

# 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**

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

## **ChemEd 2009** **Conference: August 2nd - 6th** **Exhibits: August 2nd - 4th** **Radford University** **Peters Hall**

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***Convenient on-line ordering is available at  
[www.hollins-expo.com](http://www.hollins-expo.com)***

**NOW FEATURING  
ONLINE ORDERING**



***To order on-line:***

1. Log on to the Hollins Exposition Services web site at **<http://www.hollins-expo.com>**.
2. Click on **Order Online**.
3. Click on **Enter Online Ordering**.
4. Enter the **User Name** and **Password** you have been assigned. Use ALL CAPS.  
[Your User Name and Password are indicated on the cover letter you received with this exhibitor kit. If you do not have your User Name and/or Password. please call Exhibitor Services at (540) 362-3940 for assistance.]
5. Once you are logged in, you will see the Show Information page. Use the menu tabs at the top of the page to select the appropriate category for the items you wish to order.
6. Enter the desired quantity for each item you wish to order, and click "**Add to Cart**" to order.
7. Repeat steps 5 and 6 for each item you wish to order.
8. When you have completed your order, click "**View Cart**" at the top right to review your order. Once you are satisfied with your order, click "**Proceed to Checkout**".
9. Complete the required credit card information and click "**Purchase**".
10. Once your order is processed, you will receive an e-mail confirmation of your order. You may also print a copy of your order. To print, click "**Your Acct**" at the top right. This will display your order history. Right click, and print the page.

***Should you require additional assistance,  
please contact Exhibitor Services  
at (540) 362-3940.***



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**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the **ChemEd 2009**. 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 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.

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.

**Booth Equipment**

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

- 8 ft. high back wall drape (White & Blue)
- 3 ft. high side divider drape (White)
- one 7 in. x 44 in. booth identification sign
- the number of 2 ft. x 6 ft. skirted tables (Blue) requested with registration will be provided.
- two chairs
- One 120-V Electrical Drop (may vary per exhibitor)

*Note: The exhibit hall is NOT carpeted.*

**Important Dates**

Deadline Date to order materials at Discount Rate with payment: Advance shipments may begin to arrive at warehouse: Last day for Advance Shipments to arrive without surcharge:	<b>Monday</b> <b>Monday</b> <b>Thursday</b>	<b>July 27, 2009</b> <b>July 6, 2009</b> <b>July 30, 2009</b>	
Exhibitor move-in:	<b>Sunday</b>	<b>August 2, 2009</b>	<b>3:00 p.m. - 6:00 p.m.</b>
Exhibit Hours:	<b>Sunday</b> <b>Monday</b> <b>Tuesday</b>	<b>August 2, 2009</b> <b>August 3, 2009</b> <b>August 4, 2009</b>	<b>7:00 p.m. - 8:30 p.m.</b> <b>9:00 a.m. - 6:00 p.m.</b> <b>9:00 a.m. - 3:00 p.m.</b>
Exhibitor move-out:	<b>Tuesday</b>	<b>August 4, 2009</b>	<b>3:00 p.m. - 6:00 p.m.</b>
Outbound Freight will be re-routed:	<b>Tuesday</b>	<b>August 4, 2009</b>	<b>6:00 p.m.</b>

**Shipping Addresses**

Advance Shipments  
to Warehouse

Company Name and Booth Number  
 c/o Hollins Exposition Services  
 7615 Williamson Road NW  
 Roanoke, VA 24019

Shipments should arrive before:  
**Day, July 30, 2009**

(continued)



## 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 30, 2009 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

To qualify for Discount Rates, we must receive your order with full payment by July 27, 2009, unless otherwise indicated. Orders received after July 27, 2009, orders without payment and orders processed at the show will be processed at Standard Rates.

## Tax

Tax (5%) 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 Virginia a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

## 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 27, 2009; 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. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

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).

## HOLLINS Exposition Services

Exhibitor Services

## Trade Show Tips

As the general service contractor, it is our goal to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you should enjoy a smooth trade show experience.

