

# **OFFICIAL SERVICE CONTRACTOR**

**Information and Order Forms**



Mailing Address:  
P. O. Box 49837  
Greensboro, NC 27419

Street Address:  
121 North Chimney Rock Road  
Greensboro, NC 27409

Phone: (336) 315-5225  
Fax: (336) 315-5220

***[www.hollins-expo.com](http://www.hollins-expo.com)***

## **Trade Show Winston-Salem Chamber Business Expo 2010**

*April 22, 2010  
M.C. Benton Convention Center  
Winston-Salem, North Carolina*

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Fax: (336) 315-5220

## GENERAL INFORMATION

**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the Winston-Salem Chamber Business Expo 2010 Show. 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.

**SERVICE FORMS:** 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 insure 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.

**PAYMENT POLICY:** All orders placed with Hollins Exposition Services 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 Exposition Services.** PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

### (A) BOOTH EQUIPMENT

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

- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 6ft. skirted table
- one 7 in. x 44 in. booth identification sign
- two chairs

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

*NOTE: The exhibit hall floor is bare concrete and will not be carpeted.*

### (B) EXHIBITOR MOVE-IN SCHEDULE

Wednesday, April 21, 2010  
12:00 p.m. - 6:00 p.m.

### (C) EXHIBITOR MOVE-OUT SCHEDULE

Thursday, April 22, 2010  
3:00 p.m. - 5:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 3:00 p.m., Thursday, April 22, 2010. The exhibit hall must be cleared by 5:00 p.m.

### (D) DISCOUNT RATES

If you need additional booth furnishings, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must receive your order with full payment by April 8, 2010, unless otherwise indicated. Orders received after April 8th, orders without payment and orders placed at the show will be processed at Standard Rates.

### (E) SHIPPING

#### **ADVANCE RECEIVING AT THE WAREHOUSE -**

Hollins Exposition Services will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. Material should be shipped to arrive at our warehouse in Greensboro, NC no later than Monday, April 19, 2010. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:00 p.m. Please call for instructions if you have materials you need to ship to the Advance Warehouse and/or via direct to show site.

#### **DO NOT SHIP ADVANCE FREIGHT TO THE BENTON CONVENTION CENTER -**

The Benton Convention Center is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. Should any freight be received by them, it will be consigned to Hollins Exposition Services and subject to the prevailing drayage rate plus an additional fee for handling.

#### **DIRECT SHIPMENTS TO THE SHOW SITE -**

Hollins Exposition Services will receive direct shipments to the show site beginning Wednesday, April 21, 2010. **Shipments sent direct to show site prior to April 21, 2010 WILL BE REFUSED. Shipments sent to show site after show opens will be charged an additional handling fee.**

**UPS LTL Freight Company is the on site show carrier, offering special rates and services.**

**For information call Overnite's Trade Show Specialists at 800-988-9889.**

### (F) TAX

Tax (7.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

(contd.)

### **(G) LABOR INFORMATION:**

To assist you in planning your show participation in Winston-Salem, we are certain you will appreciate knowing in advance that Hollins Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, Hollins Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify Hollins Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor".

### **(H) ASSISTANCE IN PLANNING**

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. If you require assistance in planning your exhibit, please call our office for suggestions on how you can make your booth space more functional and attractive.

### **(I) GENERAL INFORMATION**

**HOLLINS Exposition Services** is the official service contractor for the **Winston-Salem Chamber Business Expo 2010** and is responsible for the following:

**Drayage:** Drayage is the delivery of freight from the warehouse or loading dock to the exhibitor's booth and from the booth to the loading dock, and picking up and delivering of the empty crates or boxes.

Empty crates will be removed to off-site storage and returned to your booth at the end of the show at no charge, provided that you have used Hollins Exposition Services' drayage service for the delivery of your freight. "Empty" container labels will be provided for your use during move-in. Do not store merchandise in containers marked for empty storage, as there will be no access to the containers during the show.

**Decorating:** Decorating refers to providing furnishings, drape, carpeting, signage, etc.

**Labor:** This is for rigging, carpentry, and installation and dismantle of exhibits.

**Security:** Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Hollins Exposition Services is not responsible for items left in booths unattended.

