

Friday 10am – 8pm Saturday 10am – 8pm Sunday 11am – 5pm

24th Annual North Carolina RV & Camping Show - Charlotte

Charlotte Convention Center – Charlotte, NC February 21 – 23, 2014

Dear **Booth Exhibitor**:

Enclosed is the set-up kit for the upcoming North Carolina RV & Camping Show - Charlotte. Please read \mathbf{ALL} the information carefully.

- Show Guidelines Including:
 - Move-In & Move-Out
 - Insurance
 - Wallet Cards
 - Complimentary Tickets
 - Lodging

- Discount Ticket Order Form
- Exhibitor Check List
- Electrical Order Form
- Telephone/Internet Order Form
- Rental of Display Accessories Forms

Important Due Dates:

Discount Tickets	February 1	GS Events
	=	Charlotte Convention Center
	-	Smart City
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As soon as you complete your paperwork, please send it to the appropriate office. If you have any questions not covered in this packet, call Joe Edwards at 804-337-8931.

Sincerely,

Joe Edwards





Friday 10am – 8pm Saturday 10am – 8pm Sunday 11am – 5pm

24th Annual North Carolina RV & Camping Show - Charlotte

Charlotte Convention Center – Charlotte, NC February 21 -23, 2014

Show Guidelines

<u>MOVE-IN</u>: Thursday, February 20th from 11 am to 5 pm. All booths must be completely moved in and organized by 5 pm Thursday, February 20th unless prior arrangements have been made with the Show Manager!

MOVE-OUT: Sunday, February 23rd from 5 pm to 10 pm. **All displays must be removed from the facility by 10 pm. NO EXCEPTIONS.**

INSURANCE: Please update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and Charlotte Convention Center WILL NOT BE responsible for loss or damage of any property.

<u>WALLET CARDS</u>: Booth exhibitors will receive six (6) wallet cards. Wallet cards will be issued at the show. These are used for exhibitors to gain admission to the show, but are not needed for set-up. Additional cards can be purchased at the show for \$10 if needed.

<u>COMPLIMENTARY TICKETS</u>: Each company will receive **six** (6) complimentary tickets 30 days prior to the show. Additional tickets are available at a discounted price of \$5 each, in limited quantities. **Discount tickets must be purchased with the attached Discount Ticket Order Form.** Your completed form must be received by **February 1**st.

LODGING: Doubletree by Hilton Charlotte 895 West Trade St Charlotte, NC 28202 Phone: 800-445-8667 Reserve your room under the Charlotte RV & Camping Show or RVS room block for a rate of \$125 (2/17, 2/18 & 2/19); \$79 (2/20 - 2/25). Cutoff date for the discounted rate is February 3, 2014 and is based on availability.

<u>ELECTRICAL SERVICE</u>: If any electrical outlets are needed, service is provided through the Charlotte Convention Center. A form for this service is enclosed in your packet. To receive the advance order price, <u>Charlotte Convention Center</u> must receive your electrical form and payment by <u>February 7th</u>.

<u>TELEPHONE/INTERNET</u>: Telephone and Internet service is available with Smart City through the Charlotte Convention Center. An order form for these services is enclosed. To receive the advance order price, <u>Smart City</u> must receive your Telephone/Internet Forms and payment by <u>February 7th</u>.

SHIPMENT TO SHOW: Shipments to the show should arrive at the facility no earlier than the Wednesday prior to the show. Please include your company name, booth number, and North Carolina RV & Camping Show when addressing the shipment to the venue.

NOTE: Forms can be downloaded from our website at <u>www.gsevents.com</u>. Click on the show name, then look under "Exhibitor Links" to the left of the page and click on "Exhibitor Kit".





Friday: 10 am – 8 pm Saturday: 10 am – 8 pm Sunday: 11 am – 5 pm

24th Annual North Carolina RV & Camping Show - Charlotte Charlotte Convention Center - Charlotte, NC February 21 - 23, 2014

Discount Ticket Order Form

	outs in your showroom for customers who are "not quite ready" to buy, who will not be working the show, and family members of employees.
Please send me(how many)	_ tickets at the advance discount price of \$5 each. (Cost at show - \$10)
Total enclosed: \$	
	ets are not to be distributed at the Convention Center Call" at the Show Office.) These are non-refundable tickets.
Send tickets to the attention of:	
Company:	
Address:	
City, State, Zip:	
	Return this form and payment to:
	GS Events 250 Parkway Dr, Suite 270 Licolnshire, IL 60069

Deadline for ordering Discount Tickets is February 1st



Friday: 10 am – 8 pm Saturday: 10 am – 8 pm Sunday: 11 am – 5 pm

24th Annual North Carolina RV & Camping Show – Charlotte Charlotte Convention Center – Charlotte, NC February 21 – 23, 2014

CHARLOTTE

EXHIBITOR CHECKLIST

*Order Electrical Service, if needed, through the Charlotte Convention Center (use enclosed order form).