## Ordering Trade Show Services

- Please include your complete customer information, including booth number, on each order form.
- Please ensure that the credit card information is complete and correct, including the expiration date and verification code.
- When ordering carpet, skirted tables or counters, please remember to select the colors you desire.
- Please make sure that the size of the carpet you order matches the size of your booth space.

## Inbound - Move in

- Confirm your furnishings order with HOLLINS Exhibitor Services.
- Confirm freight move-in dates with HOLLINS and communicate them to your carrier.
- Keep the phone number of your carrier, including an after-hours number, with you.
- After you've emptied your crates, place empty labels on all sides of your crates or cases. Remember to remove old labels. Ensure your booth number is on each label.

## Show Site

Bring a "survival kit" of items you might need, including: a small tool kit, staples, scissors, tape, pens and markers, first aid kit, bottled water.

## Outbound - Move out

Remember that the return of empty containers can take from two to twelve hours, depending on the size of the show. Make your travel plans accordingly.

## Safety

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.



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Fax: (540) 362-8698

# Payment Policy & Credit Card Authorization



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

## PAYMENT POLICY

**A signed credit card authorization form must accompany your order.**

Payment may be made 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.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

**ADVANCE ORDERS:** For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

**SHOW SITE ORDERS:** Show site orders will be subject to Standard Rates and processed only with full payment when placed.

**SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & DISMANTLE LABOR:** Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

<b>CREDIT CARD AUTHORIZATION (Information Must Be Provided)</b>		<b>VERIFICATION CODE (back of card)</b>	<b>EXPIRATION DATE</b>																				
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express																					
Account Number		<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal																				
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						<b>X</b>	
PRINT CARDHOLDER NAME		SIGNATURE OF CARDHOLDER																					

**UNPAID BALANCES** - Should there be any unpaid balance after the close of the show, terms will be net, due and payable 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 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders	TOTAL
<i>Carpet and Padding</i>	\$
<i>Display Tables and Risers</i>	\$
<i>Seating and Accessories</i>	\$
<i>Display Panels</i>	\$
<i>Special Drapery</i>	\$
<i>Custom Signs and Graphics</i>	\$
<i>Electrical Service</i>	\$
<i>Cleaning Services</i>	\$
<i>Installation and Dismantle Labor</i>	\$
<i>Material Handling</i>	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$</b>	

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

**PURCHASE ORDER IS NOT CONSIDERED PAYMENT.**

Charge my credit card in the amount of \$

Check No.  Date  In the amount of \$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

ADDRESS \_\_\_\_\_

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

AUTHORIZED BY \_\_\_\_\_ **X** \_\_\_\_\_

(Please Type or Print) (Signature)

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



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

**Deadline Date For Return of this Form: July 27, 2009**

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** PLEASE TYPE OR PRINT

(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.*

Carpet and Padding  
 Display Tables and Risers  
 Seating and Accessories  
 Display Panels  
 Special Drapery

Custom Signs & Graphics  
 Electrical Service  
 Cleaning Services  
 Installation & Dismantle Labor  
 Material Handling

Other (Please Specify) \_\_\_\_\_

**X** \_\_\_\_\_  
 (Cardholder Signature)

**Third Party** PLEASE TYPE OR PRINT

(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.*

Carpet and Padding  
 Display Tables and Risers  
 Seating and Accessories  
 Display Panels  
 Special Drapery

Custom Signs & Graphics  
 Electrical Service  
 Cleaning Services  
 Installation & Dismantle Labor  
 Material Handling

