

Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223

Phone (804) 788-4400

Fax (804) 788-0186

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.

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

6/2008

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

CARPET				
Qty.		Advance Price	Show Price	Amount
_____	10'x 10' Carpet	\$135.00	\$161.00	_____
_____	10'x 20' Carpet	\$260.00	\$320.00	_____
_____	10'x 30' Carpet	\$392.00	\$480.00	_____
_____	_____ft. x _____ft. Carpet	2.70/sq.ft.	3.95/sq.ft.	_____
_____	_____ft. x _____ft. Green Turf	1.38/sq.ft.	2.69/sq.ft.	_____
Carpet Colors				
<input type="checkbox"/>	Red	<input type="checkbox"/>	Blue	<input type="checkbox"/>
<input type="checkbox"/>	Hunter Green	<input type="checkbox"/>	Gold	<input type="checkbox"/>
<input type="checkbox"/>	Grey	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>
<input type="checkbox"/>	Teal	<input type="checkbox"/>	Plum	<input type="checkbox"/>
<input type="checkbox"/>	Black			

SEATING				
		Advance Price	Show Price	Amount
_____	Upholstered Arm Chair	\$54.00	\$68.00	_____
_____	Upholstered Side Chair	\$50.00	\$61.00	_____
_____	Molded Plastic Side Chair	\$45.00	\$52.00	_____
_____	Molded Plastic Folding Chair	\$31.00	\$36.00	_____
_____	High Back Stool	\$50.00	\$54.00	_____
_____	High Stool	\$27.00	\$36.00	_____

ACCESSORIES				
		Advance Price	Show Price	Amount
_____	Waste Basket with Liner	\$21.00	\$27.00	_____
_____	Floor Easel	\$31.00	\$36.00	_____
_____	Chrome Stanchions	\$45.00	\$54.00	_____
_____	8 Ft. Red Velour Ropes	\$35.00	\$45.00	_____
_____	Corner Table-24" x 24" x 15" high	\$45.00	\$54.00	_____
_____	24" Round Table x 15" high	\$49.00	\$61.00	_____
_____	22"x 28" Chrome Sign Holder	\$61.00	\$79.00	_____

PEGBOARD/DISPLAY PANELS				
		Advance Price	Show Price	Amount
_____	4'x 8' Pegboards (Vert. or Horiz.)	\$109.00	\$137.00	_____
_____	4'x 8' Grey Cloth Display Panel	\$141.00	\$174.00	_____

PIPE & DRAPE				
Qty.		Advance Price	Show Price	Amount
_____	3' High Pipe & Drape	\$7.65/LF	\$9.75/LF	_____
_____	8' High Pipe & Drape	\$9.75/LF	\$12.25/LF	_____
<input type="checkbox"/>	Red	<input type="checkbox"/>	White	<input type="checkbox"/>
<input type="checkbox"/>	Blue	<input type="checkbox"/>	Hunter Green	<input type="checkbox"/>
<input type="checkbox"/>	Beige	<input type="checkbox"/>	Gold	<input type="checkbox"/>
<input type="checkbox"/>	Black	<input type="checkbox"/>	Plum	<input type="checkbox"/>
<input type="checkbox"/>	Grey	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>
<input type="checkbox"/>	Teal			

TABLE WITH DRAPE				
Qty.		Advance Price	Show Price	Amount
_____	4'x 2' Standard 30" High	\$76.00	\$94.00	_____
_____	6'x 2' Standard 30" High	\$87.00	\$106.00	_____
_____	8'x 2' Standard 30" High	\$97.00	\$121.00	_____
_____	4'x 2' Raised 42" High	\$97.00	\$122.00	_____
_____	6'x 2' Raised 42" High	\$109.00	\$136.00	_____
_____	8'x 2' Raised 42" High	\$120.00	\$147.00	_____
Draped tables include vinyl top and pleated skirt on three sides.				
Drape Colors				
<input type="checkbox"/>	Red	<input type="checkbox"/>	White	<input type="checkbox"/>
<input type="checkbox"/>	Blue	<input type="checkbox"/>	Hunter Green	<input type="checkbox"/>
<input type="checkbox"/>	Expo Green	<input type="checkbox"/>	Gold	<input type="checkbox"/>
<input type="checkbox"/>	Black	<input type="checkbox"/>	Grey	<input type="checkbox"/>
<input type="checkbox"/>	Plum	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>
<input type="checkbox"/>	Teal	<input type="checkbox"/>	Beige	