*Fill out and return the Hollins Exposition Services form if you need to order tables, chairs, etc. <u>TABLES AND CHAIRS ARE NOT</u> INCLUDED IN THE BOOTH COST. Return form to Hollins.

*If you need to ship something to the show, you must include company name, booth number and the NC RV & Camping Show on the label. Do not arrange to have any shipments arrive at the exhibit hall earlier than the Wednesday prior to the show.

*Read the "Rules & Regulations" sheet for more information.

*Visit <u>www.gsevents.com</u> to download copies of the set-up kit forms. (Click on the show name, then look under "Exhibitor Links" to the left of the page and click on "Exhibitor Kit".)

A Positive Attitude Makes for a Positive Show!



2014 PLUMBING SERVICE ORDER FORM

EFFECTIVE JANUARY 1, 2014 — DECEMBER 31, 2014

501 South College Street, Charlotte, NC 28202 • (704) 339-6100 • www.charlotteconventionctr.com



PLUMBING RULES & REGULATIONS

- Wall, column and permanent building utility outlets are not part
 of booth space and are not to be used by exhibitors or decorators
 unless specified otherwise. Equipment in column recesses may not
 be blocked at any time. Under no circumstances shall anyone other
 than "house personnel" make service connections or disconnects.
- All equipment must meet federal, state and local safety codes. The Charlotte Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
- Claims will not be considered unless led by exhibitors prior to close of show.
- 4. Prices are based on current wage rates and are subject to change without notice.
- 5. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
- All material and equipment furnished by the Charlotte Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel, at the close of the show.
- Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
- Charlotte Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, NOT the Convention Center.
- 9. Service outlet size will be determined by volume required.
- 10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
- 11. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
- Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
- 13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.

- 14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Charlotte Convention Center will not be responsible for moisture or water in airlines.
- 15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Charlotte Convention Center does not guarantee minimum and maximum pressure.
- 16. Floor Rate prices apply to orders received after the due date (21 days prior to show opening). The Charlotte Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
- Payment in the form of check or money order must accompany service orders.
- Plumbing will not be installed until payment is received. NO EXCEPTIONS.
- 19. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center Plumbers, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install lines under carpet.
- 20. Exhibitor Technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Charlotte Convention Center personnel.
- 21. Labor rates are based on 9 hour days, typically from 7:30am to 5:00pm. Booth labor will be charged an overtime rate after 5:00pm at the rate of 1.5 times the normal rate.
- 22. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they maybe routed around the perimeter of the booth line and out of high traffic areas.
- 23. Air and water lines are NOT directed from overhead.
- 24. Rates run the duration of the show. Power, air and water are available 24 hours.