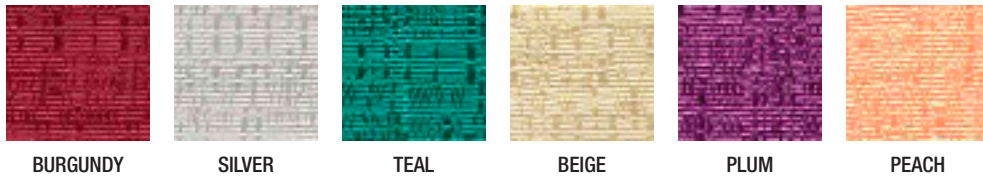
Other (Please Specify) \_\_\_\_\_

**X** \_\_\_\_\_  
 (Cardholder Signature)

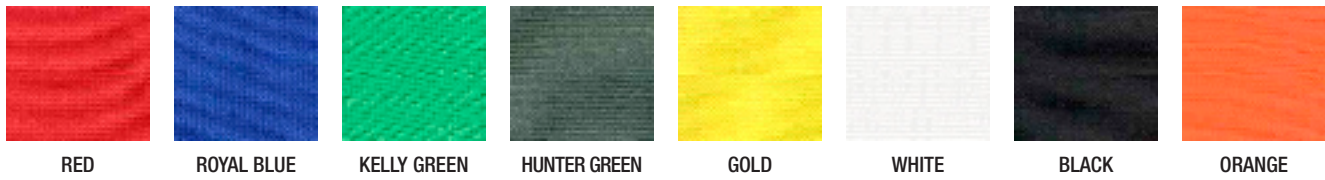
PLEASE TYPE OR PRINT



*Drape Colors*



*Table Skirt Colors*



*Carpet Colors*



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.

**Deadline Date For Discount Rate: July 27, 2009**

### Standard Expo 16 Oz. Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		9' x 10'	\$ 71.50	\$ 96.53	\$
		9' x 20'	143.00	193.05	\$
		9' x 30'	214.50	289.58	\$

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

Available Colors: (Charcoal will be provided if no color is indicated above)

Red  Royal Blue  Kelly Green  Hunter Green  Gold  Silver  Charcoal  Black  Brown  Plum

### Custom Cut 16 Oz. Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per sq. ft.	1.50	2.03	\$

Booth Dimensions:  ft. x  ft. =  Square Feet

Carpet is cut to your booth dimensions. Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Available Colors: (Charcoal will be provided if no color is indicated above)

Red  Royal Blue  Kelly Green  Hunter Green  Gold  Silver  Charcoal  Black  Brown  Plum

### Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per sq. ft.	.78	1.05	\$
		Visqueen Covering - per sq. ft.	.48	.65	\$
		Additional Taping - per linear ft.	.60	.81	\$

**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 \$

5% State Tax \$

TOTAL \$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

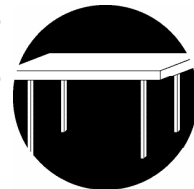
CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

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

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

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





Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.**

**Deadline Date For Discount Rate: July 27, 2009**

### Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	N/A	2' d x 4' w Table	\$ 27.00	\$ 36.45	\$
	N/A	2' d x 6' w Table	31.00	41.85	\$
	N/A	2' d x 8' w Table	35.00	47.25	\$
		2' d x 4' w Skirted Table (skirted 4 sides)	44.00	59.40	\$
		2' d x 6' w Skirted Table	49.50	66.83	\$
		2' d x 8' w Skirted Table	55.00	74.25	\$
		4th side skirted	22.00	29.70	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

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

### Display Counters 42" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	N/A	2' d x 4' w Counter	35.00	47.25	\$
	N/A	2' d x 6' w Counter	39.00	52.65	\$
	N/A	2' d x 8' w Counter	43.00	58.05	\$
		2' d x 4' w Skirted Counter (skirted 4 sides)	55.00	74.25	\$
		2' d x 6' w Skirted Counter	60.50	81.68	\$
		2' d x 8' w Skirted Counter	66.00	89.10	\$
		4th side skirted	27.50	37.13	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

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

### Risers 12" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w x 1' h Skirted Riser	33.00	44.55	\$
	White	1' d x 6' w x 1' h Skirted Riser	44.00	59.40	\$

**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	\$
5% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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 \_\_\_\_\_



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.**

**Deadline Date For Discount Rate: July 27, 2009**

### Seating

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair (chrome frame, white padded seat and back)	\$ 32.50	\$ 43.88	\$
	Upholstered Arm Chair (chrome frame, white padded seat and back)	27.50	37.13	\$
	Upholstered Side Chair (chrome frame, white padded seat and back)	25.00	33.75	\$
	Upholstered Stool with Back (chrome frame, white padded seat and back - 30" h)	30.00	40.50	\$
	Molded Plastic Folding Chair (black)	15.00	21.00	\$

### Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Pedestal Table - 2' dia. x 30" h (white laminate round top - chrome post - star base)	27.50	37.13	\$
	Pedestal Table - 2' dia. x 42" h (white laminate round top - chrome post - star base)	33.00	44.55	\$
	Pedestal Table - 3' dia. x 30" h (white laminate round top - chrome post - star base)	33.00	44.55	\$
	Pedestal Table - 3' dia. x 42" h (white laminate round top - chrome post - star base)	38.50	51.98	\$
	Cocktail Table - 2' dia. x 18" h (white laminate round top - chrome legs)	27.50	37.13	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	27.50	37.13	\$
	Coat Tree (chrome - stands 70" h)	16.50	22.28	\$
	Sign Holder (chrome - stands 5' h - displays two 22" w x 28" h signs back to back)	40.00	54.00	\$
	Wastebasket (dove gray)	11.00	14.85	\$
	Easel (floor standing - aluminum tripod)	16.50	22.28	\$
	Bag Stand (chrome - stands 4' h)	42.00	56.70	\$
	Waterfall Garment Rack (chrome - stands 4' h)	42.00	56.70	\$
	Literature Rack (silver base - 4 acrylic pockets)	49.50	66.83	\$
	Stanchion (chrome - stands 40" h)	30.00	40.50	\$
	Rope (black velvet) - per linear ft.	7.00	9.45	\$
	Chain (white plastic) - per linear ft.	4.00	5.40	\$
	Ticket Tumbler (brass color - 15" dia.)	40.00	54.00	\$
	Display Case (20" d x 5' w x 38" h - half view)	300.00	405.00	\$
	Display Case (20" d x 6' w x 38" h - full view)	325.00	438.75	\$

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

### Special Drapery

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

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
LF		3' h drape, per linear ft.	\$2.25	\$ 3.04	\$
LF		8' h drape, per linear ft.	4.50	6.08	\$

**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	\$
5% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

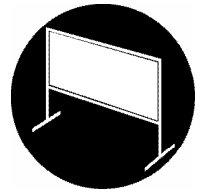
NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

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 \_\_\_\_\_

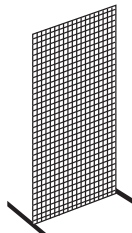
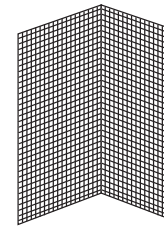


Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.**

**Deadline Date For Discount Rate: July 27, 2009**

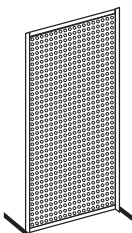
**Grid Wall**

2'x4' Vertical with feet
(2) 2'x4' self standing

---

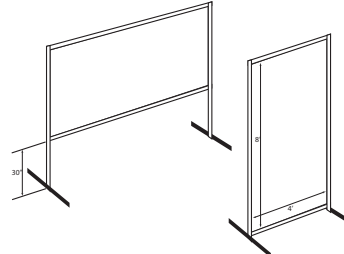
**Perforated Board**



2'x4' Vertical Perfboard

---

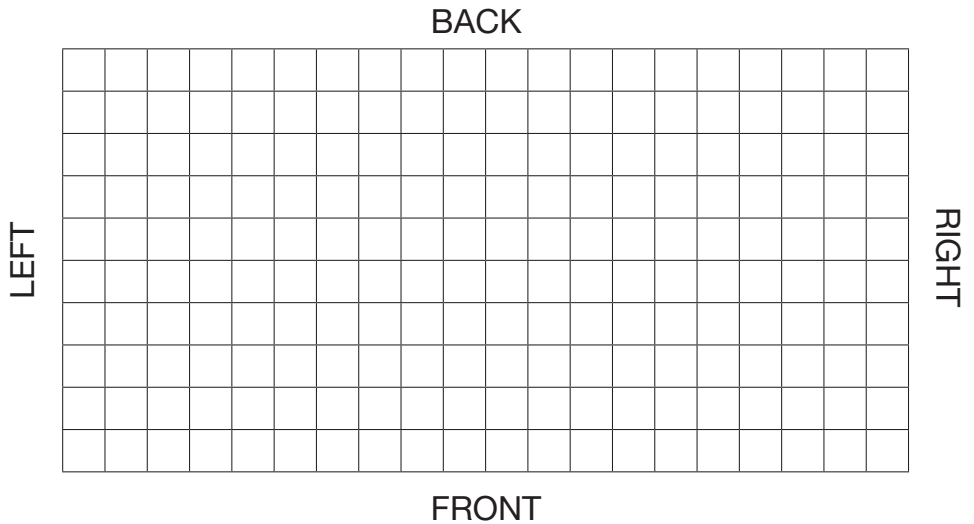
**Tackboard/Velcro Display Panel**



### Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 2' w x 6' h (chrome - stands 6' h - includes feet)	\$ 61.00	\$ 82.35	\$
	Perforated/Peg Board - 4' w x 8' h - Vertical (white, 1/4" hole, stands 8' h)	85.00	114.75	\$
	Perforated Board - 8' w x 4' h -Horizontal (white, 1/4" hole, stands 78" h)	85.00	114.75	\$
	Tack/Velcro Board - 4' w x 8' h - Vertical (dove gray, stands 8' h)	85.00	114.75	\$
	Tack/Velcro Board - 8' w x 4' h - Horizontal (dove gray, stands 78" h)	85.00	114.75	\$

## Display Panel Placement in Booth



**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	\$
5% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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 \_\_\_\_\_



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.**

**Deadline Date For Discount Rate: July 27, 2009**

**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)	\$ 39.00	\$ 54.60	\$
	11" x 14" Vertical	45.25	63.35	\$
	11" x 14" Horizontal	45.25	63.35	\$
	14" x 22" Vertical	51.00	71.40	\$
	14" x 22" Horizontal	51.00	71.40	\$
	22" x 28" Vertical	67.50	94.50	\$
	22" x 28" Horizontal	67.50	94.50	\$
	24" x 36" Vertical	87.75	122.85	\$
	24" x 36" Horizontal	87.75	122.85	\$
	28" x 44" Vertical	123.20	160.16	\$
	28" x 44" Horizontal	123.20	160.16	\$
	36" x 90.75" Meter Board	432.00	605.00	\$

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

Quantity	Description	Discount Rate	Standard Rate	TOTAL
SF	With Grommets, Vertical - per square foot	16.75/SF	23.45/SF	\$
SF	With Grommets, Horizontal - per square foot	16.75/SF	23.45/SF	\$
SF	With Pockets (top and bottom), Vertical - per square foot	18.00/SF	25.20/SF	\$
SF	With Pockets (top and bottom), Horizontal - per square foot	18.00/SF	25.20/SF	\$

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

**Note on 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 incur additional charges.

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

### Sign Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cardboard Easel Back	7.00	10.00	\$
	Foamcore Arrow	7.00	10.00	\$
	Blank Foamcore - 48" x 96" sheet	46.00	64.50	\$
	Velcro (Male and Female) - per linear foot (5 ft. minimum)	1.50	2.25	\$

**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	\$
5% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

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

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

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

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



**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

**ON DISK:** Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

**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.*

### 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 processing time and increase your final cost.**

### ORDERING TIPS

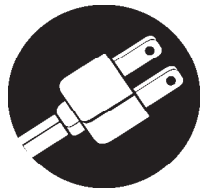
- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number and email address is available.
- If sending artwork via e-mail, please indicate the following 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.
- 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.



