

EXHIBITS INCORPORATED

2505 Glen Center Street Richmond, VA 23223 / 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23455
(804) 788-4400 - Phone (804) 788-0186 - Fax www.Xhibitsinc.com

FIRST RESPONDER VIRGINIA



HAMPTON, VA
August 6th to
August 10th
2019



Two Organizations Coming Together

DEAR EXHIBITOR:

EXHIBITS, INC. is pleased to advise that we have been appointed the Official Service Contractor for the above named event.

The following pages in this exhibitor kit contain very important information and order forms for the upcoming Trade Show. Please make sure that you read and understand all pages, as well as complete and return any necessary forms for services needed.

The following will be provided for each 10 ft. wide x 10 ft. deep booth:

- *8 ft. high pipe & flame resistant fabric backdrops
- *3 ft. high pipe & flame resistant fabric siderails
- *(1) 6 ft. x 2 ft. x 29" high draped table
- *(2) chairs
- *(1) wastebasket with liner
- *(1) 7" x 44" booth identification sign

Please note that the exhibit area IS NOT carpeted. If you would like to order carpet and/or any additional furnishings for your booth, please complete the enclosed Rental Order Form and return to Exhibits, Inc. along with the Payment Policy Form.

Exhibits, Inc. is the official drayage and material handling provider for the Trade Show. If you are shipping in material(s) for the event, please familiarize yourself with the Drayage & Material Handling Forms. These contain information regarding advance and direct shipping addresses, shipping deadlines and terms and conditions for handling of your materials. Please make sure that you complete the form, along with the Payment Policy Form and return to Exhibits, Inc. prior to your material(s) arriving. Address labels have also been included with in this kit for your convenience.

If you will require labor services, please read and complete the enclosed Labor Order Form. This form needs to be returned to Exhibits, Inc. along with the Payment Policy Form.

If you will require electrical, telecommunications and or Internet/Wireless services, please read and complete the appropriate forms and return promptly to the facility/company listed on each form. Please note that these forms are not to be returned to Exhibits, Inc.

And finally, we would like to thank you for allowing us to be a part of your event. If you have any questions or concerns, please contact our office. We are all proud to serve you and are eager to help make this event a HUGE success!

See you at the Show -

Exhibits, Inc.

SHOW INFORMATION



BOOTH PROVISIONS

The following will be provided per each (10'x10') booth:

- 8' high backdrops / 3' high siderails
- (1) 6' x 2' x 29" high draped table
- (2) chairs
- (1) wastebasket with liner
- (1) 7" x 44" booth identification sign

Show Colors: Red, White

EXHIBIT HALL IS NOT CARPETED

EXHIBIT HALL SCHEDULE

Apparatus & Exhibitor Booths on Floor Move-In:	Wednesday, August 7, 2019	10:00 am - 5:00 pm
Exhibitor Wall Booths Move-In:	Thursday, August 8, 2019	8:00 am - 10:00 am

***Please note: ALL exhibits must be "Show Ready" by 10:00 am on Thurs 8/8/19**

Show Hours:	Thursday August 8, 2019	10:00 am - 5:00 pm
	Friday, August 9, 2019	10:00 am - 5:00 pm

Exhibitor Move-Out:	Friday, August 9, 2019	5:00 PM
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***Please note: ALL exhibits must be removed by 12 mid-night Friday 8/9/19**

SHIPPING INFORMATION

ADVANCE SHIPMENTS

Your Company Name Booth # _____
First Responder Virginia
c/o Exhibits, Inc.
5770 Thurston Ave., Suite 106
Virginia Beach, VA 23455

DIRECT SHIPMENTS

Your Company Name Booth # _____
First Responder Virginia
Hampton Roads Convention Center, Hampton, VA
c/o Exhibits, Inc.
1610 Coliseum Drive
Hampton, VA 23666

Advance Shipments will be received at the Exhibits, Inc. warehouse up to 30 days prior to the event. All shipments must be crated, boxed or skidded. All advance shipments must be received at the warehouse no later than **Tuesday, July 30, 2019**. Shipments are received Monday - Friday during the hours of 8:30am - 4:00pm. **You MUST complete & return the drayage & material handling form to Exhibits, Inc. prior to your freight's arrival!** Failure to do so, may result in additional drayage fees.

Direct Shipments will only be received on exhibitor set-up days/times listed above. Shipments that arrive prior to or after the above dates/times may be refused. Please make shipping arrangements accordingly.

RENTAL ADVANCE PRICES & SALES TAX

Rental - Advance Prices : In order to receive the advance discount prices for Exhibits, Inc. services, all applicable forms must be submitted/received by **Wednesday, July 31, 2019** (one week prior to event).

