OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



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

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

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

www.hollins-expo.com

26th Annual NC RV & Camping Show Greensboro February 13-15, 2015

Greensboro Coliseum Special Events Center Greensboro, North Carolina

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Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for the 26th Annual North Carolina RV & Camping Show - Greensboro. 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.

<u>SERVICE FORMS</u>: 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.

<u>TAX:</u> Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

<u>DISCOUNT RATES:</u> To qualify for Discount Rates, we must receive your order with full payment by February 6, 2015, unless otherwise indicated. Orders received after February 6th, orders without payment and orders placed at the show will be processed at Standard Rates.

<u>PAYMENT POLICY:</u> All orders placed with Hollins Exposition Services are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with Hollins Exposition Services. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

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. Refer to each order form for details.

<u>ASSISTANCE IN PLANNING:</u> Analyze your exhibit needs as they relate to furnishings and services offered in this service planner. If you require assistance in planning your exhibit, please call our office for suggestions on how to make your booth space more functional and attractive.

<u>PLEASE NOTE:</u> No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at (voice) 336-315-5225, (fax) 336-315-5220, or (e-mail) greensboro@hollins-expo.com.

HOLLINS EXPOSITION SERVICES Exhibitor Services



CREDIT CARD AUTHORIZATION

□ VISA

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IMPORTANT NOTICE

EXPIRATION DATE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with Hollins Exposition Services.

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 Exposition Services.

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 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.

(Information Must Be Provided)

□ American Express

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION/ DISMANTLE LABOR:

□ MasterCard

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 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 (10) days of the close of the show.

Acc	ount Num	ber			_										
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date, a RATE o allowed	ny unpaid ba of 18%. If a d, and any ex	alance ny fina kcess	e will b ance c financ	ear a charge ce cha	FINA here irge re	NCE C eunder e eceived	HAR(excee by H	GE at eds the OLLIN	the les e maxir IS EXF	ser of the num rate OSITIO	e allo N SE	axim owed ERV	um ra d by a ICES	te allo pplica shall	ill be net, due and payable upon receipt of invoice. Effective 30 days after invoice llowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE cable law, the finance charge shall automatically be reduced to the maximum rate II be either applied to reduce the principle unpaid balance or refunded to the exhibithe LAWS OF THE STATE OF VIRGINIA.
Calculation of Orders Purchase order is not considered									OT CONSIDERED PAYMENT. TOTAL						
		F	urnis	shing	ıs an	nd Ca	rpet								\$
	Other Hollins Services (Specify)													\$	
	Other Hollins Services (Specify)														\$
	Other Hollins Services (Specify)														\$
	Other Hollins Services (Specify)														\$
	Other Hollins Services (Specify)												\$		
To sim	ıplify payr						. fun	ds dr	awn c	on a U.	S. Ba	nk			\$
payable to Hollins Exposition Services for your entire order or note the amount to be charged to your credit card.										С	Charge my credit card in the amount of \$				
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				Αl	LL E	EXHIE	ЗІТС	ORS	MUS	ST FII	L (DU.	T C	OMF	IPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT
NAM	NAME OF EVENT 26th Annual North Carolina RV & Camping Show - Greensboro														
EXHIBITING FIRMBOOTH NO									BOOTH NO						
CITY	AND ST	ATE	≣												ZIP CODE
AUTI	HORIZEI	D B	Y		-										X
TELE	PHONE	NC)	riease 1	rype o	or Print)									(Signature) DATE



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ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate February 6, 2015

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. Mail one copy to us at the address above. Retain a copy for your files. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom Cut Carpet cancelled after being cut will be charged 100% of original price.

SEATING			1	DISPLAY TABLES & [DRAPING				
Quantity	Discount Rate	Standard Rate			Discount	Standard			
Molded Plastic Folding Chair Upholstered Arm Chair	\$17.00 25.00	\$22.10 32.50	Quantity	Standard Height (30" Hig	Rate <u>lh)</u>	Rate			
Upholstered Stool (30" High)	27.00	35.10			\$40.00 24.00	\$52.00 31.20			
ACCESSORIES Pedestal Table (White Laminate Top)	\$25.00	\$32.50		2' x 6' Table - Draped 2' x 6' Table - No Drape	45.00 28.00	58.50 36.40			
(30" Round x 30" High) (30" Round x 42" High) (36" Round x 30" High)	30.00 30.00	39.00 39.00			50.00 32.00	65.00 41.60			
(36" Round x 42" High) Cocktail Table (White Laminate Top) (24" Round x 18" High) Cocktail Table (White Laminate Top)	35.00 28.00	45.50 36.40			20.00	26.00			
Cocktail Table (White Laminate Top) (36"L x 20"W x 15" High)	28.00	36.40		Counter Height (42" Hig	<u>ıh)</u>				
(36"L x 20"W x 15" High) Coat Tree Wastebasket	24.00 10.00	31.20 13.00		a	\$50.00 32.00	\$65.00 41.60			
Tripod Floor Easel	15.00	19.50	-	2' x 6' Table - Draped 2' x 6' Table - No Drape	55.00 36.00	71.50 46.80			
DISPLAY PANELS	.	*		·		78.00			
Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizonta	\$75.00	\$97.50		2' x 8' Table - Draped 2' x 8' Table - No Drape	60.00 40.00	52.00			
Tackboard Display Panel	75.00	97.50		Drape Exhibitor Table	25.00	32.50			
(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizonta Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)									
CARPET			* Optional	4th side draped: ft.	@ \$2.50 per linear ft.	=			
Price includes installation and taping front edge 9' x 10' Carpet 9' x 20' Carpet 9' x 30' Carpet 9' x 40' Carpet 1t. x ft. Custom Cut Carpet - per sq. f	\$65.00 130.00 195.00 260.00 t. 1.40	\$ 84.50 169.00 253.50 338.00 1.82	WOOD	TABLE TOP RISERS & 1' x 4' Table Top Riser 12 Riser - Draped Riser - No Drape		\$32.50 16.25			
ft. x ft. Carpet Padding - per sq. ft. ft. visqueen Covering - per sq. ft. Additional Taping - per linear	40	.85 .52 1.04		1'x 6' Table Top Riser 12 Riser - Draped	30.00	39.00			
Carpet Color Preferred:	ισο	1.04		Riser - No Drape	15.00	19.50			
Red Blue Seafoam Silver Gray Hunte	er Green 🔲 Bla	ack	Draping: W	/hite Only					
CDECIAL DDADEDV			1	SUB TOTAL \$					
SPECIAL DRAPERY Linear Feet of 8' High Drapery	\$4.00/L	F \$5.20/LF		6.75% Sales Tax \$					
Linear Feet of 3' High Drapery	\$2.00/L			TOTAL \$					
PAYMENT POLICY: We require your credit card auth to qualify for Discount Rates. Payment may be the terms and conditions as set forth on the encommust accompany your order.	made by ch closed "Payn	eck drawn on a l nent Policy and (J.S. Funds Ac Credit Card Ch	count, MasterCard, VISA or narge Authorization Form".	American Express, and Completed and signed	nd is subject to			
NAME OF EVENT <u>26th Annual North</u>	<u>Carolina</u>	RV & Camp	ing Show						
NAME OF FIRM				BOC	OTH NO				
CARE OF(If Other Than Exhibiting Firm)									
ADDRESS(Street)	(P.O. B	ox)	(City)		(State) (Zi	p)			
ORDERED BY (Please Type or Print)	(- /)	(Signatura)	(21	r /			
PHONE_()				(Signature) DATE					