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

14  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Electric  
Service**



**Please Type or Print** Mail one copy to us at the address above. Retain a copy for your files.

Orders will be entered as checked below. Charges include delivery, installation, dismantling, and removal. **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.**

**Deadline Date For Discount Rate: July 27, 2009**

**120 Volts**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	20 Amps	\$ 59.50	\$ 80.33	\$
	30 Amps	90.00	121.50	\$

**208 Volts Single Phase**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	20 Amps	\$ 120.00	\$ 162.00	\$
	30 Amps	150.00	202.50	\$
	60 Amps	230.00	310.50	\$
	100 Amps	320.00	432.00	\$

**208 Volts Three Phase**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	20 Amps	\$ 150.00	\$ 202.50	\$
	30 Amps	230.00	310.50	\$
	60 Amps	320.00	432.00	\$
	100 Amps	410.00	553.50	\$

**Supplies**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	15 ft. Extension Cord	\$ 18.00	\$ 25.20	\$
	25 ft. Extension Cord	24.00	33.60	\$
	Outlet Strip	25.00	35.00	\$
	Special Cord End	65.00	91.00	\$

**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	\$
5% State Tax	\$
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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 \_\_\_\_\_





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

Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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.

Deadline Date For Return of this Form: July 27, 2009

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

Table with 5 columns: Quantity, Description, Discount Rate, Standard Rate, TOTAL. Rows for DAILY and ONCE cleaning services.

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition. 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.

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

Table with 5 columns: Quantity, Description, Discount Rate, Standard Rate, TOTAL. Row for SHAMPOO service.

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition. 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.

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".

Summary table with 2 columns: Description, Amount. Rows for Sub Total, 5% State Tax, and TOTAL.

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

NAME OF FIRM BOOTH NO.

CARE OF (If Other Than Exhibiting Firm)

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

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

PHONE ( ) DATE



**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.

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

**HOLLINS** will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to your arrival
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

HOLLINS will not unpack or re-pack exhibitor product/merchandise without the exhibitor present. Plan A Labor proceeds 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 man; time will be charged in hourly increments thereafter. Labor schedules are subject to freight move-in and move-out schedules.

 **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 NOT proceed without 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 man; 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 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 man requested, unless cancelled by 11:00 a.m. on the day prior. Orders for labor received at show site are processed after advance orders.

Upon completion of work an exhibitor representative must return to the 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.**



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

17  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# Installation & Dismantle Labor



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

**Deadline Date For Return of this Form: July 27, 2009**

**RATES:**

Straight Time . . . . . \$ 45.00/HR	Overtime . . . . . \$ 67.50/HR	Doubletime . . . . . \$ 90.00/HR
8:00 AM to 5:00 PM, Monday through Friday	5:00 PM to 12:00 AM, Monday through Friday	12:00 AM to 8:00 AM Monday through Sunday and all Holidays
	8:00 AM to 12:00 AM, Saturday and Sunday	

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

**PLEASE INDICATE SERVICE DESIRED:**

**PLAN A - SUPERVISION BY HOLLINS: Please complete this form AND the I&D Critical Information form (next page).**

The charge for this service is 30% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.

To complete your exhibit to your satisfaction, we must receive the following information:

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. (\_\_\_\_\_) \_\_\_\_\_

**PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE**

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 you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out 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 is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

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

**If you fail to pick up men at time ordered, a ONE HOUR PER MAN NO-SHOW FEE will be charged unless a written cancellation notice is received by 11:00 AM prior to the day labor is requested.**

**Labor Order**

Labor	No. of Men	X	Approx. Hours	X	Rate
<b>INSTALLATION</b>		X		X	\$
<b>DISMANTLE</b>		X		X	\$
			<b>TOTAL</b>		<b>\$</b>

Plan B	+	Supervision	=	Plan A
\$	+	\$	=	\$
\$	+	\$	=	\$
			<b>TOTAL</b>	<b>\$</b>

**Labor Schedule**

	Date	Start Time
<b>INSTALLATION</b>		
<b>DISMANTLE</b>		

Sub Total	\$
5% State Tax	N/A
<b>TOTAL</b>	<b>\$</b>

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

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

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

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(Street) (P. O. Box) (City) (State) (Zip)

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

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

Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

**Deadline Date For Return of this Form: July 27, 2009**

### Inbound Freight Information

Carrier		Ship Date	
# Pieces		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

### Set-Up Instructions for Installation

Booth Size?		Carpet is?	<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"/> Yes <input type="checkbox"/> No
# Workers Needed		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
Approximate Hours		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
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	<b>Ship To:</b>
<b>Bill To:</b>		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

Going to Another Show? Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Method:  Show Carrier  Common Carrier  Van Line  Air Freight  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 ChemEd 2009

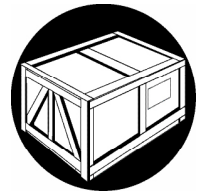
NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

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 \_\_\_\_\_



**"Material Handling", also known as "Drayage",** is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth onto your outbound carrier. This is NOT to be confused with the cost of transporting your exhibit material to/from the event.

