



EXHIBITS, INC.

2505 Glen Center Street
Richmond, VA 23223
Phone (804) 788-4400
Fax (804) 788-0186

Send completed form by fax or email to
customer_service@xhibitsinc.com.

RENTAL ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**

CANCELLATION POLICY:

Items cancelled after move-in begins
will be charged 50% of original price.



2/2019

**Orders must be received one week prior to
show date in order to receive the advance price.**

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

PLEASE NOTE: IF EXHIBIT AREA IS CARPETED - ONLY ORDER IF
YOU PREFER A SOLID COLOR LISTED BELOW!

CARPET

Qty.	Advance Price	Show Price	Amount
10'x 10' Carpet	\$149.00	\$177.00	
10'x 20' Carpet	\$289.00	\$353.00	
10'x 30' Carpet	\$433.00	\$529.00	
____ ft. x ____ ft. Carpet	____	____	____
____ ft. x ____ ft. Carpet	____	____	____
Carpet Colors			
<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	

Exhibit Area Carpeted

SEATING

Upholstered Arm Chair	\$60.00	\$75.00	
Upholstered Side Chair	\$56.00	\$67.00	
Molded Plastic Side Chair	\$49.00	\$58.00	
Molded Plastic Folding Chair	\$35.00	\$40.00	
High Back Stool	\$56.00	\$60.00	
High Stool	\$30.00	\$40.00	

ACCESSORIES

Waste Basket with Liner	\$23.00	\$29.00	
Floor Easel	\$35.00	\$40.00	
Chrome Stanchions	\$49.00	\$60.00	
8 Ft. Red Velour Ropes	\$39.00	\$49.00	
22"x 28" Chrome Sign Holder	\$67.00	\$87.00	

PEGBOARD/DISPLAY PANELS

4'x 8' Pegboard (Vert. or Horiz.)	\$120.00	\$151.00	
4'x 8' Grey Cloth Display Panel	\$155.00	\$198.00	

TABLE WITH DRAPE

Qty.	Advance Price	Show Price	Amount
4'x 2' Standard 30" High	\$84.00	\$104.00	
6'x 2' Standard 30" High	\$96.00	\$117.00	
8'x 2' Standard 30" High	\$107.00	\$133.00	
4'x 2' Raised 42" High	\$107.00	\$133.00	
6'x 2' Raised 42" High	\$120.00	\$150.00	
8'x 2' Raised 42" High	\$132.00	\$162.00	

Draped tables include vinyl top and pleated skirt on three sides.

Drape Colors

☐ Red ☐ White ☐ Blue ☐ Hunter Green ☐ Plum ☐ Expo Green
☐ Gold ☐ Black ☐ Grey ☐ Burgundy ☐ Teal ☐ Beige

FOURTH SIDE TABLE DRAPE

30" High Table	\$21.00	\$41.00	
42" High Table	\$27.00	\$48.00	

ROUND TABLES & LINENS

4' Round Table	\$60.00	\$73.00	
5' Round Table	\$72.00	\$88.00	
24" Round Pedestal Table	\$45.00	\$54.00	
90" Round White Table Linen	\$38.00	\$57.00	

Round Tables do not come with a linen unless a linen is ordered.

TABLE TOP RISERS & DRAPING

4'x 1'x 12" Table Top Riser	\$23.00	\$31.00	
4'x 1'x 12" Riser / Draped	\$49.00	\$60.00	
6'x 1'x 12" Table Top Riser	\$38.00	\$45.00	
6'x 1'x 12" Riser / Draped	\$60.00	\$73.00	

Drape Colors

☐ Red ☐ White ☐ Blue ☐ Hunter Green
☐ Gold ☐ Black ☐ Grey ☐ Burgundy

***Show colors will be used if no color is indicated where required.
(i.e. carpet, table draping)**

**PLEASE RETURN ONE COPY TO EXHIBITS, INC.
AND RETAIN A COPY FOR YOUR FILES.**

**FULL PAYMENT MUST ACCOMPANY ALL ORDERS
US FUNDS ONLY!**

TOTAL YOUR ORDER HERE

Sub-Total	\$	
5.3% Sales Tax (Required)	\$	
TOTAL DUE	\$	

Please print or type below:

Your Company _____

Address _____ Telephone No. _____

City _____ State _____ Zip _____ Fax _____

Authorized By (Print name) _____ Title _____

Signature _____ E-mail _____

Name of Event VSAE FALL CONFERENCE Booth No. _____

GREATER RICHMOND CONVENTION CENTER, RICHMOND
OCTOBER 3, 2019



EXHIBITS, INC.

2505 Glen Center Street

Richmond, VA 23223

Phone (804) 788-4400

Fax (804) 788-0186

Send completed form by fax or email to
customer_service@xhibitsinc.com.

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!

★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★

NAME OF EVENT: VSAE FALL CONFERENCE

EVENT LOCATION: GREATER RICHMOND CONVENTION CENTER

EVENT DATE: OCTOBER 3, 2019

YOUR BOOTH #

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

● TERMS ●

DISCOUNT PRICES only apply to advance orders with payment IN FULL, including 5.3% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 5.3% VA sales tax.

