berry ☐ Dusty Rose

## Risers 12" High (Skirting includes white vinyl top and pleated white skirt on 4 sides.)

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	\$ 51.48	\$ 66.92	\$
	White	1' d x 6' w Skirted Riser	66.00	85.80	\$

## Pedestal Table (White Formica top, chrome post, star base)

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	Pedestal Table - 24" dia. x 30" h	\$ 73.92	\$ 96.10	\$
	White	Pedestal Table - 24" dia. x 42" h	81.84	106.39	\$
	White	Pedestal Table - 36" dia. x 30" h	81.84	106.39	\$
	White	Pedestal Table - 36" dia. x 42" h	89.76	116.96	\$
	Black	Spandex Table Linen (not available for 36" x 42" table)	43.56	56.63	\$

Sub Total \$

9% State Tax \$

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.

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



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**CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: **July 15, 2022**

### Seating *Chrome frame, padded seat and back*

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair (white)	\$ 81.84	\$ 106.39	\$
	Upholstered Arm Chair (white)	73.92	96.10	\$
	Upholstered Side Chair (white)	66.00	85.80	\$
	Upholstered Stool with Back (30" h) (white)	81.84	106.39	\$

### Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	\$ 66.00	\$ 85.80	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	66.00	85.80	\$
	Coat Tree (70 in. h - chrome)	36.96	48.05	\$
	Sign Holder (60 in. h - chrome - displays two 22" w x 28" h signs back to back)	81.84	106.39	\$
	Wastebasket (black)	22.44	29.17	\$
	Easel (60 in. h - floor standing - aluminum tripod)	36.96	48.05	\$
	Bag Stand (48 in. h - chrome)	66.00	85.80	\$
	Fishbowl	29.04	37.75	\$
	Waterfall Garment Rack (54 in. h - chrome)	66.00	85.80	\$
	Literature Rack (60 in. h - silver base - four clear acrylic pockets)	88.44	114.97	\$
	Stanchion (40 in. h - chrome - with black velvet rope)	51.48	66.92	\$
	Ticket Tumbler (brass color - 15" dia.)	66.00	85.80	\$
	Display Case (20 in. d x 5 ft. w x 38 in. h - half view)	389.40	506.22	\$
	Display Case (20 in. d x 6 ft. w x 38 in. h - full view)	513.48	667.52	\$

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

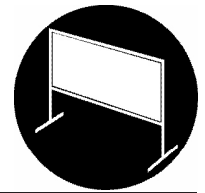
ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

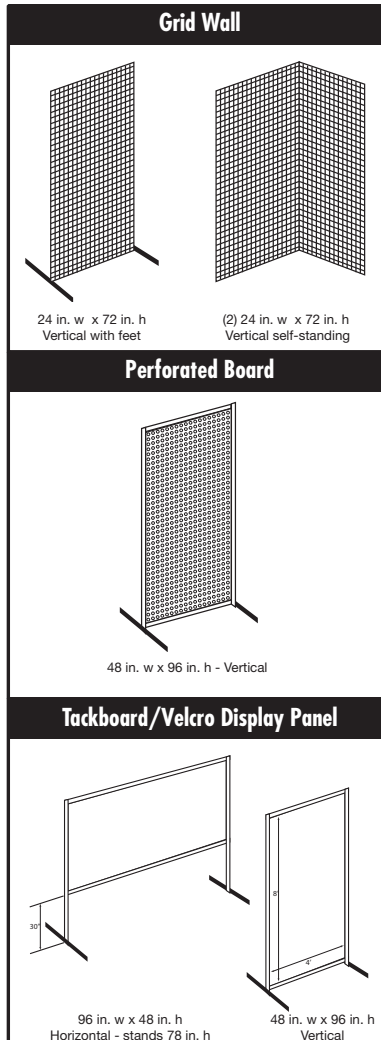
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FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



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**CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Deadline Date For Discount Rate: **July 15, 2022**



### Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 96.36	\$ 125.27	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (white, 1/4" hole, stands 96" h)	154.44	200.77	\$
	Perforated/Peg Board - 96" w x 48" h - Horizontal (white, 1/4" hole, stands 78" h)	154.44	200.77	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	154.44	200.77	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	154.44	200.77	\$

### Display Panel Placement in Booth

BACK

LEFT

RIGHT

FRONT

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_

# HOLLINS

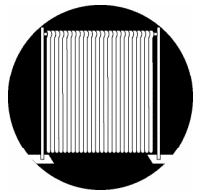
EXPOSITION SERVICES

Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Special Drapery Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**

**CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: **July 15, 2022**

**Special Drapery** All orders for special drapery are subject to show management approval.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 13.20	\$ 17.16	\$
		3' high drape, per linear foot	10.56	13.73	\$

Available colors: (Show colors will be provided if no color is indicated below.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Peach

### Special Drapery Placement in Booth

BACK

LEFT

RIGHT

FRONT

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Orders will be entered as checked below. Charges include placing in booth ready for use. Banner hanging may require additional labor charges.  
**CANCELLATION POLICY: Items cancelled will be charged 100% of original price after production begins.**  
To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on next page.

Deadline Date For Discount Rate: **July 15, 2022**

**Signs with Digital Printing.** Rate includes printing, mounting, and delivery to booth. Other sizes and substrates quoted on request.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	7" x 44" (Replacement ID Sign only)	\$ 73.92	\$ 96.10	\$
	11" x 14" Vertical	58.08	75.50	\$
	11" x 14" Horizontal	58.08	75.50	\$
	14" x 22" Vertical	77.88	101.24	\$
	14" x 22" Horizontal	77.88	101.24	\$
	22" x 28" Vertical	124.08	161.30	\$
	22" x 28" Horizontal	124.08	161.30	\$
	28" x 44" Vertical	211.20	274.56	\$
	28" x 44" Horizontal	211.20	274.56	\$
	36" x 90.75" Meter Board	633.60	823.68	\$

**Vinyl Banners with Digital Printing - Minimum 2' x 8'**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
SF	With Grommets, Vertical - per square foot	22.44/SF	29.17/SF	\$
SF	With Grommets, Horizontal - per square foot	22.44/SF	29.17/SF	\$
SF	With Pockets (top and bottom), Vertical - per square foot	26.40/SF	34.32/SF	\$
SF	With Pockets (top and bottom), Horizontal - per square foot	26.40/SF	34.32/SF	\$

Please specify color for lettering: ☐ Red ☐ Royal Blue ☐ Green ☐ Yellow ☐ Light Blue ☐ White ☐ Black ☐ Orange

Please specify color for background: ☐ Red ☐ Royal Blue ☐ Green ☐ Yellow ☐ Light Blue ☐ White ☐ Black ☐ Orange

**Signage Substrates:** HOLLINS will choose the best substrate based on the design, size and type of sign ordered. If you want a specific substrate, please contact us as it may require a slightly higher charge.

### Sign Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cardboard Easel Back	11.88	15.44	\$
	Foamcore Arrow	11.88	15.44	\$
	Blank Foamcore - 48" x 96" sheet	68.40	89.23	\$
	Velcro (Male and Female) - per linear foot (5 ft. minimum)	1.80	2.58	\$

Indicate sign copy on next page. Attach additional pages if necessary.  
Artwork file submission instructions on next page.

**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.

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_





**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

**Minimum requirements for original artwork, such as logos, when HOLLINS is providing design and layout:**

- 300 dpi resolution at a size of 8 in. x 10 in. (higher resolution files will result in improved final product).

**Minimum requirements for final artwork that HOLLINS will produce exactly as provided:**

- 100 dpi resolution at full size of actual finished product (higher resolution files will result in improved final product).

**Minimum requirements for both:**

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting "vector" file, include all fonts, or convert fonts to outlines or paths.

**We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):**

- ADOBE - Illustrator, InDesign and Photoshop
- QUARK XPRESS

Files should always be saved in their native format.