**Equipment Use:** Hollins Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor on the forms provided.

### **(J) PLEASE NOTE:**

### **(K) 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 Exposition Services' 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. Refer to each order form for details.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at:

(voice) 336-315-5225

(fax) 336-315-5220

(e-mail) greensboro@hollins-expo.com

### **OFFICIAL CONTRACTORS**

#### **GENERAL SERVICE CONTRACTOR:**

**(Furnishings, Cleaning, Labor, Drayage)**

#### **HOLLINS EXPOSITION SERVICES**

P. O. Box 49837

Greensboro, NC 27419

Street Address:

121 North Chimney Rock Road

Greensboro, NC 27409

Phone: (336) 315-5225

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www.hollins-expo.com

#### **Utilities:**

**(Electrical, Telephone, Internet)**

#### **M.C. BENTON CONVENTION CENTER**

PO Box 68

Winston-Salem, NC 24445

Phone: (336) 727-2879

Fax: (336) 727-2976

#### **ADVANCE RECEIVING WAREHOUSE:**

**(Receiving and Storage of Exhibit Materials)**

#### **HOLLINS EXPOSITION SERVICES**

121 North Chimney Rock Road

Greensboro, NC 27409

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#### **GROUND CARRIER:**

**(On Site Show Carrier)**

#### **UPS LTL FREIGHT COMPANY**

Trade Show Specialist Division

Phone: (800) 988-9889

Fax: (804) 291-5353

ltl.upsfreight.com

**UPS LTL Freight Company is the on site show carrier, offering special rates and services. For information call UPS's Trade Show Specialists at 800-988-9889.**





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**ORDER FORM FOR  
 FURNISHINGS AND CARPET**

**Deadline Date For Discount Rate  
 April 8, 2010**

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **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.

**SEATING**

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	\$17.00	\$22.10
_____	Upholstered Arm Chair	25.00	32.50
_____	Upholstered Stool (30" High)	27.00	35.10

**ACCESSORIES**

_____	Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$25.00	\$32.50
_____	(30" Round x 42" High)	30.00	39.00
_____	(36" Round x 30" High)	30.00	39.00
_____	(36" Round x 42" High)	35.00	45.50
_____	Cocktail Table (White Laminate Top) (24" Round x 18" High)	28.00	36.40
_____	Cocktail Table (White Laminate Top) (36"L x 20"W x 15" High)	28.00	36.40
_____	Coat Tree	24.00	31.20
_____	Wastebasket	10.00	13.00
_____	Tripod Floor Easel	15.00	19.50

**DISPLAY PANELS**

_____	Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$75.00	\$97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel (4' x 8' Double Sided / Vertical)	75.00	97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	65.00

**CARPET**

Price includes installation and taping front edge.

_____	9' x 10' Carpet	\$ 65.00	\$ 84.50
_____	9' x 20' Carpet	130.00	169.00
_____	9' x 30' Carpet	195.00	253.50
_____	9' x 40' Carpet	260.00	338.00
_____ ft. x _____ ft.	Custom Cut Carpet - per sq. ft.	1.40	1.82
_____ ft. x _____ ft.	Carpet Padding - per sq. ft.	.65	.85
_____ ft. x _____ ft.	Visqueen Covering - per sq. ft.	.40	.52
_____ ft. x _____ ft.	Additional Taping - per linear ft.	.80	1.04

Carpet Color Preferred:

Red  Blue  Seafoam  Silver Gray  Hunter Green

**SPECIAL DRAPERY**

_____	Linear Feet of 8' High Drapery	\$4.00/LF	\$5.20/LF
_____	Linear Feet of 3' High Drapery	2.00/LF	2.60/LF

**PAYMENT POLICY:** We require your credit card authorization to be on file with Hollins Exposition Services. 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 on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**WOOD DISPLAY TABLES & DRAPING**

Quantity		Discount Rate	Standard Rate
_____	<u>Standard Height (30" High)</u> 2' x 4' Table - Draped	\$40.00	\$52.00
_____	2' x 4' Table - No Drape	24.00	31.20
_____	2' x 6' Table - Draped	45.00	58.50
_____	2' x 6' Table - No Drape	28.00	36.40
_____	2' x 8' Table - Draped	50.00	65.00
_____	2' x 8' Table - No Drape	32.00	41.60
_____	Drape Exhibitor Table	20.00	26.00
_____	<u>Counter Height (42" High)</u> 2' x 4' Table - Draped	\$50.00	\$65.00
_____	2' x 4' Table - No Drape	32.00	41.60
_____	2' x 6' Table - Draped	55.00	71.50
_____	2' x 6' Table - No Drape	36.00	46.80
_____	2' x 8' Table - Draped	60.00	78.00
_____	2' x 8' Table - No Drape	40.00	52.00
_____	Drape Exhibitor Table	25.00	32.50