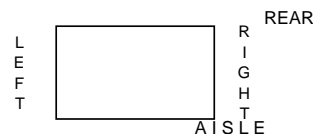
FOURTH SIDE TABLE DRAPE				
		Advance Price	Show Price	Amount
_____	30" High Table	\$19.00	\$37.00	_____
_____	42" High Table	\$25.00	\$44.00	_____

ROUND TABLES & LINENS				
		Advance Price	Show Price	Amount
_____	4' Round Table	\$54.00	\$67.00	_____
_____	5' Round Table	\$66.00	\$80.00	_____
_____	24" Round Pedestal Table	\$41.00	\$49.00	_____
_____	Linen 90" Round White (Only)	\$34.00	\$54.00	_____
Round Tables do not come with a linen unless a linen is ordered.				

TABLE TOP RISERS & DRAPING				
		Advance Price	Show Price	Amount
_____	4'x 1'x 12" Table Top Riser	\$21.00	\$29.00	_____
_____	4'x 1'x 12" Riser / Draped	\$45.00	\$54.00	_____
_____	6'x 1'x 12" Table Top Riser	\$34.00	\$41.00	_____
_____	6'x 1'x 12" Riser / Draped	\$54.00	\$67.00	_____
Drape Colors				
<input type="checkbox"/>	Red	<input type="checkbox"/>	White	<input type="checkbox"/>
<input type="checkbox"/>	Blue	<input type="checkbox"/>	Hunter Green	<input type="checkbox"/>
<input type="checkbox"/>	Gold	<input type="checkbox"/>	Black	<input type="checkbox"/>
<input type="checkbox"/>	Grey	<input type="checkbox"/>	Burgundy	

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

Please show the general location
where you would like the pipe
& drape placed in your booth
(Including footages.)



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

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

Please print or type below:

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event **AGI - 6th Annual Virginia RV Show**
HRCC - Hampton Roads, VA
March 12 - 14, 2010

TOTAL YOUR ORDER HERE	
Sub-Total	\$ _____
5% Sales Tax (Required)	\$ _____
TOTAL DUE	\$ _____

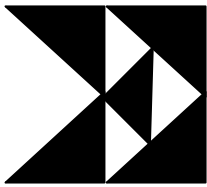
Telephone No. _____

Fax _____

Title _____

E-mail _____

Booth No. _____



Exhibits, Inc.

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

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:	<i>AGI - 6th Annual Virginia RV Show</i>
EVENT LOCATION:	<i>HRCC - Hampton Roads, VA</i>
EVENT DATE:	<i>March 12 -14, 2010</i>
	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% 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% 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

Event: _____ Event Date: _____

Room: _____ Booth # _____

Firm Name: _____ Phone # _____ Fax # _____

Address: _____

Contact Name: _____

Rigging Information

Set-Up Date / Time: _____

Type of Hangings: _____

Special Instructions: _____

Rigging materials used will be billed in addition to rigging

Sign / Banner Hanging	<u>Number of Riggers</u>	<u>Hours</u>	<u>Total</u>
MOVE-IN			
Advance Rate: \$40.00 hr.	_____	_____	_____
Floor Rate: \$40.00 hr.	_____	_____	_____
MOVE-OUT			
Advance Rate: \$40.00 hr.	_____	_____	_____
Floor Rate: \$40.00 hr.	_____	_____	_____
Overtime billed at 1 ½ Rate			
Hi-Lift Rental			
MOVE-IN			
Advance Rate: \$40.00 hr.	_____	_____	_____
Floor Rate: \$40.00 hr.	_____	_____	_____
MOVE-OUT			
Advance Rate: \$40.00 hr.	_____	_____	_____
Floor Rate: \$40.00 hr.	_____	_____	_____