25.	Will you requ	ire a Convention Center plumber?
	YES	NO

DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
1			
1 ST CONNECTION 1/2	175.00	225.00	
EACH ADDITIONAL	125.00	155.00	
1 ST CONNECTION 3/4	260.00	310.00	
EACH ADDITIONAL	235.00	260.00	
1 ST CONNECTION 1	330.00	360.00	
EACH ADDITIONAL	275.00	295.00	
NE			
1 ST CONNECTION	155.00	200.00	
EACH ADDITIONAL	115.00	140.00	
1 ST CONNECTION	125.00	155.00	
EACH ADDITIONAL	90.00	100.00	
ER ONLY			
FIRST 500 GALLON UNIT	175.00	225.00	
EACH ADDITIONAL UNIT	140.00	180.00	
EACH ADDITIONAL 500 GALLONS	35.00	45.00	
30 GALLON WATER HEATER	310.00	460.00	
SINGLE UTILITY SINK	325.00	485.00	
		CONVENTION CENTER QUOTE SUBTOTAL TOTAL CHARGES	
	1 ST CONNECTION 1/2 EACH ADDITIONAL 1 ST CONNECTION 3/4 EACH ADDITIONAL 1 ST CONNECTION 1 EACH ADDITIONAL NE 1 ST CONNECTION EACH ADDITIONAL TER ONLY FIRST 500 GALLON UNIT EACH ADDITIONAL UNIT EACH ADDITIONAL 500 GALLONS 30 GALLON WATER HEATER	15T CONNECTION 1/2 175.00 EACH ADDITIONAL 125.00 15T CONNECTION 3/4 260.00 EACH ADDITIONAL 235.00 15T CONNECTION 1 330.00 EACH ADDITIONAL 275.00 NE 15T CONNECTION 1 155.00 EACH ADDITIONAL 115.00 15T CONNECTION 155.00 EACH ADDITIONAL 115.00 15T CONNECTION 155.00 EACH ADDITIONAL 115.00 15T CONNECTION 125.00 EACH ADDITIONAL 90.00 TER ONLY FIRST 500 GALLON UNIT 175.00 EACH ADDITIONAL UNIT 140.00 EACH ADDITIONAL 500 GALLONS 35.00 30 GALLON WATER HEATER 310.00 SINGLE UTILITY SINK 325.00	1 ST CONNECTION 1/2 175.00 225.00 EACH ADDITIONAL 125.00 155.00 1 ST CONNECTION 3/4 260.00 310.00 EACH ADDITIONAL 235.00 260.00 1 ST CONNECTION 1 330.00 360.00 EACH ADDITIONAL 275.00 295.00 NE 1 ST CONNECTION 1 155.00 200.00 EACH ADDITIONAL 115.00 140.00 1 ST CONNECTION 155.00 200.00 EACH ADDITIONAL 115.00 140.00 1 ST CONNECTION 125.00 155.00 EACH ADDITIONAL 90.00 100.00 TER ONLY FIRST 500 GALLON UNIT 175.00 225.00 EACH ADDITIONAL UNIT 140.00 180.00 EACH ADDITIONAL 500 GALLONS 35.00 45.00 30 GALLON WATER HEATER 310.00 460.00 SINGLE UTILITY SINK 325.00 485.00 CONVENTION CENTER QUOTE

NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or Decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

PLEASE PRINT

Expiration Date

Booth No
Zip
(circle one)

Make checks payable to:

Charlotte Convention Center c/o Smart City Networks 5795 W. Badura Ave Suite #110 Las Vegas, NV 89118

Credit Card Fax Orders 702.943.6001

Order Verification 888.446.6911

Online Orders www.smartcity.com

Email Orders to: csr@smartcity.com

Technical Questions

704.339.6070

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

2014 ELECTRICAL SERVICE ORDER FORM

EFFECTIVE JANUARY 1, 2014 - DECEMBER 31, 2014

501 South College Street, Charlotte, NC 28202 • (704) 339-6100 • www.charlotteconventionctr.com



ELECTRICAL RULES & REGULATIONS

- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
- 2. All equipment regardless of source of power must meet federal, state and local safety codes. The Charlotte Convention Center reserves the right to refuse electrical connection of equipment based on safety.
- Claims will not be considered unless filed by exhibitors prior to close of show.
- 4. Prices are based on current wage rates and are subject to change without notice.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Charlotte Convention Center will not be responsible for power failure or voltage fluctuation.
- All material and equipment furnished by the Charlotte Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel, at the close of the show.
- Charlotte Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, NOT the Convention Center.
- 8. All media-provided electrical cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
- Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
- Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
- 12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move in and move out.

- 13. Media organizations are NOT allowed access to floor pits at any time.
- 14. Floor Rate prices apply to orders received after the due date (21 days prior to show opening). The Charlotte Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
- Payment in the form of check or money order must accompany service orders. Power will not be installed until payment is received. NO EXCEPTIONS
- 16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.
- 17. Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by Charlotte Convention Center personnel.
- 18. Labor rates are based on 9 hour days, typically from 7:30am to 5:00pm. Booth labor will be charged an overtime rate after 5:00pm at the rate of 1.5 times the normal rate.
- 19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
- 20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls.

Air and water lines are NOT directed from overhead.

21. The Convention Center's power is 120/208 or 277/480 volts, 3 phase, 5 wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.