**Acceptable File Types, in order of preference:**

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

**File Types that HOLLINS cannot use to reproduce high quality graphics:**

- GIF or PNG files
- Microsoft Office software files such as Word, PowerPoint, or Publisher
- Self-extracting files such as EXE or SEA files

**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.

processing time and increase your final cost.

### 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

### 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 and email address is available.
- 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.
- You may also send files via FTP. Call our Exhibitor Services Department for FTP information.
- 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.

# HOLLINS

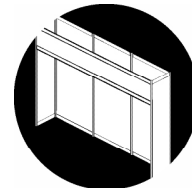
EXPOSITION SERVICES

Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Custom Booth Rental Order Form



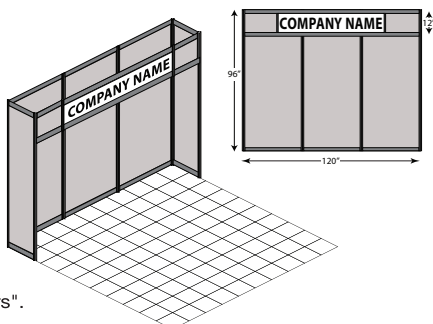
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**  
**CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

Deadline Date for Return of this Form: **July 15, 2022**

**No Shipping Costs! No Drayage! Turnkey Setup!  
Ready When You Arrive! Installation Included!**

### Package No. 1

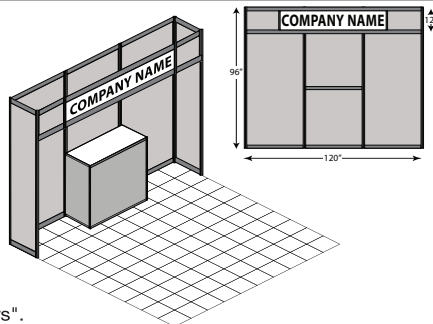
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank\*) - 8'w x 1'h
- Carpet
- Two Stem Lights



\*To order header graphics see "Custom Graphics for Headers".

### Package No. 2

- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank\*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- One Counter -



\*To order header graphics see "Custom Graphics for Headers".

### Optional Counters



- Counter - 19" d x 19" w x 42" h
- Counter - 19" d x 38" w x 42" h
- Counter - 19" d x 76" w x 42" h
- Curved Counter - 1 Meter x 42" h

**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.

### Custom Booths

Quantity	Description	Rate
	Package No. 1	\$ 2112.00
	Package No. 2	2505.36

### Custom Graphics for Headers

Quantity	Description	Rate
	Black Copy on White	198.00
	Color Print with Logo	264.00
	Backlit Transparency	330.00

Header Copy To Read: \_\_\_\_\_

### Options

Quantity	Description	Rate
	Counter - 19" d x 19" w x 42" h	264.00
	Counter - 19" d x 38" w x 42" h	393.36
	Counter - 19" d x 76" w x 42" h	525.36
	Curved Counter - 1 meter x 42" h	525.36
	Backwall Shelf - 1' d x 6' w (white only)	79.20
	Add doors to counters (Not available for 19" d x 19" w or Curved Counter)	79.20

### Add Custom Graphics to Counters

Quantity	Description	Rate
	Counter - 19" d x 38" w x 42" h	264.00
	Counter - 19" d x 72" w x 42" h	475.20
	Curved Counter - 1 Meter x 42" h	475.20

Wall & Counter Color Preferred:

☐ White ☐ Gray ☐ Black ☐ Blue

Carpet Color Preferred: (If no color is selected, silver will be provided.)

☐ Red ☐ Royal Blue ☐ Silver ☐ Black

<b>Sub Total</b>	\$
<b>9% State Tax</b>	\$
<b>TOTAL</b>	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**  
**CANCELLATION POLICY:** Items must be cancelled 72 hrs. prior to delivery. No refunds for items cancelled less than 72 hrs. prior to delivery.

Deadline Date For Discount Rate: **July 15, 2022**

### High-Definition Video Displays (CALL for other sizes not shown)

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	\$ 675.00	\$ 877.50	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	712.50	926.40	\$

### Computer Data Displays

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	112.50	146.40	\$
	AVCD-24 24 in. Widescreen Monitor	187.50	243.60	\$

### Video

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 112.50	\$ 146.40	\$
	AVBR-1 Blue-Ray DVD Player	187.50	243.60	\$

### Monitor Accessories

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	150.00	195.00	\$
	AVMA-2 HDMI Splitter, 2-way	187.50	243.60	\$
	AVMA-3 VGA Cable, 25 ft.	38.40	49.92	\$
	AVM4-4 HDMI Cable, 25 ft.	38.40	49.92	\$

### Audio

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	487.50	633.60	\$
	AVBR-1 Computer Speakers [2 tabletop]	67.50	87.60	\$

**Rental Rates:** See Discount Rates, Discount Deadline, and Standard Rates shown above. Rental rates are for the entire length of the show.

**Venue Charges:** Carpenter/electrician labor will be billed directly to the exhibitor. Electrical services are not included in equipment rental rates.

**Installation/Delivery/Pickup:** A representative from your company must be present at time of delivery to sign for equipment. Equipment will be picked up at time of show closing. At the close of the show, a representative of your company must remain with the equipment until it is picked up.

**Optional Damage Waiver:** Exhibitor is responsible for the actual cost to repair any equipment damaged during the rental period. At the exhibitor's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contact. This does not cover lost or stolen equipment. The cost of the damage waiver is 18% of the equipment rental cost.

**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.

Sub Total	\$
9% State Tax	\$
Equipment Subtotal	\$
18% Damage Waiver (Optional)	\$
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# Plants and Floral Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**  
**CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Deadline Date For Discount Rate: **July 15, 2022**

**LATE REQUESTS:** Requests after deadline will be filled as available at the Standard Rate.

**COLOR CHOICE:** If no color is indicated, color will be selected by HOLLINS.

**All rental items remain the property of HOLLINS. Damaged or missing plants will be billed to the exhibitor at the full retail price.**

## Tropical Green Plants

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	3' Plant - Slim / Full	\$ 72.60	\$ 94.38	\$
	4' Plant - Slim / Full	85.50	111.54	\$
	5' Plant - Slim / Full	99.00	128.70	\$
	6' Plant - Slim / Full	112.20	145.86	\$

Containers for Tropical Green Plants will be provided in WICKER.

## Potted Plants - Indicate Color Selection \*Substitutions may be made for seasonal blooming plants.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Azaleas - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Red	59.40	77.22	\$
	Chrysanthemums - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Yellow	59.40	77.22	\$
	Ferns - Live	59.40	77.22	\$

## Floral Arrangements - Indicate Color Selection

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cut Floral Arrangement - Small <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	146.52	190.48	\$
	Cut Floral Arrangement - Large <input type="checkbox"/> Tall <input type="checkbox"/> Low <input type="checkbox"/> One Sided <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	220.44	286.57	\$

Sub Total	\$
9% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

**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.

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**  
**CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: July 15, 2022**

*The cleaning service provided by the Show includes only a general sweeping of the aisles. Any cleaning service required within your booth, including disposal of debris generated during set-up, is your responsibility. NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.*

Rates are based on total square footage of your booth, regardless of the area to be cleaned. Our exclusive cleaning contract for this Show will not permit other service contractors, including exhibitor appointed contractors, to provide these services. NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day. Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

### Booth Cleaning - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day) (CALCULATE ORDER BELOW)

Quantity	Description	Discount Rate	Standard Rate
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	\$ .58	\$ .74
/SF	DAILY - Vacuum, empty wastebaskets, and general cleaning before opening of show and DAILY thereafter	.52	.67

### Shampoo - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day) (CALCULATE ORDER BELOW)

Quantity	Description	Discount Rate	Standard Rate
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.95	1.24

### Porter Service - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day)

HOLLINS will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included.  
[Subject to availability.]