► **Benefits of Shipping in Advance to the HOLLINS Warehouse:**

- Storage of materials for up to 30 days prior to the show.
- Delivery of shipments to your booth by the designated start time on the first day of exhibitor move-in (schedule permitting).
- Having a designated receiving point; some hotels and convention centers will not receive advance shipments.
- Saves time during move-in.

► **How to ship in Advance to the HOLLINS Warehouse:**

- Remove all old labels.
- Fill out and securely attach enclosed Advance shipping label.
- Ensure your materials are properly packed to avoid damage during shipment. Do not ship uncrated materials to the warehouse.
- Complete the enclosed Material Handling order form.
- Confirm receipt of your materials with your carrier prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the piece count, weight, and type of materials.
- Certified weight tickets must accompany all shipments.

► **How to ship in Advance to the Show Site:**

- Consign all shipments c/o HOLLINS Exposition Services.
- Remove all old labels.
- Fill out and securely attach enclosed Show Site shipping label.
- Ensure your materials are properly packed to avoid damage during shipment.
- Complete the enclosed Material Handling order form.
- Confirm receipt of your materials with your carrier prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the piece count, weight, and type of materials.
- Certified weight tickets must accompany all shipments.

► **Freight Carriers:**

Select a carrier with experience in handling exhibition materials. Whenever possible, use the official show carrier. Be sure your selected carrier has specific information on when and where to check in. As trade show target freight schedules can vary, be sure your carrier is ready to meet the delivery schedule as listed in this exhibitor kit. While making plans to ship to the show, also make plans for the return shipment.

► **Tracking Shipments:**

Confirm your delivery date and time with your carrier. Ensure your representative at the show has all the pertinent information to track your shipment.

► **Estimating Material Handling Charges:**

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. This weight estimate will prevail.

- **Crated** - Material that is skidded, or is in any type of container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading, and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move in or out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Rate Schedule for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Rate Schedule for details.
- **Shipment Surcharges** - A surcharge will apply for shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in to the HOLLINS Service Desk.

► **Storing Empty Containers:**

- Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the HOLLINS Service Desk and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates.
- Do not store any items in crates marked "empty". Refer to information in this exhibitor kit regarding accessible storage.
- Charges will apply when HOLLINS handles the storage and return of empty containers from a shipment not received by HOLLINS and therefore not subject to material handling charges. See enclosed Material Handling Rate Schedule for details.

► **Outbound Shipments:**

A Bill of Lading must be accompany all shipments. Shipping information, outbound forms and labels will be available at the HOLLINS Service Desk. Exhibitors selecting carriers other than the official show carrier will be responsible for making their own arrangements for pick-up. Ensure your on-site representative will oversee the outbound shipment of your materials.

► **Machinery Labor and Equipment:**

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Refer to the In Booth Forklift Order form in this exhibitor kit.

► **Marshalling Yard:**

In those instances where HOLLINS must lease space for marshalling yard operations because no space exists at the show site, surcharges may apply to shipments processed through the marshalling yard. See enclosed Material Handling Rate Schedule for details.

► **HOLLINS Limits of Liability:**

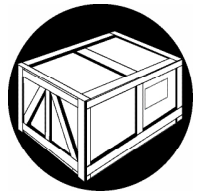
See enclosed Material Handling Limits of Liability for details.