2.	Will you req	uire a Convention Center electrician?
	YES	NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
-20/11111		- NOVINCED IVITE		
	Power Strip (no power)	-	20.00	
	Extension Cord (no power)	-	20.00	
	120 VOLT LIGHTING AND	OUTILITY (DUPLEX) OUTLET	·S	
	5 AMP (600 WATT)	80.00	105.00	
	10 AMP (1200 WATT)	100.00	135.00	
	20 AMP (2400 WATT)	125.00	175.00	
	MOTOR AND EQ	UIPMENT SCHEDULE		
208 VOLT SINGLE PHASE*				
	0 to 20 AMPS	195.00	290.00	
	21 to 30 AMPS	240.00	355.00	
	31 to 50 AMPS	325.00	475.00	
	51 to 70 AMPS	430.00	620.00	
	71 to 100 AMPS	525.00	750.00	
208 VOLT THREE PHASE*				
	0 to 20 AMPS	275.00	380.00	
	21 to 30 AMPS	360.00	510.00	
	31 to 50 AMPS	510.00	762.00	
	51 to 70 AMPS	650.00	975.00	
	71 to 100 AMPS	835.00	1,210.00	
480 VOLT THREE PHASE*				
100 1021 11111221111102	0 to 20 AMPS	485.00	715.00	
	21 to 30 AMPS	650.00	975.00	
	31 to 50 AMPS	1,010.00	1,480.00	
	51 to 70 AMPS	1,375.00	2,050.00	
	71 to 100 AMPS	1,750.00	2,560.00	
SERVICE DROPS		·	,	
SERVICE DROPS	208 VOLT, 200 AMPS, SINGLE-PHASE	800.00	1,200.00	
	208 VOLT, 200 AMPS, THREE-PHASE	1,300.00	1,840.00	
	208 VOLT, 400 AMPS, SINGLE-PHASE	1,710.00	2,360.00	
	208 VOLT, 400 AMPS, THREE-PHASE	2,700.00	3,600.00	
f Fau divant tia in anh. Na va	anne da musida d		CURTOTAL	
* For direct tie in only. No re	ceptacies provided.		SUBTOTAL	
	on estimated needs at the time of order. Over/under		RENTALS	
payments of less than \$5.0	0 will be written off at the conclusion of the event.	Т	OTAL CHARGES	
PLEASE PRINT				
Name of Event		Make checks payable to:		
	Booth No	Charlotte Convention Center		
		c/o Smart City Networks		
		5795 W. Badura Ave Suite #1	10	
		Las Vegas, NV 89118		

Name of Event	
Event Date	Booth No
Company Name	
Contact	
Telephone	
Fax	
Email Address	
Address	
City	
State	Zip
Authorized by	
Print Name	
Date	
Check / Money Order \$	
,	
American Express / MasterCard / Visa	(circle one)

Account Number _____

Expiration Date_____

Credit Card Fax Orders 702.943.6001

Order Verification

www.smartcity.com **Email Orders to:**

Online Orders

888.446.6911

csr@smartcity.com

Technical Questions

704.339.6070

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors. 12/13

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

Progressive Insurance 24th Annual NC RV & Camping Show Charlotte February 21-23, 2014

Charlotte Convention Center Charlotte, North Carolina

Table of Contents

General Information	1,2
Payment Policy / Credit Card Authorization	3
Furnishings and Carpet	4





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

Phone: (336) 315-5225

Street Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409

Fax: (336) 315-5220

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for the 24th Annual North Carolina RV & Camping Show - Charlotte. 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 (7.25%) 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 7, 2014, unless otherwise indicated. Orders received after February 7th, 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.



CREDIT CARD AUTHORIZATION

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

Phone: (336) 315-5225

Street Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409

Fax: (336) 315-5220

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)

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 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.

☐ MasterCard		☐ VIS	A] Am	ıerican	Expr	ess								
Account Number												L				
													Corporate		☐ Person	al
								Х								
-	PRINT (CARDHO	LDER NA	AME					•			SIGNA	TURE OF CARDHO	OLDE	R	
UNPAID BALANCES - Sho date, any unpaid balance RATE of 18%. If any fina allowed, and any excess tor. This Payment Policy	e will bear a f ance charge finance char	FINANCE hereunde ge receive	CHARG or exceed and by HC	GE at the OLLINS	he less maxim S EXP(er of the lum rate DSITION	maxim allowe I SERV	ium ra d by a ICES	ate allo applica shall b	wed by ap ble law, the e either a	pplicable I ne finance applied to	law, or e charge reduce	1.5% per month, ve e shall automatica the principle unpa	vhich Illy be	is an ANNUAL reduced to th	PERCENTAGE e maximum rate
Calculation of Orde	ers					PURC	HASE C	RDER	IS NOT	CONSIDE	RED PAYMI	ENT.			T	OTAL
F	urnishing	s and C	arpet												\$	
C	Other Holli	ns Serv	ices (Specify	y)										\$	
C	Other Holli	ns Serv	ices (s	Specify	y)										\$	
<u>C</u>	Other Holli	ns Serv	ices (Specify	y)										\$	
<u>C</u>	Other Holli	ns Serv	ices (Specify	y)										\$	
<u>C</u>	Other Holli	ns Serv	ices (S	Specify	y)										\$	
F To simplify payment payable to Hollins E		check				n a U.S.	Bank		Ch		ovo dit	L a a wal	in the construction	ا ہے.	\$	
order or note the an									Ci	iarge iii	iy credit	Caru	in the amount	. 01	Ф	
to your credit card.	Chec	ck No.					Da	ate [In the amount	of	\$	
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NAME OF EVEN	T24th	n Annu	ıal No	orth	Card	olina	RV &	Car	mpiı	ng Sho	ow - Cl	harlo	otte			
EXHIBITING FIR	M												BOC	тн	NO	
ADDRESS																
CITY AND STATE	Ξ												ZIP	COI	DE	
AUTHORIZED B'	Y	vpe or Prin	/4							Χ	(Signatur	·o)				
TELEPHONE NO											(Signatur	0)	DATE			