Virginia Sales Tax : A 6% Virginia State Sales Tax will be applied to all rentals & materials ordered. If your company or organization is Tax Exempt, all orders must be accompanied by a copy of your Tax Exempt Certificate. If this is not received, Sales Tax must be applied.

Questions & Adjustments : All on-site questions and concerns regarding orders must be addressed at the Exhibits, Inc. service desk during exhibitor set-up times. Every effort will be made to resolve the issue. Credits or adjustments WILL NOT be made after the close of the show. Please note that some rental items & labor requests are subject to cancellation fees.

We look forward to being of service to you and assure you of our full cooperation in all matters pertaining to this event. If you have any questions regarding the enclosed information or need assistance in planning, please contact us at:

Exhibits, Inc. - 800.418.2286 (Phone) / 804.788.0186 (Fax)



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

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	3.00/sq.ft.	4.50/sq.ft.	_____
_____	_____ft. x _____ft. Carpet Padding	.80/sq.ft.	1.00/sq.ft.	_____

Carpet Colors

- Red Blue Hunter Green Gold
 Burgundy Grey Black

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	_____

DISPLAY PANELS

_____	4'x 8' Grey Cloth Display Panel	\$155.00	\$198.00	_____
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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	_____	\$	_____
6% Sales Tax (Required)	_____	\$	_____
TOTAL DUE	_____	\$	_____

Please print or type below:

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event **2019 First Responder Virginia**

**Hampton Roads Convention Center, Hampton, VA
 August 6-10, 2019**

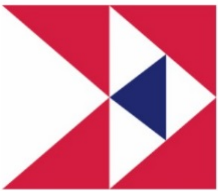
Telephone No. _____

Fax _____

Title _____

E-mail _____

Booth No. _____



EXHIBITS, INC.

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Richmond, VA 23223
Phone (804) 788-4400
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XhibitsInc.com

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:	First Responder Virginia
EVENT LOCATION:	Hampton Conv. Ctr., Hampton, VA
EVENT DATE:	August 6-10, 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 6% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 6% VA sales tax.

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

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

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

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

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

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

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

ACCOUNT NUMBER: _____

CVC 3 (or) 4 DIGIT CODE _____
MONTH YEAR

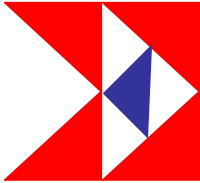
SIGNATURE: _____

PLEASE PRINT CLEARLY: **Cardholders Name:** _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



EXHIBITS, INC.

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



XhibitsInc.com

DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

Email customer_service@xhibitsinc.com

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.

<p>ADVANCE SHIPPING ADDRESS</p> <p>Receiving Hours: Monday - Friday, 8:30am - 4:00pm</p> <p>Advance Shipments must be received by Tuesday, July 30, 2019!</p>	<p>YOUR COMPANY NAME BOOTH# _____</p> <p>First Responder Virginia c/o EXHIBITS, INC. 5770 Thurston Ave., Ste 106 Virginia Beach, VA 23455</p>
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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.

<p>DIRECT SHIPPING ADDRESS</p> <p>Direct Shipments will only be Received During Exhibitors Set Date/Times!</p>	<p>YOUR COMPANY NAME BOOTH# _____</p> <p>First Responder Virginia Hampton Roads Convention Center c/o EXHIBITS, INC. 1610 Coliseum Drive Hampton, VA 23666</p>
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NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND "bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Exhibits, Inc. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, models, machinery, etc....

SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Forklift Service: 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
- 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: _____
- 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
- 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.
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- 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 First Responder Virginia Booth No. _____
Hampton Roads Convention Center, Hampton, VA
August 6-10, 2019

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.



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 Installation Dismantling
Exhibits, Inc. to furnish supervision for Installation 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 _____ Booth No. _____

First Responder Virginia
Hampton Roads Convention Center, Hampton, VA
August 6-10, 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.

BOOTH CLEANING ORDER FORM

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

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets before the initial opening of the event and/or daily there after.