Draping Color Preferred:

Red  Blue  Hunter Green  Gold  White  Black  Burgundy  
 Silver Gray  Seafoam  Beige  Plum

Note: Draping includes white vinyl top and pleated skirting on three sides. \*

\* Optional 4th side draped: \_\_\_\_\_ ft. @ \$2.50 per linear ft. = \_\_\_\_\_

**WOOD TABLE TOP RISERS & DRAPING**

_____	1' x 4' Table Top Riser 12" High Riser - Draped	\$25.00	\$32.50
_____	Riser - No Drape	12.50	16.25
_____	1' x 6' Table Top Riser 12" High Riser - Draped	30.00	39.00
_____	Riser - No Drape	15.00	19.50

Draping: White Only

SUB TOTAL \$	_____
7.75% Sales Tax \$	_____
TOTAL \$	_____

PLEASE TYPE OR PRINT

NAME OF EVENT Winston-Salem Chamber Business Expo 2010

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
 (If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
 (Street) (P.O. Box) (City) (State) (Zip)

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

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_



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**ORDER FORM FOR  
PLANTS AND  
FLORAL ARRANGEMENTS**

**Deadline Date For Discount Rate  
April 8, 2010**

**LIVE GREEN PLANTS**

**ALL LIVE GREEN PLANTS ARE ON A RENTAL BASIS ONLY**

	Discount Rate	Standard Rate
5'-6' Palm Tree	\$ 40.00	\$ 52.00
5'-6' Ficus Tree	\$ 40.00	\$ 52.00
3' Peace Lily	\$ 30.00	\$ 39.00
3' Schefflera	\$ 30.00	\$ 39.00

**POTTED PLANTS AND FLORAL ARRANGEMENTS**

	Discount Rate	Standard Rate
Potted Mums	\$ 25.00	\$ 32.50
Flower Arrangement	\$ 60.00	\$ 78.00
Tropical Flower Arrangement	\$ 75.00	\$ 97.50

SUB TOTAL \$	_____
7.75% Sales Tax \$	_____
TOTAL \$	_____

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NAME OF EVENT Winston-Salem Chamber Business Expo 2010

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P.O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_ **X** \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_



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**ORDER FORM FOR  
CLEANING SERVICES**

**Deadline Date For Discount Rate  
April 8, 2010**

Mail one copy to us at the address above. Retain a copy for your files.

PLEASE TYPE OR PRINT

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning service required within your exhibit space, including disposal of debris generated during set-up, is the responsibility of the exhibitor.  
Note: All rental carpets ordered from Hollins Exposition Services are installed in clean condition.

PLEASE INDICATE SERVICE DESIRED

BOOTH CLEANING	— ALL RATES BASED ON GROSS BOOTH AREA (100 Sq. Ft. Minimum Per Day)	Rates
<input type="checkbox"/>	DAILY — Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter.	\$.24 per sq. ft. per day
<input type="checkbox"/>	ONCE — Vacuum, empty wastebaskets and general cleaning ONCE before initial opening of exhibit.	.28 per sq. ft.
<input type="checkbox"/>	SHAMPOO — Shampoo ONCE before initial opening of exhibit.	.50 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIZE OF BOOTH \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. x RATE: \_\_\_\_\_ x NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_

NO CREDITS will be considered for service unless the exhibitor notifies the Service Desk that the service was not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

**PAYMENT POLICY:** We require your credit card authorization to be on file with Hollins Exposition Services. Payment in full 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 on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT Winston-Salem Chamber Business Expo 2010

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P. O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_ **X** \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_



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**ORDER FORM FOR  
 INSTALLATION / DISMANTLE  
 LABOR**

**Deadline Date For Discount Rate  
 April 8, 2010**

Mail one copy to us at the address above. Retain a copy for your

PLEASE TYPE OR PRINT

**RATES:**

Straight Time . . . . . \$40.00/HR	Overtime . . . . . \$60.00/HR	Doubletime . . . . . \$80.00/HR
8:00 AM to 5:00 PM Monday through Friday	5:00 PM to Midnight Monday through Friday	Midnight to 8:00 AM Monday through Sunday
	8:00 AM to Midnight Saturday and Sunday	and all Holidays