**Would you like us to call and give you a quote for hourly porter service?**

☐ Yes ☐ No

### Cleaning Order

Labor	Booth Length	X	Booth Width	=	Square Feet	X	Rate per sq ft	X	# of Days	=	Total
Cleaning - Daily		x		=		x	\$	x	\$	=	\$
Cleaning - Once		x		=		x	\$	x	\$	=	\$
Shampoo		x		=		x	\$	x	\$	=	\$
											\$

<b>Sub Total</b>	<b>\$</b>
<b>9% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

**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.

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Labor  
Jurisdictions**



Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed HOLLINS as the Official Service Contractor. To assist you in planning your show participation, we are certain you will appreciate knowing in advance that HOLLINS labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions, we ask that you read the following.

### ***Exhibit Installation And Dismantling***

HOLLINS claims jurisdiction over the installation, dismantling, and first cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than full-time company employees. Full-time company employees may set their company's exhibits without assistance from HOLLINS labor. Any labor services that may be required beyond what your company's full-time employees can provide must be rendered by HOLLINS. Labor can be ordered in advance or at the Show Site. Proof of full-time employment status may be requested of any personnel working in your booth.

### ***Material Handling***

HOLLINS claims jurisdiction over the operation of all material handling equipment, all unloading and reloading of contracted carriers, and handling of empty containers.

Exhibitors may hand-carry their materials into the exhibit hall. The use of dollies, hand trucks, flat trucks and other mechanical equipment will not be permitted. Only full-time employees of the exhibiting companies will be allowed to hand-carry items.

### ***Loading Dock***

***All materials entering or exiting the Show hall must do so via the loading dock.***

To facilitate a safe and orderly move-in and move-out, HOLLINS will be the sole authority on all matters in the loading dock area. This will include, but not be limited to, controlling access to the loading dock, the assignment of space, and the unloading or reloading of exhibit related materials.

Any conflicts or disagreements regarding HOLLINS jurisdictions, or interpretations thereof, shall be resolved with representatives of HOLLINS and Show Management.

### ***Safety***

HOLLINS and Show Management are responsible for a safe work place. Only properly attired and insured full-time company employees and contracted labor will be allowed on the exhibit floor during move-in and move-out. ***For your safety: no children, no open-toed shoes, no bare feet.***

***Standing on chairs, tables, or other rental furniture is prohibited.*** This furniture is not engineered to support your standing weight. HOLLINS will not be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

***Note: Rental inventory damaged by exhibitors will be billed to the exhibitor at full replacement cost.***

### ***Tipping***

HOLLINS requests that you do not tip our employees. They are paid an excellent wage denoting a professional status and we feel tipping is not necessary. This applies to all HOLLINS employees.





Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Installation and Dismantle Labor Plans



**Installation and Dismantle Labor ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this kit.**

### **PLAN A - Labor Supervised by HOLLINS**

HOLLINS will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to the Show opening
- Dismantle and pack your exhibit after Show closing
- Arrange outbound shipping

HOLLINS proceeds with the installation of booth materials with the exhibitors approval without the exhibitor present and incurs a supervision fee. **In addition to the published labor rate, a supervision fee of 30% (with a minimum of one hour) will apply for both installation and dismantle.** Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one hour applies per worker; time will be charged in half-hour increments thereafter. Labor schedules are subject to freight move-in and move-out schedules. **HOLLINS will not unpack or re-pack exhibitor product/merchandise without the exhibitor present.**

**👉 IMPORTANT: Complete and return the I&D Critical Information page with your Plan A Labor order.**

### **PLAN B - Labor Supervised by Exhibitor**

HOLLINS will provide labor to install/dismantle your exhibit; we will proceed ONLY with your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one hour applies per worker; time will be charged in hourly increments thereafter. Labor schedules are subject to freight move-in and move-out schedules.

Exhibitor MUST check in at the HOLLINS Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one hour per worker requested, unless cancelled in writing twenty-four (24) hours prior. Orders for labor received at Show Site are processed after advance orders.

Upon completion of work an exhibitor or exhibitor's representative must return to the HOLLINS Service Desk to review the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

#### **Please Note:**

1. Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by HOLLINS.
2. HOLLINS will not be responsible for any loss or damage as the result of exhibits improperly packed by the exhibitor.
3. Invoices for labor charges will be calculated according to actual hours worked.

**👉 Please use the following pages to order Installation and Dismantle Labor, In-Booth Forklift, and Sign/Truss Hanging.**



Orders will be entered as indicated below. Charges include placing in booth ready for use. Mail or fax to us as indicated above. Retain a copy for your files. **CANCELLATION POLICY: Labor orders must be cancelled 24 hours prior to the day labor is requested. Items cancelled after that time will be charged a one-hour per worker no-show fee.**

**IMPORTANT:** Please Carefully Review the "Labor Jurisdictions" in this Exhibitor Service Kit to determine if you need Installation and Dismantle Labor.

Deadline Date For Discount Rate: **July 15, 2022**

### DISCOUNT RATE:

Straight Time ..... \$ 96.00/HR  
8:00 AM to 4:30 PM, Monday through Friday

Overtime ..... \$ 144.00/HR  
4:30 PM to 12:00 AM, Monday through Friday  
8:00 AM to 12:00 AM, Saturday and Sunday & Holidays

Doubletime ..... \$ 192.00/HR  
12:00 AM to 8:00 AM Monday through Sunday  
and all Holidays

### STANDARD RATE:

Straight Time ..... \$ 124.80/HR  
8:00 AM to 4:30 PM, Monday through Friday

Overtime ..... \$ 187.20/HR  
4:30 PM to 12:00 AM, Monday through Friday  
8:00 AM to 12:00 AM, Saturday and Sunday & Holidays

Doubletime ..... \$ 249.60/HR  
12:00 AM to 8:00 AM Monday through Sunday  
and all Holidays

- Standard Rates will apply to all labors placed at the Show Site.
- Rates are per worker, per hour - one (1) hour minimum per worker. Labor thereafter is charged in half (½) hour increments.
- Labor cancelled without a 24 hour notice shall be charged a one (1) hour no-show fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- HOLLINS supervised jobs will be completed prior to the Show opening and before the hall must be cleared.

### PLEASE INDICATE SERVICE DESIRED:

#### ☐ PLAN A - LABOR SUPERVISED BY HOLLINS

HOLLINS will supervise labor per your instructions to:

- Unpack and install your display prior to your arrival
- Dismantle and pack your display after show closing
- A supervision fee of 30% (with a minimum of one hour) will apply for both installation and dismantle.

Please complete this form AND the I&D Critical Information form (next page).

#### ☐ PLAN B - LABOR SUPERVISED BY EXHIBITOR

Exhibitor will supervise.

- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.
- It is important that you check in at the HOLLINS Service Desk to pick up workers ordered. You must also check out workers at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time are indicated, no workers will be assigned until you check in at the HOLLINS Service Desk.
- HOLLINS assumes no liability for loss, damage or bodily injury arising out of the installation or dismantling of Exhibitor's property by HOLLINS provided labor. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by labor under Exhibitor's supervision. Exhibitors must stay clear during the movement of freight.

Supervisor will be: \_\_\_\_\_

### Labor Order

Service	Date	Start Time (AM or PM)	# of Workers	x	Hours Per Worker	x	Rate	=	Plan B	+	Supervision	=	Plan A
Installation				x		x	\$	=	\$	+		=	\$
Dismantle				x		x	\$	=	\$	+		=	\$
											TOTAL		\$

Sub Total

\$

9% State Tax

\$

N/A

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.



☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



Please Type or Print Mail or fax to us as indicated above. Retain a copy for your files.