- DAILY - Before initial opening of event and daily there after
- ONCE - Before initial opening of event ONLY

Please compute cost below:

ADVANCE PRICE \$.65 PER SQUARE FOOT

SHOW PRICE \$.85 PER SQUARE FOOT

NOTE: MINIMUM 100 SQUARE FEET PER DAY

_____ SQ.FT. x \$ _____ PER SQ.FT. DAILY = _____ /COST PER DAY x _____ # OF DAYS = \$ _____
TOTAL AMOUNT DUE

Please return one copy to Exhibits, Inc. and retain a copy for your files

Please print or type below:

Your Company _____

Address _____ Telephone # _____

City _____ State _____ Zip _____ Fax # _____

Authorized By (Print Name) _____ Title _____

Signature _____

Name of Event **First Responder Virginia** Booth Number _____
Hampton Roads Convention Center, Hampton, VA
August 6-10, 2019

ADVANCE WAREHOUSE



SHIP TO:

EXHIBITS, INC.
5770 THURSTON AVE.
STE. 106
VIRGINIA BEACH, VA 23455



EXHIBITING COMPANY NAME: _____

BOOTH #: _____

MUST BE RECEIVED BY TUESDAY, JULY 30, 2019

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth
Duplicates are acceptable, if needed

ADVANCE WAREHOUSE



SHIP TO:

EXHIBITS, INC.
5770 THURSTON AVE.
STE. 106
VIRGINIA BEACH, VA 23455



EXHIBITING COMPANY NAME: _____

BOOTH #: _____

MUST BE RECEIVED BY TUESDAY, JULY 30, 2019

DIRECT TO SHOW SITE



2505 Glen Center Street Richmond, VA 23223 / 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23452
(804) 788-4400 - Phone (804) 788-0199 - Fax www.Xhibitsinc.com

SHIP TO:

EXHIBITS, INC.

HAMPTON ROADS CONV. CTR.

1610 COLISEUM DRIVE

HAMPTON, VA 23666



EXHIBITING COMPANY NAME: _____

BOOTH #: _____

**MUST BE RECEIVED ON:
THURSDAY, AUGUST 8, 2019 ONLY!!!**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth
Duplicates are acceptable, if needed

DIRECT TO SHOW SITE



2505 Glen Center Street Richmond, VA 23223 / 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23452
(804) 788-4400 - Phone (804) 788-0199 - Fax www.Xhibitsinc.com

SHIP TO:

EXHIBITS, INC.

HAMPTON ROADS CONV. CTR.

1610 COLISEUM DRIVE

HAMPTON, VA 23666



EXHIBITING COMPANY NAME: _____

BOOTH #: _____

**MUST BE RECEIVED ON:
THURSDAY, AUGUST 8, 2019 ONLY!!!**



Event Services & Utilities Request Form

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 email: dnilen@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT TO GUARANTEE REQUEST AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Your Contact Name: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

UTILITIES	24 HR POWER	ADVANCE ORDER	FLOOR ORDER	QTY	AMOUNT
Electrical					
*Service above 20 Amps requires custom installation by an Electrician to be billed at the hourly rate, with a one (1) hour minimum required. For 24 Hour Power Needs: Check box, and add 50% to that service.					
2000 watt Receptacle, 110 Volt, 20 Amps		\$ 75.00	\$ 100.00		
1 Phase, 208 Volt, 30 Amps		\$ 200.00	\$ 250.00		
1 Phase, 208 Volt, 60 Amps*		\$ 300.00	\$ 350.00		
1 Phase, 208 Volt, 100 Amps*		\$ 375.00	\$ 425.00		
1 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 750.00		
3 Phase, 208 Volt, 30 Amps		\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps*		\$ 400.00	\$ 475.00		
3 Phase, 208 Volt, 100 Amps*		\$ 450.00	\$ 525.00		
3 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 725.00		
3 Phase, 480 volt, 30 Amps		Call for Pricing			
3 Phase, 480 volt, 60 Amps*					
3 Phase, 480 volt, 100 Amps*					
3 Phase, 480 volt, 200 Amps*					
Water					
Water/Drain per 100 gal.		\$ 50.00			
Water/Drain per 500 gal.		\$ 175.00			
Equipment Rental **					
Extension Cord		\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip		\$ 20.00	\$ 20.00		
Labor*					
Electrician/per hour		\$ 45.00	\$ 65.00		
Electrician-Holiday/per hour		\$ 67.50	\$ 97.50		
Electrician-Overtime/per hour		\$ 90.00	\$ 110.00		
Total Utility Order					\$
**Add 6% Tax to all Equipment Orders (Only Items in the "Equipment Rental" section)					\$
Total Utilities + Tax					\$
The HRCC will provide power only in the form of a disconnect for connections over 20 amps. The exhibitor/vendor will be responsible for all cabling, wiring, and connections to their equipment.					