— RATES ARE PER MAN PER HOUR ONE HOUR MINIMUM PER MAN —

**PLEASE INDICATE SERVICE DESIRED:**

**PLAN A - SUPERVISION BY HOLLINS EXPOSITION SERVICES**  
 This plan is offered to have exhibits set prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Hollins Exposition Services. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 30% of the total labor bill, with a minimum of \$35.00 on installation and \$35.00 on dismantle.  
**To complete your exhibit to your satisfaction, we must receive the following information:**  
 Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_  
 Carpet: With Exhibit \_\_\_\_\_ Ordered from Hollins \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
 Set-Up Plan/Photo: Attached \_\_\_\_\_ In Crate \_\_\_\_\_ Exhibit Shipped To: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_  
 Please provide an emergency contact: Name \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Return shipping instructions are as follows: \_\_\_\_\_  
 Via:  Common Carrier  Air Freight  
 Other \_\_\_\_\_  
 Prepaid  Collect

**Please Note:** Hollins Exposition Services will not be responsible for materials improperly packed and labeled by exhibitor personnel.

**PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL**  
 Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.  
 It is important that exhibitor check in at service desk to pick up men ordered. Exhibitor must also check men out at service desk upon completion of work. All work to be done under the supervision of exhibitor or exhibitor representative. If no date and time is indicated, no men will be assigned until exhibitor checks in at service desk. Supervisor will be: \_\_\_\_\_  
**NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED UNLESS A WRITTEN CANCELLATION ORDER IS RECEIVED BY 11:00 AM PRIOR TO THE DAY LABOR IS REQUESTED.**

INSTALLATION	No. of Men	X	Approx. Hrs.	X	Rate	=	PLAN B	+	SUPERVISION	=	PLAN A	
					\$		\$		\$		\$	
DISMANTLE					\$		\$		\$		\$	
TOTAL						\$	TOTAL		\$	TOTAL		\$

INSTALLATION	Date	Start Time	DISMANTLE	Date	Start Time

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NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
 (If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
 (Street) (P. O. Box) (City) (State) (Zip)

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

PHONE (\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_



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# IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

TO: (Exhibitor's Firm Name and Booth Number)  
FOR: Winston-Salem Chamber Business Expo  
C/O: Hollins Exposition Services  
121 North Chimney Rock Road  
Greensboro, NC 27409

**DO NOT SHIP ADVANCE FREIGHT TO THE  
M.C. BENTON CONVENTION CENTER**

Should any freight be received by the M.C. Benton Convention Center, it will be consigned to Hollins Exposition Services and subject to the prevailing drayage rate.

#### **Jurisdiction Information:**

The unloading and delivery of all display related materials, machinery and equipment from the convention center docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of Hollins Exposition Services and will be performed exclusively by Hollins Exposition Services with one exception. Exhibitors may "hand carry" items into the convention center, provided they do not use material handling equipment to assist them.

***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 designated set-up time.***

Please see "SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE" form for labeling.

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For information call UPS's Trade Show Specialists at 800-988-9889.***



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## SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE

### ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)  
 FOR: Winston-Salem Business Expo  
 C/O: Hollins Exposition Services  
 121 North Chimney Rock Rd., (Dock 1)  
 Greensboro, NC 27409

### ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)  
 FOR: Winston-Salem Business Expo  
 C/O: Hollins Exposition Services  
 M.C. Benton Convention Center  
 301 West 5th Street  
 Winston-Salem, NC 27101

Deadline for receiving advance shipments at warehouse:  
**April 19, 2010**

Shipments to show site will not be accepted prior to:  
**April 21, 2010 @ 12:00 p.m.**

The show site HAS NO PROVISIONS TO ACCEPT SHIPMENTS PRIOR TO EXHIBITOR SET-UP PERIOD.

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

**ADVANCE SHIPMENTS - WAREHOUSE** (Includes 30 days storage)

Receive crated shipments at the warehouse, store up to 30 days prior to the show. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**DIRECT SHIPMENTS - SHOW SITE**

Receive shipments at the show site during set-up period only. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**VAN LINE - CRATED**

For all van lines and specialized carriers. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**VAN LINE - UNCRATED / PAD WRAPPED - SHOW SITE**

For all van lines and specialized carriers with uncrated or specialized equipment. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. . . . .

**LATE SHIPMENTS**

Any SHIPMENT received after the show opens, add an additional. . . . .