Deadline Date For Return of this Form: July 15, 2022

**Inbound Freight Information**

Carrier		Ship Date	
Pieces	(No. of)	Target Date	
Weight		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
PRO Number		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated <input type="checkbox"/> Pad Wrapped

**Set-Up Instructions for Installation**

Booth Size	ft. wide x ft. deep	Carpet	<input type="checkbox"/> Rented from HOLLINS <input type="checkbox"/> Owned
Set-Up Drawings?	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit	Padding	<input type="checkbox"/> Rented from HOLLINS <input type="checkbox"/> Owned
Workers Needed	(No. of)	Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
Approx. Hours	(No. of)	Other Instructions:	
Forklift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Did You Order?**

Electric Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Drawings	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Utility Placement	<input type="checkbox"/> Under carpet <input type="checkbox"/> Other
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Instructions:	
A/V Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone/Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Outbound Freight Information**

Freight Charges?	<input type="checkbox"/> Collect <input type="checkbox"/> Prepaid	Ship To:
Bill To:		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

Going to Another Show?	Show Name		Booth Number	
------------------------	-----------	--	--------------	--

Method:	<input type="checkbox"/> Show Carrier <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Air Freight <input type="checkbox"/> Other	
---------	---	--

**Outbound Carrier**

Carrier?		Telephone	
----------	--	-----------	--

**Show Site Contact**

Name		Arrival Date/Time	
Title		Hotel	
Telephone		Purchasing Authorization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell			

PLEASE TYPE OR PRINT

NAME OF EVENT	<b>South Atlantic JUBILEE</b>		
EXHIBITING FIRM		BOOTH NO.	
ADDRESS			
CITY AND STATE		ZIP CODE	
AUTHORIZED BY		X	
TELEPHONE NO.	(Please Type or Print)	(Signature)	DATE

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:	
--	--



Deadline Date For Discount Rate: **July 15, 2022**

**This form is not for unloading or loading.**

**( For unloading or loading refer to the "Material Handling Rate Schedule & Order Form" or the "Machinery Handling Rate Schedule & Order Form". )**

This form is for services available to assist you with your set-up after your material, equipment or machinery has been delivered to your booth. A forklift is required for handling material, equipment or machinery weighing 200 lb. or more. Should you require a forklift in excess of 5,000 lb. lifting capacity, you must submit a request for this larger forklift by the deadline date to guarantee availability.

**LABOR AND EQUIPMENT RATES:** A forklift comes with one operator. Additional helper labor available upon request. If you do not require a forklift, you may order helper labor only. **The minimum charge for labor and equipment is one (1) hour.** Labor and equipment thereafter is charged in one-half (1/2) hour increments. You will be charged a one (1) hour cancellation fee per person per forklift if labor and equipment are cancelled without twenty-four (24) hour notice. You will be charged a one (1) hour "no-show" fee per person per forklift if you fail to use labor and equipment at the time requested. All rates are subject to change if necessitated by increased labor and equipment costs.

Hours	Times	Forklift / Operator (Per Hour)		Helper Labor (Per Hour)	
		Discount Rate	Standard Rate	Discount Rate	Standard Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday	\$ 240.00	\$ 312.00	\$ 96.00	\$ 124.80
Overtime	4:30 PM to 12:00 AM Monday through Friday	360.00	468.00	144.00	187.20
Overtime	8:00 AM to 12:00 AM Saturday, Sunday & Holidays	360.00	468.00	144.00	187.20
Double Time	12:00 AM to 8:00 AM Monday through Sunday & Holidays	480.00	614.00	192.00	249.60

**ORDER:** Reserve labor and equipment below. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. Confirm labor and equipment twenty-four (24) hours before date requested. It is important that you check in at the HOLLINS Service Desk to sign the Show Site work order and pick up labor and equipment ordered. You must also check labor and equipment out at the HOLLINS Service Desk upon completion of work. All work to be supervised by you or your representative.

Describe work to be done

Service (Forklift/Operator)	Date	Start Time ( AM or PM )	No. of Forklifts	x	Hrs. Per Forklift	x	Rate	=	Total
Installation				x		x	\$	=	\$
Dismantle				x		x	\$	=	\$

Service (Helper Labor)	Date	Start Time ( AM or PM )	No. of Workers	x	Hrs. Per Worker	x	Rate	=	Total
Installation				x		x	\$	=	\$
Dismantle				x		x	\$	=	\$

**Sub Total** \$

**9% State Tax** \$ **N/A**

**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.

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



### SIGN HANGING

**HOLLINS is responsible for supervision, assembly, installation and removal of all objects hung from the ceiling: including all signs weighing fifty (50) pounds or less. For signs weighing over fifty (50) pounds, special arrangements must be made with HOLLINS. HOLLINS is responsible for uncrating, assembly and dismantling of all signs regardless of weight.**

If you wish your representative to be present during the assembly, installation and removal of your sign, please check the appropriate box on the "Sign/Truss Hanging Order Form".

#### Remember:

1. All signs must be designed to comply with Show Management rules and regulations and Facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points (pick points) as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in good working order and in compliance with the National Electrical Code. Place your order for electrical services and electrical labor on the "Sign/Truss Hanging Order Form".
4. Include engineer-stamped assembly and hanging instructions with the sign and with the order.
5. Include exhibitor contact information with the order.

### TRUSS HANGING

**HOLLINS is responsible for supervision, assembly, installation and removal of all objects hung from the ceiling: including all trusses and lighting weighing fifty (50) pounds or less. For trusses weighing over fifty (50) pounds, special arrangements must be made with HOLLINS. HOLLINS is responsible for uncrating, assembly and dismantling of all trusses regardless of weight.**

If you wish your representative to be present during the assembly, installation and removal of your truss, please check the appropriate box on the "Sign/Truss Hanging Order Form".

#### Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and Facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at the Show Site prior to rigging.
3. Climbing on trusses is strictly prohibited.
4. All lamps and fixtures to be attached to trusses must be in good working order and in compliance with the National Electrical Code. Place your order for electrical services and electrical labor on the "Sign/Truss Hanging Order Form".
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by HOLLINS.

**Please complete, sign and return the  
Sign/Truss Hanging Order Form and the  
Sign/Truss Hanging Indemnification Form  
by July 15, 2022**

By sending us this information in advance,  
you will help us ensure your sign/truss is properly  
assembled and installed.

### SHIPPING INSTRUCTIONS

**All signs/trusses to be hung by HOLLINS should be received  
in advance at the HOLLINS Warehouse by July 28, 2022.**

Please ship all signs/trusses to be hung by HOLLINS in separate containers attaching the special shipping label on this sheet. Mark bill of lading "Hanging Sign/Truss". Prepay all shipments. Collect shipments will not be accepted. See "Material Handling (Freight) Services Information" and "Material Handling Rate Schedule & Order Form" for more information.

# RUSH!

## HANGING SIGN/TRUSS

FROM:

### ADVANCE SHIPMENT

TO:

EXHIBITOR

**South Atlantic JUBILEE**

NAME OF EVENT

BOOTH NUMBER

C/O **HOLLINS EXPOSITION SERVICES**

T-Force Freight  
200 Dunbarton Drive  
Florence, SC 29501

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
July 28, 2022**

Carrier

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

**HOLLINS**  
EXPOSITION SERVICES



Deadline Date For Discount Rate: **July 15, 2022**

**HOLLINS is responsible for supervision, assembly, installation and removal of all hanging signs/trusses.** Invoicing for sign/truss hanging will be done from actual time, equipment and materials used. A credit card authorization on file with HOLLINS is required before work can be performed. See "Sign/Truss Hanging Information" form for shipping instructions. Complete all information requested, sign and return to HOLLINS by the deadline date.

**TYPE** ☐ Sign ☐ Truss (select one type per order)  
☐ Banner  
☐ Structural  
☐ Fabric ☐ Metal ☐ Wood ☐ Plastic ☐ Other \_\_\_\_\_  
 \_\_\_\_\_ No. of Structural Pick Points \_\_\_\_\_ lbs. at each Pick Point

**SHAPE**  
☐ Circle ☐ Square ☐ Triangle ☐ Box ☐ Other \_\_\_\_\_

**DIMENSIONS & WEIGHT (ft. / lb.)**  
 Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
 Weight \_\_\_\_\_

**NUMBER OF FEET FROM FLOOR TO TOP**  
 \_\_\_\_\_ (Must be in compliance with Show Rules and Regulations)

**ELECTRICAL** ☐ Yes ☐ No  
 If yes, order electrical services from the Show Site.

**ASSEMBLY** ☐ Yes ☐ No  
 If yes, HOLLINS will assemble your sign/truss prior to hanging.  
 See "Sign/Truss Hanging Information" form.