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

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

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

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

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

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) ☐ MasterCard ☐ Visa ☐ American Express EXPIRATION DATE

ACCOUNT NUMBER:

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

 /

CVC 3 (or) 4 DIGIT CODE

--	--	--	--

 MONTH / YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: Card Holder's Name: _____

Card Holder's Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



EXHIBITS, INC.

2505 Glen Center Street

Richmond, VA 23223

Phone (804) 788-4400

Fax (804) 788-0186

Send completed form by fax or email to
customer_service@xhibitsinc.com.



DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

2/2019

If you will be shipping freight, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, including storage of up to 30 days prior to the show. Delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: 58.00 PER CWT per shipment. 2 CWT MINIMUM OR \$116.00 per shipment.

ADVANCE SHIPPING ADDRESS

Receiving Hours: Monday - Friday, 8:30am - 4:00pm

★ Advance Shipments must be received
by **TUESDAY, SEPT. 24, 2019!**

YOUR COMPANY NAME BOOTH# _____
VSAE FALL CONFERENCE
c/o EXHIBITS, INC.
2505 GLEN CENTER STREET
RICHMOND, VA 23223

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during installation period ONLY! Includes unloading freight and delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: \$55.00 PER CWT per shipment. 2 CWT MINIMUM OR \$110.00 per shipment.

DIRECT SHIPPING ADDRESS

★ **ADVANCED Shipments ONLY!!** ★

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND "bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Exhibits, Inc. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, models, machinery, etc....

SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

1. Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.
Rate \$87.00 per hour S.T. AND/OR \$128.00 per hour O.T. - 1 hour minimum charge per each Forklift pick-up
2. Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$40.00 per CWT - Minimum charge \$120.00 → Please list carrier that will be picking up: _____
3. When crate and carton storage only are needed
Rates: \$17.00 per small crate, \$36.00 per large crate, \$8.00 per carton - \$30.00 minimum
4. Truck and driver rates for special pickup and deliver/late warehouse deliveries
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.
5. Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
6. Shrinkwrap is \$50.00 per pallet.

(*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m.-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By (Print name) _____ Signature _____

Weight _____ No. of pieces _____ Estimated Arrival _____

_____ (# of CWT's) x \$ _____ (Rate) = TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____

**ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE
THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER**

TOTAL AMOUNT SPECIAL SERVICES: \$ _____

GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event: **VSAE FALL CONFERENCE
GREATER RICHMOND CONVENTION CENTER, RICH
OCTOBER 3, 2019**

Booth No.: _____

LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY

- A. Exhibits, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Exhibits, Inc. by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Exhibits, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Exhibits, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Exhibits, Inc. maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Exhibits, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Exhibits, Inc. reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Exhibits, Inc. will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES
FOR RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Exhibits, Inc. (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

WHEN USING SERVICE A and/or SERVICE B:

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to the Exhibits, Inc. service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Exhibits, Inc. can not make these arrangements.

The consignment or delivery of a shipment to EXHIBITS, INC. by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Exhibits, Inc. is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Exhibits, Inc. reserves the right to reassign shipments to another air freight company.

EXHIBITS, INC. RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, EXHIBITS, INC. WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Exhibits, Inc. prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Exhibits, Inc. is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.
All rates as quoted are based upon prevailing rates and are subject to change without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

EXHIBITS, INC. RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.

ADVANCE WAREHOUSE

MUST BE RECEIVED BY **TUESDAY, SEPTEMBER 24, 2019.**

TO: _____
(Exhibiting Company Name)

BOOTH #: _____



**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**

ADVANCE WAREHOUSE

MUST BE RECEIVED BY **TUESDAY, SEPTEMBER 24, 2019.**

TO: _____
(Exhibiting Company Name)

BOOTH #: _____



**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**

ADVANCE WAREHOUSE

MUST BE RECEIVED BY **TUESDAY, SEPTEMBER 24, 2019.**

TO: _____
(Exhibiting Company Name)

BOOTH #: _____



**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**

ADVANCE WAREHOUSE

MUST BE RECEIVED BY **TUESDAY, SEPTEMBER 24, 2019.**

TO: _____
(Exhibiting Company Name)

BOOTH #: _____



**C/O Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223**



EXHIBITS, INC.

2505 Glen Center Street
Richmond, VA 23223
Phone (804) 788-4400
Fax (804) 788-0186

Send completed form by fax or email to
customer_service@xhibitsinc.com.

EXHIBIT LABOR ORDER FORM

ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. The provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost.

Straight time rate of \$63.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$97.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$50.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HALF HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor will furnish supervision or if Exhibits, Inc. is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Exhibits, Inc. cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
SUB-TOTAL							
SUPERVISION CHARGE							
GRAND TOTAL							

Exhibitor will furnish supervision for
Exhibits, Inc. to furnish supervision for

☐ Installation
☐ Installation

☐ Dismantling
☐ Dismantling

Exhibitor supervisor: His/Her name is: _____ Telephone No. _____

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO
SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____
(Print Name)

Name of Event: VSAE FALL CONFERENCE Booth No. _____
GREATER RICHMOND CONVENTION CENTER
OCTOBER 3, 2019