CREDIT CARD ORDERS MAY BE FAXED TO: 757-315-1614

Card holder signature and expiration date required
Make checks payable to Hampton Roads Convention Center

Payment Method:

M/C _____ VISA _____ AMEX _____ Check _____

Card Number: _____ Security Code: _____ Exp Date: _____

Card Holder Name: _____

Card Holder Signature: _____



EVENT SERVICES ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

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

Event Name: _____ Room/Booth #: _____


Event Dates: _____ Exhibiting Company: _____


Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-Mail: _____

UTILITIES	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
2000 watt Receptacle, 110 Volt, 18 Amps	\$ 50.00	\$ 70.00		
Extension Cord*	\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip*	\$ 20.00	\$ 20.00		
1 Phase, 208 Volt, 30 Amps	\$ 175.00	\$ 225.00		
1 Phase, 208 Volt, 60 Amps	\$ 250.00	\$ 300.00		
1 Phase, 208 Volt, 100 Amps	\$ 350.00	\$ 400.00		
1 Phase, 208 Volt, 200 Amps	\$ 475.00	\$ 525.00		
3 Phase, 208 Volt, 30 Amps	\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps	\$ 375.00	\$ 450.00		
3 Phase, 208 Volt, 100 Amps	\$ 425.00	\$ 500.00		
3 Phase, 208 Volt, 200 Amps	\$ 575.00	\$ 625.00		
Water Connection, 45 PSI, 1/2" Line	\$ 100.00	\$ 120.00		
Drain Connection, 2" Line	\$ 60.00	\$ 80.00		
 Total Utility Order				\$

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Analog Phone Line per day	\$ 150.00	\$ 175.00		
Standard Desk Telephone per day	\$ 25.00	\$ 25.00		
Basic Internet Connection Fee per day	\$ 200.00	N/A		
Internet Connection to External Host Server per day (includes one port open & one port close)	\$ 350.00	N/A		
Each Additional IP Address per event	\$ 100.00	N/A		
Each Additional Port Open or Port Close per event	\$ 100.00	N/A		
 Total Telecommunications Order				\$

*Add 5% Tax to all Equipment Orders \$

Total Utilities + Telecommunications+Tax \$

METHOD OF PAYMENT

PAYMENT METHOD: CHECK AMERICAN EXPRESS MASTERCARD VISA

Credit Card Holder Name: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Billing Address: _____

Credit Card Holder Signature: _____ Date: _____

Make Checks Payable To: **Hampton Roads Convention Center** • Our Tax ID Number is 54-6001336

TOTAL PAYMENT MUST ACCOMPANY THIS FORM

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) 315-1623 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

1. 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 (see below).
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.
6. Exhibitors should provide their own power conditioning for sensitive equipment.
7. Any motor larger than 1/2 hp must have a safety switch.
8. HRCC is not responsible for voltage or frequency variances.
9. Rates Quoted cover bringing of service to the booth and does not include connection of equipment.
10. All power is provided from the floor.
11. All exhibits must be wired in accordance with the National Electric Code.
12. Any changes in power location after installation will reflect a one hour labor charge.
13. All electrical and plumbing work must be performed by the HRCC staff.
14. All wiring or electrical work done on exhibitor equipment will be charged on a time and material basis.
15. **Tagging of equipment for proper voltage, phase, connections, etc. is the responsibility of the exhibitor.**

Telecommunications Notes:

1. Phone services consist of tone dialing, analog lines with high speed data switching capabilities.
2. Dialing restrictions are enforced for all other than local, toll-tree, and credit card calls (i.e. there is no charge for local and/or toll-free calls).
3. An acceptable credit card is required for any service other than local. Your credit card will be charged for all long-distance calls at a rate of \$0.20 per minute.

It is ESSENTIAL that you indicate your booth number for service. Thank you!

Indicate location of service below, if required.

Booth# _____