**CHAIN MOTOR** ☐ Yes ☐ No

**LOCATION OF SIGN/TRUSS AND DIMENSIONS**

Submit a drawing of your booth, indicate from each boundary how you would like your sign/truss placed. Provide dimensions.

☐ HOLLINS TO PROCEED AND INSTALL BY:

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM

☐ DO NOT PROCEED, OUR REPRESENTATIVE WILL BE ON SITE:

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM

**Exhibitor Contact** (Please fill out regardless of supervision status.)

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date of Arrival \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM

Hotel (Optional) \_\_\_\_\_ Emergency # \_\_\_\_\_

**A High Lift comes with a crew consisting of two riggers.** Additional ground labor available upon request. The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter are charged in one-half (1/2) hour increments. You will be charged a one (1) hour cancellation fee per man per high lift if labor and equipment are cancelled without twenty-four (24) hour notice. You will be charged a one (1) hour "no-show" fee per man per high lift if you fail to use labor and equipment at the time requested. All rates are subject to change if necessitated by increased labor, equipment and material costs.

Hours	Times	High Lift / Crew (Per Hour)		Ground Labor (Per Hour)	
		Discount Rate	Standard Rate	Discount Rate	Standard Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday	\$ 480.00	\$ 624.00	\$ 96.00	\$ 124.80
Overtime	4:30 PM to 12:00 AM Monday through Friday	720.00	936.00	144.00	187.20
Overtime	8:00 AM to 12:00 AM Saturday, Sunday & Holidays	720.00	936.00	144.00	187.20
Double Time	12:00 AM to 8:00 AM Monday through Sunday & Holidays	960.00	1,248.00	192.00	249.60

Service (High Lift/Crew)	Date	Start Time (AM or PM)	No. of High Lifts	x	Hrs. Per High Lift	x	Rate	=	Total
Installation				x		x	\$	=	\$
Dismantle				x		x	\$	=	\$

Service (Ground Labor)	Date	Start Time (AM or PM)	No. of Workers	x	Hrs. Per Worker	x	Rate	=	Total
Installation				x		x	\$	=	\$
Dismantle				x		x	\$	=	\$

**High Lift/Crew (Installation+Dismantle)** \$

**Ground Labor (Installation+Dismantle)** \$

**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.



☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
 (Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_





Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

33

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Sign/Truss  
Hanging  
Indemnification  
Form**



Deadline Date For Discount Rate: **July 15, 2022**

At your request, HOLLINS, as the exclusive provider of sign/truss hanging and rigging services at the **South Atlantic JUBILEE** (Show), **MOVE-IN JULY 25, 2022** through **MOVE-OUT August 1, 2022** (Dates), will hang Exhibitor's materials (signs, trusses, lights, motors or rigging supplies). However, because Exhibitor has elected to use materials other than HOLLINS materials, and because of the inherent hazards associated with these services, HOLLINS needs Exhibitor to indemnify HOLLINS and release them from any liabilities resulting from these services. By signing, Exhibitor is guaranteeing that all stress points are properly engineered for hanging Exhibitor's materials. However, HOLLINS may refuse to hang Exhibitor's materials if, in our opinion, they appear unsafe.

In exchange for the services described above, \_\_\_\_\_ (Exhibitor) hereby agrees to hold harmless, defend and indemnify HOLLINS, its officers, directors, employees, agents and subcontractors from and against any and all claims, liability, losses, costs and expenses, including reasonable attorneys' fees, resulting directly or indirectly from the performance by HOLLINS of such hanging and rigging services.

Except as expressly stated herein, the contract between the parties for the above referenced Show remains in full force and effect.

HOLLINS EXPOSITION SERVICES

EXHIBITOR

**X**  
Signature

**X**  
Signature

Print Name

Print Name

Date

Date

PLEASE TYPE OR PRINT

NAME OF EVENT **South Atlantic JUBILEE**  
EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Exhibitor  
Appointed  
Contractor**



## Official Service Provider Information

### Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition
- Assure the distribution of labor to all Exhibitors according to need
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself
- See that the proper type and limits of insurance are in force
- Avoid any conflict with local union and/or exhibit hall regulations and requirements

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder

In both such instances, HOLLINS shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

### Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and HOLLINS Exposition Services (HOLLINS) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
  - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
  - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - e. The Commercial General Liability Policy shall name HOLLINS Exposition Services (HOLLINS) (Official Service Provider), (Show Management), (Show) and (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with HOLLINS or Show Management evidencing the correct coverage at least 21 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
- b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc., should be placed in the center of the booth.
- c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
  - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
  - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to HOLLINS at least 21 days prior to the first date of move in.
  - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
  - d. Must furnish Show Management and HOLLINS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
  - g. Shall provide, if requested, evidence to HOLLINS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
  - h. Must coordinate all of its activities with HOLLINS.
  - i. Must comply with all reasonable rules and regulations of the Facility, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
  - j. May not move freight from one booth to another booth, or to meeting rooms. HOLLINS must provide labor.
7. All information must be received in the HOLLINS office in Roanoke, Virginia no later than 21 days prior to the show.

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/2022	
<b>1. PRODUCER</b> <b>ABC Insurance Agency</b> Fax: (212) 555-6100 <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <b>INSUREERS AFFORDING COVERAGE</b>					
<b>2. INSURED</b> <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349   Fax: (212) 555-9819</b>		<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> <b>INSURER E:</b>					
<b>COVERAGES</b> <small>THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</small>							
3.	4.	5.	6.	7.	8.	9.	10.
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/12	01/01/13	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000		
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HERED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/12	01/01/13	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident)		
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/12	01/01/13	AUTO ONLY-EA ACCIDENT \$1,000,000 OTHER THAN \$ \$ AGGREGATE \$1,000,000 \$ \$		
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> _____	A4145-SS-PJ37	01/01/12	01/01/13	<input checked="" type="checkbox"/> NO STATO-ORY LIMITS    OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000		
D	OTHER Professional Liability	000P98298-AI1	01/01/12	01/01/13	Each Occurrence & Aggregate \$1,000,000 \$3,000,000		
<b>5. HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), and (Show) are hereby named as additional insured, except for Workers' Compensation. HOLLINS Exposition Services (HOLLINS) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of HOLLINS Exposition Services (HOLLINS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by HOLLINS shall be excess and non-contributory.</b>							
<b>6. CERTIFICATE HOLDER</b> <b>HOLLINS EXPOSITION SERVICES</b> <b>P. O. Box 7001</b> <b>Roanoke, Virginia 24019</b>		<b>7. ADDITIONAL INSURED; INSURER LETTER: X</b>		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS.  AUTHORIZED REPRESENTATIVE John Smith, CIC			

1. PRODUCER: Insurance Agent/Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Service Provider Information in this Exhibitor Service Kit.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), (Show), as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be : HOLLINS Exposition Services (HOLLINS)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information in this Exhibitor Service Kit.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Mail or fax to us as indicated above. Retain a copy for your files.