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$45.00 per 100 lbs.	200 lbs.
\$45.00 per 100 lbs.	200 lbs.
\$50.00 per 100 lbs.	200 lbs.
\$55.00 per 100 lbs.	200 lbs.
25%	25%

**SHIPMENTS RETURNED TO WAREHOUSE**

Crated material returned to the warehouse at the close of the show will be loaded on outbound carriers at the rate of \$5.00 per one hundred pounds (100 lbs.) for each shipment received. Minimum charge \$50.00.

**200 lb. minimum charge applies to each shipment Hollins Exposition Services receives.**

- Example 1:** You shipped two boxes together via UPS weighing 75 lbs. each. The packages arrive as one shipment. This entire shipment will result in one minimum 200 lb. charge.
- Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times. This will result in TWO minimum 200 lb. charges.

**NOTE:** Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one hundred pounds (100 lbs.) and 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 Exposition Services. This weight estimate will prevail.

**SMALL PACKAGE HANDLING**

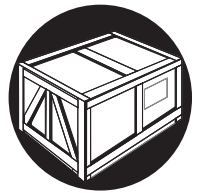
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

- Maximum weight per shipment is 50 lbs.
- \$30.00 for the first carton
- \$10.00 for each additional carton, per shipment

**SPECIAL SERVICES**

Rates quoted above do not include the following services.

- Local Pickups and Deliveries      \$75.00 per hr. ST      \$95.00 per hr. OT
- Banding      \$ 0.75 per ft. plus labor (1/2 hr. minimum)
- Shrinkwrap      \$25.00 per pallet plus labor (1/2 hr. minimum)



### **Important Information ! Please Read !**

HOLLINS EXPOSITION SERVICES' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

#### **LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY**

- 1) HOLLINS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft, or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.
- 4) HOLLINS shall not be liable (to any extent whatsoever) for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from loss or damage to your material which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.
- 6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to the lesser of fifty cents (\$.50) per pound per package, one-hundred dollars (\$100) per package, or one thousand five-hundred dollars (\$1,500) per occurrence. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery, or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.
- 9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.
- 11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.
- 12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.
- 13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.
- 14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss, and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



Mailing Address:  
P.O. Box 49837  
Greensboro, NC 27409  
Phone: (336) 315-5225

Street Address:  
121 North Chimney Rock Rd.  
Greensboro, NC 27409  
Fax: (336) 315-5220

**MATERIAL HANDLING  
NOTIFICATION  
FORM**

PLEASE TYPE OR PRINT

COMPLETE AND RETURN TO THE ADDRESS ABOVE  
(Retain a copy for your files)

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER(S)
ADVANCE SHIPMENTS Warehouse			
DIRECT SHIPMENTS Show Site			

**SHIPMENTS**

SHIPPED FROM: (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_

CARRIER USED: \_\_\_\_\_

DATE SHIPPED: \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL: \_\_\_\_\_

A Bill of Lading for all OUTBOUND SHIPMENTS must be completed and turned in at the Service Desk. DO NOT LEAVE YOUR BILL OF LADING AT YOUR BOOTH!!

Local cartage and storage services are available - rates furnished upon request.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" and hereby agree to the conditions as set forth therein.

\_\_\_\_\_  
PRINT NAME SIGNATURE

Attach separate sheets for multiple shipments if necessary.

PLEASE TYPE OR PRINT

NAME OF EVENT Winston-Salem Chamber Business Expo 2010

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P. O. Box) (City) (State) (Zip)

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

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_

# HOLLINS

EXPOSITION SERVICES

# RUSH

**DO NOT DELAY**

**DEADLINE DATE: April 20, 2009**

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

**C/O:** HOLLINS EXPOSITION SERVICES  
Loading Dock 1  
121 North Chimney Rock Road  
Greensboro, NC 27409

## WAREHOUSE

**EVENT:** Winston-Salem Chamber Business Expo 2009

**BOOTH NO.** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**CARRIER:** \_\_\_\_\_

# HOLLINS

EXPOSITION SERVICES

# RUSH

**DO NOT DELAY**

**CANNOT ARRIVE UNTIL: April 22, 2009**

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

**C/O:** HOLLINS EXPOSITION SERVICES  
M.C. Benton Convention Center  
301 West 5th Street  
Winston-Salem, NC 27101

## SHOW SITE

**EVENT:** Winston-Salem Chamber Business Expo 2009

**BOOTH NO.** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS.**

**CARRIER:** \_\_\_\_\_

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLEASE MAKE COPIES OF THE APPROPRIATE LABEL AND PLACE ONE ON  
EACH PIECE SHIPPED TO INSURE PROPER DELIVERY.