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

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

# Material Handling Rate Schedule and Order Form



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

PLEASE TYPE OR PRINT

### Advance Shipments to HOLLINS Warehouse - 200 lb. minimum per shipment **Deadline Date: July 30, 2009**

Receive ONLY crated, boxed or skidded shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/skids. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. Certified weight tickets required. Warehouse receiving hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. Closed Saturdays, Sundays and Holidays.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Advance Warehouse Shipments			\$ 50.00	\$ 100.00	\$

### Show Site Shipments VIA COMMON CARRIER - 200 lb. minimum per shipment **Will be accepted beginning: Showsite Date**

Receive ONLY crated, boxed or skidded shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/skids. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock. Certified weight tickets required.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Show Site Shipments Via Common Carrier			50.00	100.00	\$

### Show Site Shipments VIA VAN LINE/POV, COMPANY TRUCK, OR SPECIALIZED CARRIER - 200 lb. minimum per shipment

Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/skids or packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Show Site Shipments Requiring Special Handling: Crated, Boxed or Skidded Shipments			55.00	110.00	\$
Show Site Shipments Requiring Special Handling: Loose, Uncrated or Pad-Wrapped Shipments			60.00	120.00	\$

#### OTHER SERVICES AND FEES

**SHIPMENTS RETURNED TO WAREHOUSE** - Shipments returned to the warehouse will be charged an additional \$20.00 per one-hundred pounds (100 lbs.)  $\wedge$  \$100.00 minimum.

**STORAGE FEES** - Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional \$5.00 per one-hundred pounds (100 lbs.) per day - \$50.00 minimum.

**CONTAINER STORAGE** - Show site container storage for freight not brought in by HOLLINS will be \$30.00 per piece.

**BANDING** - \$1.00 per ft. plus labor (half hour minimum).

**SHRINKWRAP** - \$38.50 per skid plus labor (half hour minimum).

### Late Shipments 200 lb. minimum per shipment

Material received at the warehouse AFTER the deadline date, and material received at the show site AFTER the show opens

Description	Rate	TOTAL
Late Shipments: add	60.00	\$

### Small Package Maximum weight is 50 lbs. per shipment

Cartons and envelopes received at the warehouse or show site without documentation will be delivered without guarantee of piece count or condition. Includes UPS, Federal Express and DHL shipments.

Description	Rate	TOTAL
First Carton - per shipment, per delivery	33.00	\$
Each Add'l Carton - per shipment, per delivery	11.00	\$

**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	\$
5% State Tax	N/A
<b>TOTAL</b>	<b>\$</b>

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

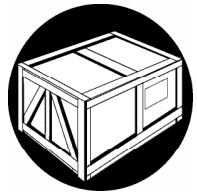
CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

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

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

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



**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**

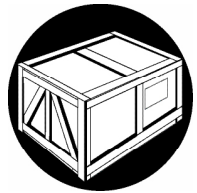
- 1) HOLLINS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft, or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, 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 7001  
 Roanoke, VA 24019  
 Phone: (540) 362-3940

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

**Material Handling  
 Shipping Addresses  
 and Notification**



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

To: Company Name and Booth #  
 For: ChemEd 2009  
 c/o: HOLLINS Exposition Services  
 7615 Williamson Road NW  
 Roanoke, VA 24019

◀ **Deadline date for Advance Shipments:  
 July 30, 2009**

**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)	Estimated Date of Arrival
# 1						
# 2						
# 3						
# 4						



PLEASE TYPE OR PRINT

NAME OF EVENT ChemEd 2009

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

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

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

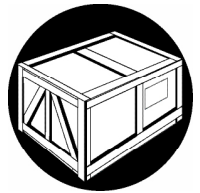
ORDERED BY \_\_\_\_\_ **X** \_\_\_\_\_  
(Please Type or Print) (Signature)

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



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

**Material Handling  
 Shipping  
 Labels**



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

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



**R U S H**

**Advance Warehouse**

**DEADLINE DATE: July 30, 2009**

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

**C/O: HOLLINS EXPOSITION SERVICES  
 7615 Williamson Road NW  
 Roanoke, VA 24019**

Event: \_\_\_\_\_ *ChemEd 2009*

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

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

**Advance Warehouse**

**DEADLINE DATE: July 30, 2009**

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

**C/O: HOLLINS EXPOSITION SERVICES  
 7615 Williamson Road NW  
 Roanoke, VA 24019**

Event: \_\_\_\_\_ *ChemEd 2009*

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

Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

# 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.*