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P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Exhibitor  
Appointed  
Contractor**



Deadline Date For Return of This Form: **July 15, 2022**

## NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

**South Atlantic JUBILEE**

COMPANY NAME	E-MAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the "show site", which are not designated by the "show site" as "exclusive" to a "show site" provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply HOLLINS Exposition Services (HOLLINS) with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor _____
Street Address _____
(City, State, Zip) _____
Phone (area code _____) _____ Fax (area code _____) _____
Contact: _____
Description of Proposed Service for Exhibitor _____

**This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.**

### Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractor shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractor shall be prepared to show evidence it has authorization from the Official Service Provider.
- The Exhibitor agrees that he or she is ultimately responsible for all services in connection with his or her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must do so no later than 10 days prior to show opening.
- The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with HOLLINS. (Based upon Exhibitor Appointed Contractor not number of booths).
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or HOLLINS Management.
- During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and HOLLINS Exposition Services (HOLLINS) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

**For insurance and safety reasons, the Official Service Provider designated in this service guide must be used exclusively for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

**No exceptions will be made.**

### Tips to Exhibitor Appointed Contractors

- Order services required from HOLLINS and the Exhibit Hall in advance. Ordering labor or services on-site which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If HOLLINS is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with HOLLINS, will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the HOLLINS Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.



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Fax: (540) 362-8698

# IMPORTANT PLEASE READ

**All freight shipped in advance of the Show must be shipped...**

**TO: (Exhibitor Name and Booth Number)**  
**FOR: South Atlantic JUBILEE**  
**C/O: HOLLINS EXPOSITION SERVICES**  
**T-Force Freight**  
**200 Dunbarton Drive**  
**Florence, SC 29501**

**DO NOT SHIP ADVANCE FREIGHT TO THE  
Myrtle Beach Convention Center**

***Should any freight be received by the Myrtle Beach Convention Center, it will be consigned to HOLLINS at subject to the prevailing drayage rate plus any additional fees charged by the Myrtle Beach Convention Center for handling.***

**Jurisdiction Information:**

The unloading and delivery of all exhibit related materials from the loading dock area to your booth, and return of all exhibit related materials from your booth to the loading dock area and reloading, falls under the jurisdiction of HOLLINS. Exhibitors, however, may hand-carry their materials into the exhibit hall. The use of dollies, hand trucks, flat trucks and other mechanical equipment will not be permitted. Only full-time employees of the exhibiting companies will be allowed to hand-carry items.

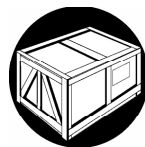
***We urge you to ship your materials in advance.***

***By shipping in advance, your materials will be in your booth for you to begin set-up at your assigned set-up time.***



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As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the advance warehouse or directly to show site.

### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise, and weight. Shipments received without this documentation will be delivered to the exhibitor's booth without guarantee of piece count or condition. HOLLINS assumes no liability for such shipments.

### How are material handling rates calculated?

MATERIAL HANDLING RATES are calculated based on the Show Move-in and Move-out Times, as follows:

ST/ST: If freight is handled into and out of the show during straight time hours.

ST/OT: If freight is handled one way during straight time hours and one way during overtime hours.

OT/OT: If freight is handled into and out of the show during overtime hours.

DT/OT: If freight is handled one way during double time hours and one way during overtime hours.

### How do I estimate my Material Handling charges?

Billed weight is based on the incoming weight, whether outbound services are used in whole or in part. The weight is rounded up to the next one hundred pounds (100 lbs, or CWT) and is taken from the inbound Bill of Lading and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specific weight on the Bill of Lading will be assigned an approximate weight by HOLLINS. This weight will prevail.

- On the Material Handling Form, select whether the freight will arrive at the advance warehouse or be sent directly to show site.

- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. Use this rate for common carriers such as YRC, ABF, etc.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Federal Express, UPS, POV (privately owned vehicles), etc.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".

- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

### How do I ship to the advance warehouse?

- We will accept freight beginning 30 days prior to show move-in.

- Shipments received at the advance warehouse after the deadline date incur late fees.

- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.

- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.

- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.

- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. Certified weight tickets must accompany all shipments.

- Warehouse freight will be delivered to the booth prior to exhibitor set up.

- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

### Advance Warehouse material handling rates include:

- Receiving shipments at the advance warehouse, and storing the shipments beginning 30 days prior to the show.

- Movement of all exhibitor freight from the warehouse to show site.

- Unloading and moving all shipments to the booth.

- Pick-up and storage of all properly labeled EMPTY containers and boxes, and returning these containers and boxes to the booth after the show. EMPTY labels are available from the HOLLINS service desk. EMPTY containers are not accessible during the show.

- Removal of freight from the booth, and loading onto exhibitor's designated outbound carrier from the loading dock.

- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.

- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.

- Certified weight tickets must accompany all shipments.

### Show site material handling rates include:

- Receiving shipments at the show site.

- Movement of all exhibitor freight from the loading dock to the booth.

- Pick-up and storage of all properly labeled EMPTY containers and boxes, and returning these containers and boxes to the booth after the show. EMPTY labels are available from the HOLLINS service desk. EMPTY containers are not accessible during the show.

- Removal of freight from the booth, and loading onto exhibitor's designated outbound carrier from the loading dock.

### What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivering carrier.

- To ensure that your freight does not arrive collect, mark the bill of lading "prepaid".

- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

### How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event. For better service use the labels enclosed in this exhibitor kit.

- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

### What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.

- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

### How do I protect my materials after they are delivered to the show or before they are picked up after the show?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

### How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement or Bill of Lading in order to ship materials from the show. All pieces must be labeled individually.

- To save time, complete and submit the Outbound Shipping Bill of Lading in advance, or you may contact the Service Desk at show site for shipping documents. The Bill of Lading and labels will be processed and available prior to show closing.

- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Service Desk.

- Call your designated carrier with pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS' carrier choice or delivered back to the warehouse at the exhibitor's expense.

- For your convenience, show recommended carriers will be on site to handle outbound transportation.

### Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment. You do not need to order a forklift to move freight to/from your booth - that is included in "material handling" rates.

- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.

- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

### Do I need insurance?

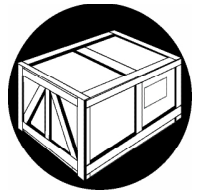
- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.

- All materials handled by HOLLINS are subject to the enclosed Limits of Liability/Terms and Conditions.

### Other available services (may not be available in all locations)

- Cranes
- Accessible storage
- Exhibit transportation services
- Vehicle Spotting
- Scissor lifts, condors
- Security storage at show site
- Marshalling Yard
- Short-term and long-term warehouse storage





Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

***What is Ground Loading/Unloading?***

Vehicles that are not dock height, preventing the use of loading docks such as; U-hauls, drop deck flat bed trailers, drop floor van trailers, company vehicles with trailers that are not dock level, etc.

***What is Constricted Space Loading/Unloading?***

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

***What is Designated Piece Loading/Unloading?***

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit, or the trailer must be loaded in a sequence to ensure all items fit.

***What are Stacked Shipments?***

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

***What is Shipment Integrity?***

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

***What is Alternate Delivery Location?***

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

***What are Mixed Shipments?***

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. HOLLINS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

***What does it mean if I have "No Documentation"?***

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

***What about carpet only shipments?***

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

***What is the difference between Crated and Uncrated Shipments?***

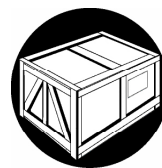
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



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# Material Handling Terms & Conditions



**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.**

Acceptance of said terms and conditions will be construed when any of the following conditions are met: Exhibitor's materials are delivered to HOLLINS' warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

**1. DEFINITIONS.** For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.

**2. PACKAGING/CRATES AND STORAGE.** HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. HOLLINS recommends the securing of security services from Facility or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

**7. FORCE MAJEURE.** HOLLINS' performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS' reasonable control, nor for ordinary wear and tear in the handling of materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS' warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS more than two (2) years after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, HOLLINS' sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of

\$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of HOLLINS' maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**10. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS' equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# HOLLINS

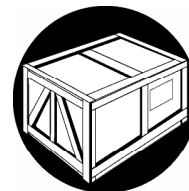
EXPOSITION SERVICES

Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Material Handling Rate Schedule and Order Form



**Deadline for receiving Advance Shipments to the Warehouse: Monday, July 25, 2022**

**Shipments to the Show Site will NOT be accepted prior to: Thursday, July 28, 2022**

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

**CRATED** - Material that is in any type of shipping container or skidded so that it can be unloaded at the dock by forklift or pallet jack with no additional handling required.