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes

Schedule

1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1633 if you have any questions about your order, or to confirm receipt

2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY

Limitation of Liability

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur

Utilities Notes:

1. Only one outlet will be provided for each power line ordered
2. Power cannot be shared between booths
3. Power is located in the most convenient location unless noted on form
4. No refunds for services requested and already installed
5. Connection to equipment is the exhibitors' responsibility

METHOD OF PAYMENT

CASH or CHECK Made payable to: **Hampton Roads Convention Center • HRCC Tax ID # is 54-6001336**

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Credit Card Holder Name: _____ E-mail address for receipt: _____

Credit card number: Please list a good phone number to call to discuss this credit card payment in the above section.

Credit Card Billing Address: _____

I authorize the charges detailed within this form to be charged to my credit card listed here. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to dnilen@thehrcc.com



1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: dnilen@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Room/Booth #: _____
 Event Dates: _____ Exhibiting Company: _____
 Contact Name: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Phone: (____) _____

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QTY	AMOUNT
Non-Dedicated Phone Line Includes unlimited incoming and local dialing (PBX switched 'Dial 9' phone line with public number. Best suited for standard incoming & outgoing Voice, Fax, Credit Card & Modems.)	\$ 125.00	\$ 150.00		
Standard Desk Telephone	\$ 25.00	\$ 25.00		
INTERNET/EQUIPMENT RENTAL				
WIRED				
Basic Internet Connection Fee (10/100 Mbps) Internet includes one network port and one IP address. HSIA connections are for a single 'base' pc/client. If additional nodes will be connected, 'Additional IP Addresses' (below) must be purchased.	\$ 200.00	\$ 250.00		
Internet Connection to an External Host Server (Includes one port open & one port close)	\$ 350.00	\$ 400.00		
Additional IP Addresses	\$ 100.00	\$ 150.00		
Each Additional Port Open or Port Close	\$ 100.00	\$ 150.00		
WIRELESS - Conference Rooms, Ballrooms & Meeting Rooms				
Internet - Wireless 5.0 Mbps	\$ 400.00	\$ 400.00		
Internet - Wireless 3.0 Mbps	\$ 375.00	\$ 375.00		
Internet - Wireless 1.5 Mbps	\$ 350.00	\$ 350.00		
Password Protected Custom SSID	Available upon request			
Equipment Rental *				
Hub/Switch/Router Rental A Hub or Switch may be available for customers wishing to establish LANs	\$ 75.00	\$ 100.00		
Patch Cables Standard Category 5 patch cables are available in various lengths. Exhibitors may provide their own patch cables, if so desired.	\$ 40.00	\$ 45.00		
Labor				
Technical Support for issues not directly related to the physical connectivity of ordered services will be charged at a rate of \$65/hr with minimum one hour charge.		\$ 65.00		
Total Telecommunications Order:				\$
*Add 6% Tax to all Equipment Orders (Just items in the "Equipment Rental" Section)				\$
Total Telecommunications +Tax				\$

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance
 1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule
 1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1618 if you have any questions about your order, or to confirm receipt.
 2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.
 3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an additional cost.

Limitation of Liability
 The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Telecommunications Notes:
 1. If any special data and/or networking equipment or services are required which are not detailed on this form, please call 757-315-1618.
 2. PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.
 3. No credits will be issued for unused phone lines installed as ordered.
 4. Only written cancellations will be accepted and must be received seven days before show move in.
 5. Connection to equipment is the exhibitors' responsibility.
 6. Telecommunications panels, floor boxes and equipment must be accessible at all times.
 7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.
 8. HRCC will troubleshoot HRCC installed components only.
 9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.
 10. HRCC is the sole provider of WiFi Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared WiFi Internet Access.

METHOD OF PAYMENT

CASH or CHECK Made payable to: Hampton Roads Convention Center • Our Tax ID # is 54-6001336

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Credit Card Holder Name: _____ E-mail address for receipt: _____

Credit card number: Please list a good phone number to call to discuss this credit card payment in the above section.

Credit Card Billing Address: _____

I authorize the charges detailed within this form to be charged to my credit card listed here. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to dnilen@thehrcc.com



Credit Card Form

Event Name: _____ Event ID: _____

Event Date(s): _____

Dollar Amount: _____

I, _____, the undersigned, give SMG / Hampton Roads Convention Center authorization to charge the dollar amount as indicated above to my credit card as listed below.

Please check the appropriate form of payment:

American Express Visa MasterCard Discover

HRCC will contact you for your CC number. Please list a good phone number below.
Credit Card Number _____ Expiration Date _____

Card Holder Name _____ 3-digit Security Code _____

Credit Card Billing Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number (if applicable) _____

E-mail Address (if you'd like a receipt of this transaction emailed to you) _____

Card Holder Signature _____ Today's Date _____