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

Street Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409

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

ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate February 7, 2014

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		ter semiglear rim		DISPLAY TABLES &	DRAPING		
Quantity	Discount Rate	Standard Rate				ount	Standard
Molded Plastic Folding Chair Upholstered Arm Chair	\$17.00 25.00	\$22.10 32.50	Quantity	Standard Height (30" H	Ra		Rate
Upholstered Stool (30" High)	27.00	35.10		2' x 4' Table - Draped 2' x 4' Table - No Drape		0.00 4.00	\$52.00 31.20
ACCESSORIES Pedestal Table (White Laminate Top)				2' x 6' Table - Draped		5.00	58.50
(30" Round x 30" High)	\$25.00	\$32.50		2' x 6' Table - No Drape	2	8.00	36.40
(30" Round x 42" High) (36" Round x 30" High) (36" Round x 42" High)	30.00 30.00 35.00	39.00 39.00 45.50		2' x 8' Table - Draped 2' x 8' Table - No Drape		0.00 2.00	65.00 41.60
Cocktail Table (White Laminate Top) (24" Round x 18" High)	28.00	36.40		Drape Exhibitor Table	2	0.00	26.00
Cocktail Table (White Laminate Top) (36"L x 20"W x 15" High)	28.00	36.40		Counter Height (42" H	<u>ligh)</u>		
Coat Tree	24.00	31.20		2' x 4' Table - Draped	\$5	0.00	\$65.00
Wastebasket Tripod Floor Easel	10.00 15.00	13.00 19.50		2' x 4' Table - No Drape		2.00	41.60
	10.00	10.00		2' x 6' Table - Draped 2' x 6' Table - No Drape		5.00 6.00	71.50 46.80
DISPLAY PANELS				•			
Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizontal	\$75.00	\$97.50		2' x 8' Table - Draped 2' x 8' Table - No Drape		0.00 0.00	78.00 52.00
Tackboard Display Panel	75.00	97.50		Drape Exhibitor Table	2	5.00	32.50
(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizontal)		Draping Co	olor Preferred:			
Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	65.00		Blue Hunter Green G Silver Gray Seafoam Draping includes white vinyl top ar	Beige Plum	1	
CARPET			* Optional	4th side draped: f	ft. @ \$2.50 per lin	ear ft.	=
Price includes installation and taping front edge			MOOD.	TABLE TOP RISERS	0 DDADING		
9' x 10' Carpet	\$65.00	\$ 84.50	WOOD	IADLE IOP NISENS	& DNAPING		
9' x 20' Carpet 9' x 30' Carpet	130.00 195.00	169.00 253.50		1' x 4' Table Top Riser 1 Riser - Draped		5.00	\$32.50
9' x 40' Carpet	260.00	338.00		Riser - No Drape		2.50	16.25
ft. x ft. Custom Cut Carpet - per sq. ft ft. x ft. Carpet Padding - per sq. ft.	1.40 .65	1.82 .85		41 017-61-7 01	0" 11:1-		
ft. x ft. Visqueen Covering - per sq. ft.	.40	.52		1'x 6' Table Top Riser 1 Riser - Draped		0.00	39.00
ft. Additional Taping - per linear ft	80	1.04		Riser - No Drape	1	5.00	19.50
Carpet Color Preferred: Red Blue Seafoam Silver Gray Hunter	Green Bla	ack	Draping: W	hite Only			
			$\overline{}$	SUB TOTAL \$			
SPECIAL DRAPERY				7.25% Sales Tax \$			
Linear Feet of 8' High Drapery Linear Feet of 3' High Drapery	\$4.00/L \$2.00/L			TOTAL \$			
PAYMENT POLICY: We require your credit card author to qualify for Discount Rates. Payment may be the terms and conditions as set forth on the ence Form must accompany your order. NAME OF EVENT _24th Annual North	nade by ch osed "Payr	eck drawn on a l nent Policy and (J.S. Funds Acc Credit Card Ch	count, MasterCard, VISA arge Authorization Form"	or American Expre	ess, an signed	d is subject to
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