**SPECIAL HANDLING** (See "Special Handling Definitions" form) - Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or restricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, labor or equipment to unload, sort and deliver. Federal Express and UPS are included in this category due to their delivery procedures.

**UNCRATED OR PAD WRAPPED** - Material that is not in any type of shipping container, unskidded, shipped loose or pad wrapped.

**STRAIGHT TIME - 8:00 AM to 4:30 PM Monday through Friday** **OVERTIME -- 4:30 PM to 8:00 AM Monday through Friday -- ALL DAY Saturday, Sunday & Holidays**

BASE RATES & CLASSIFICATIONS (A)		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
<b>Warehouse Shipment delivered on or before July 28, 2022 ( 200 lb. minimum )</b>		
Crated Shipment	\$ 78.00	\$ 156.00
Special Handling Shipment	93.00	186.00
<b>Show Site Shipment ( 200 lb. minimum )</b>		
Crated Shipment	78.00	156.00
Special Handling Shipment	93.00	186.00
Uncrated or Pad Wrapped Shipment	105.00	210.00

SMALL PACKAGE (B)					
A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 40 lb. that is received on the same day, from the same shipper and delivered by the same carrier.					
Description	No. of Shipments	x	Rate Per Shipment	=	TOTAL (B)
Small Package		x	\$ 60.00	=	\$

ADDITIONAL SURCHARGES (A)		
All inbound and outbound shipments after 4:30 PM Monday through Friday and ALL DAY Saturday, Sunday & Holidays will be assessed overtime charges.		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
<b>Shipment Delivered after Deadline Date ( in addition to Base Rates )</b>		
Warehouse Shipment after July 28, 2022	\$ 10.00	\$ 20.00
Show Site Shipment after Show opening	10.00	20.00
<b>Overtime Charge - Inbound ( in addition to Base Rates )</b>		
Crated Shipment	10.00	20.00
Special Handling Shipment	10.00	20.00
Uncrated or Pad Wrapped Shipment	10.00	20.00
<b>Overtime Charge - Outbound ( in addition to Base Rates )</b>		
Crated Shipment	10.00	20.00
Special Handling Shipment	10.00	20.00
Uncrated or Pad Wrapped Shipment	10.00	20.00
Loading of outbound material will not begin until after 4:30 PM on Monday, August 1, 2022		

• Shipments returned to the Warehouse will be charged an additional \$15.00 per 100 lb. ~ \$250.00 minimum. • Storage fees prior to 30 days before the Show, and/or after 4 days following the Show will be an additional \$1.50 per 100 lb. per day ~ \$50.00 minimum • Show Site storage for containers not brought in by HOLLINS will be \$25.00 per piece. • Banding: \$60.00 per skid (includes 30 minutes labor). • Shrinkwrap: \$40.00 per skid (includes 30 minutes labor).

**NOTE:** Billed weight is based on incoming weight only, whether the above services are used in whole or in part. 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 HOLLINS. This estimate will prevail.

CLASSIFICATION	ESTIMATED HANDLING CHARGES (A) - Calculate in increments of 100 only. - Round up to the next 100 mark. - 200 lb. minimum per shipment.												
	Weight (lb.)	÷100	=	CWT	x	ST In / ST Out	ST In / OT Out	OT In / ST Out	OT In / OT Out	or	If Late	=	Charges (A)
Warehouse - Crated		÷100	=		x		\$ 115.00			or	\$ 135.00	=	\$
Warehouse - Special Handling		÷100	=		x		135.00			or	155.00	=	\$
Show Site - Crated		÷100	=		x				\$128.00	or	148.00	=	\$
Show Site - Special Handling		÷100	=		x				148.00	or	168.00	=	\$
Show Site - Uncrated or Pad Wrapped		÷100	=		x				164.00	or	184.00	=	\$
200 lb. minimum charge applies to each shipment - Example 1: You shipped two boxes together weighing seventy-five pounds each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound charge. - Example 2: You shipped the same two boxes weighing seventy-five pounds each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound charges.											TOTAL (A)		\$
											TOTAL (A)+(B)		\$

**PAYMENT POLICY:** For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. 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.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

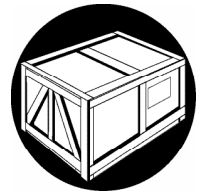
ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_



**Advance Shipments to HOLLINS Warehouse:** Use the following address.

To: Company Name and Booth #  
For: South Atlantic JUBILEE  
c/o: HOLLINS Exposition Services  
T-Force Freight  
200 Dunbarton Drive  
Florence, SC 29501

◀ Deadline date for Advance Shipments:  
**July 25, 2022**

**Advance Shipments to HOLLINS Warehouse**

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

**Show Site Shipments:** Use the following address.

To: Company Name and Booth #  
For: South Atlantic JUBILEE  
c/o: HOLLINS Exposition Services  
Myrtle Beach Convention Center  
2101 N. Oak Street  
Myrtle Beach, SC 29577

◀ Show Site shipments will be accepted beginning:  
**July 28, 2022**

**Show Site Shipments**

List show site shipments below. Attach separate forms for additional shipments.

Show Site Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE  
EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

# HOLLINS

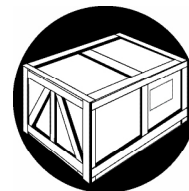
EXPOSITION SERVICES

Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Material Handling Shipping Labels



Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. Please Type or Print.

### HOLLINS

EXPOSITION SERVICES

# RUSH

**Advance Warehouse**

**DEADLINE DATE: July 25, 2022**

TO: \_\_\_\_\_  
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**  
**T-Force Freight**  
**200 Dunbarton Drive**  
**Florence, SC 29501**

Event: **South Atlantic JUBILEE**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

### HOLLINS

EXPOSITION SERVICES

# RUSH

**Advance Warehouse**

**DEADLINE DATE: July 25, 2022**

TO: \_\_\_\_\_  
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**  
**T-Force Freight**  
**200 Dunbarton Drive**  
**Florence, SC 29501**

Event: **South Atlantic JUBILEE**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

### HOLLINS

EXPOSITION SERVICES

# RUSH

**Show Site Shipment**

**NOT ACCEPTED BEFORE: July 28, 2022**

TO: \_\_\_\_\_  
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**  
**Myrtle Beach Convention Center**  
**2101 N. Oak Street**  
**Myrtle Beach, SC 29577**

Event: **South Atlantic JUBILEE**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

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EXPOSITION SERVICES

# RUSH

**Show Site Shipment**

**NOT ACCEPTED BEFORE: July 28, 2022**

TO: \_\_\_\_\_  
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**  
**Myrtle Beach Convention Center**  
**2101 N. Oak Street**  
**Myrtle Beach, SC 29577**

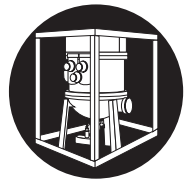
Event: **South Atlantic JUBILEE**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.





## Machinery Rates

( See the "Machinery Handling Rate Schedule & Order Form" )

Show Management has negotiated special pricing for the handling of machinery shipped direct to the Show Site. In order for your machinery to qualify for these special sliding rates, you **MUST** adhere to the following procedures:

1. Complete the "Machinery Handling Rate Schedule & Order Form" and return to HOLLINS.
2. Complete the "Payment Policy & Credit Card Charge Authorization Form" and return to HOLLINS.
3. Attach the special labels for machinery handling.
4. Ship machinery direct to the Show Site - **SEPARATE** - from display material or literature.
5. Shipments **MUST** be accompanied by **CERTIFIED WEIGHT TICKETS**.

The special rates **WILL NOT** apply to the following types of shipments:

1. Any machinery shipped in advance to the Warehouse.  
( Shipments will be charged at the standard material handling rates. )
2. Any machinery in a combined shipment with display material or literature.  
( Shipments will be charged at the standard material handling rates. )
3. Any machinery difficult to handle due to one or more of the following reasons.....
  - if crated - not properly crated - not easily handled by forklift
  - if skidded - not properly skidded - not easily handled by forklift
  - if uncrated or unskidded - not easily handled by forklift  
( lack of fork pockets, lifting hooks, etc. )
  - rigging required via straps or slings  
( Shipments will be charged at machinery handling rates plus an additional 25% to 50%. )



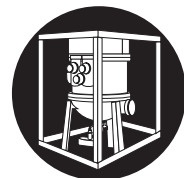


Mail or fax to us as indicated above. Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# Machinery Handling Rate Schedule & Order Form



Deadline Date For Return of This Form: **July 15, 2022**

**MACHINERY RATES** apply to machinery received at the Show Site during official exhibitor move-in hours only. Rates are round-trip, per shipment, based on time, equipment and materials for unloading, booth placement (spotting), and reloading after the close of the Show.

Show Management has negotiated special pricing for the handling of machinery shipped direct to the Show Site. Rates quoted below include • necessary labor and equipment • unloading machinery at the dock • one time spotting of machinery in exhibitor's booth • return of machinery to the dock • reloading on outbound carriers. **SHIPMENTS MUST BE PREPAID, COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

After unloading, machinery will be spotted one (1) time with a six (6) inch tolerance, provided the following conditions are met.

- 1) This form must be completed and returned by the deadline date published above.
- 2) The exhibitor, or exhibitor's representative, must be present to supervise the spotting.
- 3) All machinery • if crated or skidded must be crated or skidded properly to accommodate forklift handling  
• if uncrated or unskidded must be easily handled by forklift (fork pockets, lifting hooks, etc.).
- 4) The area within the booth must be clearly marked to indicate placement.
- 5) No bolting or unbolting, no uncrating or unskidding, no attaching to other equipment.
- 6) You must meet the target unloading time, day and date you specify.
- 7) **CERTIFIED WEIGHT TICKET WILL BE REQUIRED BEFORE UNLOADING.**

If the above seven (7) conditions are NOT met, you will be charged at the standard material handling rates.

Target Unloading and Reloading	Time ( AM or PM )	Day	Date
We wish to unload prior to the Show at:			
We wish to reload after the Show at:			
Shipment Information	No. of pieces of Machinery	The heaviest piece will be approximately ( lb.)	
We will have:			

Machinery Shipment Weight	Rate Per CWT ( 100 lb.)
500 - 2,500 lb.	\$ 70.00
2,501 - 5,000 lb.	\$ 67.00
5,001 - 7,500 lb.	\$ 64.00
7,501 lb. & over	\$ 60.00
Loading of outbound machinery will not begin until after 4:30 PM on Monday, June 12, 2022.	

ESTIMATED MACHINERY HANDLING CHARGE							
Calculate in increments of 100 only. Round up to the next 100 mark.							
Shipment Weight ( lb.)	÷100	=	CWT	x	Rate per CWT	=	Estimated Charge
	÷100	=		x	\$	=	\$

**NOTE:** Billed weight is based on incoming weight only, whether the above services are used in whole or in part. 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 HOLLINS. This estimate will prevail.

**PAYMENT POLICY:** For machinery handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. 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.

PLEASE TYPE OR PRINT

NAME OF EVENT South Atlantic JUBILEE

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

**FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:** \_\_\_\_\_

# HOLLINS

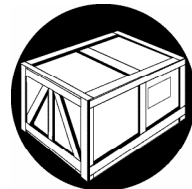
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## Machinery Handling Shipping Labels



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### HOLLINS

EXPOSITION SERVICES

# RUSH

**MACHINERY - SHOW SITE ONLY**

**NOT ACCEPTED BEFORE: July 28, 2022**

TO: \_\_\_\_\_  
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**  
**Myrtle Beach Convention Center**  
**2101 N. Oak Street**  
**Myrtle Beach, SC 29577**

Event: **South Atlantic JUBILEE**

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

### HOLLINS

EXPOSITION SERVICES

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**MACHINERY - SHOW SITE ONLY**

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EXPOSITION SERVICES

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Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



# How-To-Trade Show

Regardless if you're a trade show expert or you'll be attending your first event this guide will walk you through the process of everything you need when attending a trade show.



## Step 1

### *Contact TForce Freight*

- (800) 988-9889 | [Tradeshow@tforcefreight.com](mailto:Tradeshow@tforcefreight.com)
- TForce Freight Trade Show is available 8am–8pm Monday – Friday EST. During weekends or non-staffed hours, choose option 1 to speak with an Expedited representative for assistance.



## Step 2

### *Scheduling*

- Show Name and Address
- Decorator/Contractor Name
- Booth #
- Delivery date and time
- Post show delivery date and time
- The number of pieces and weight of the shipment

## Step 3

### *Bill-of-Lading (BOL)*

- Show Name and Address
- Booth Number
- Delivery Date and Time
- The number of pieces and weight of the shipment. Describe your cartons, crates, skids, or other containers by color and identifying marks if applicable.

## Step 4

### *Headed Home*

The on-site booth contact at the show for the company should complete a bill-of-lading called a Material Handling Agreement (MHA) obtained from the contractor's service desk. After completion, it must be turned back in to the contractor's service desk. The service desk will provide blank MHA's and shipping labels for the shipments coming out of the show. The MHA form provided by the contractor should be returned and only in rare cases will the contractor accept an alternative bill-of-lading. TForce Freight recommends a "dummy" bill-of-lading be filled out and sent with who will be working the show. The person at the show can copy all of the info onto the contractor's form. This helps eliminate errors - such as incorrect addresses or leaving any third party billing info off of the bill-of-lading. Be sure to indicate that TForce Freight is the carrier on the MHA to ensure that the freight is not forced to the show decorator's carrier of choice and to ensure proper billing.



## RULES

### ▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

**Sec. 1.** (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

**Sec. 2.** Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

**Sec. 3.** (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

**Sec. 4.** (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

**Sec. 5.** (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

**Sec. 6.** Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

**Sec. 7.** (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. § 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

**Sec. 8.** If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

**Sec. 9.** If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

☐ STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

TForce Freight



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.tforcefreight.com

DATE \_\_\_\_\_ B/L NO. \_\_\_\_\_ KEYWORD SHOW

1 **SHIPPER: COMPLETE BLOCKS 1-8**

FROM: SHIPPER NAME (EXHIBITOR)		
C/O		
ADDRESS		
CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

2

TO: CONSIGNEE NAME		
C/O		
ADDRESS		
DESTINATION CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

3 **INVOICE CHARGES TO (THIRD PARTY)**

ADDRESS		
CITY	STATE	ZIP CODE
ATTN:	PHONE NUMBER	

4 **FREIGHT CHARGES ARE** ☐ COLLECT ☐ PREPAID

5 **SPECIAL INSTRUCTIONS**

6 IF GOING TO SHOW, CHECK ONE	
<input type="checkbox"/> ADVANCE WAREHOUSE →	DELIVER BY _____
<input type="checkbox"/> SHOW SITE →	TARGET/MOVE-IN DATE _____

7 # OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____ ) (154630)		125
		FIBER CASE/TRUNK (COLOR _____ ) (154630)		125

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: \_\_\_\_\_

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or \* (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless \*\*Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. \*\*\* Refer to the current tariff UPGF 102 series for complete details. \*Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_. \*\*Shipper requests Excess Declared Value Coverage in the amount of \$ \_\_\_\_\_.

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; \*\*\* the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) \_\_\_\_\_

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

EXHIBITOR/COMPANY NAME		CARRIER		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# ATTENTION

**DO NOT return the forms following this page to HOLLINS Exposition Services.**

**Should you desire any of these services, please return the form to the appropriate vendor(s).**

**Thank you.**





***To order the following services:***

- ***Electric***
- ***Telecommunications***
- ***Water***
- ***Compressed Air***

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***[www.myrtlebeachconventioncenter.com](http://www.myrtlebeachconventioncenter.com)***