# OFFICIAL SERVICE CONTRACTOR

**Information and Order Forms** 

# **Reidsville Business Showcase**

October 10 - 11, 2019 Reidsville, NC



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

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

www.hollins-expo.com

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#### **GENERAL INFORMATION**



Mailing Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409 Phone: (336) 315-5225 Fax: (336) 315-5220

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for the Reidsville Business Showcase. 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 ensure a profitable and rewarding experience.

- **SERVICE FORMS:** 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%) 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.

**DISCOUNT RATES:** To qualify for Discount Rates, we must receive your order with full payment by September 26, 2019 unless otherwise indicated. Orders received after September 26th, orders without payment and orders placed at the show will be processed at Standard Rates.

- **PAYMENT POLICY:** 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.
- **PLEASE NOTE:** 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.

HOLLINS EXPOSITION SERVICES Exhibitor Services



SHIPPING FREIGHT

AND/OR ORDERING

**OR INSTALLATION/** 

**RIGGING LABOR** 

Mailing Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409 Phone: (336) 315-5225 Fax: (336) 315-5220

**IMPORTANT NOTICE** 

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.

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. DISMANTLE LABOR:

CREDIT CARD AUTHORIZATION (Information Must Be Provided)		EXPIRATION DATE		
□ MasterCard □ VISA	American Express			
Account Number				
		Corporate Personal		
×				
PRINT CARDHOLD	ER NAME S	SIGNATURE OF CARDHOLDER		

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS EXPOSITION SERVICES shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orde	ers	PURCHASE ORDER IS	NOT CONSIDERED PA	MENT.	TOTAL
ļ	Furnishings and Carpet				\$
(	Other Hollins Services (Speci				\$
(	Other Hollins Services (Speci	fy)			\$
<u>(</u>	Other Hollins Services (Speci	fy)			\$
<u>(</u>	Other Hollins Services (Speci	fy)			\$
<u>(</u>	Other Hollins Services (Speci	iy)			\$
	FULL PAYMENT in U.S. funds dr	awn on a II S. Bank			\$
		awii oli a 0.5. Dalik		l	Ψ
	Exposition Services for your e mount to be charged	ntire	Charge my credit ca	rd in the amount of	
-	Check No.	Date		In the amount of	\$
ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT					
NAME OF EVEN	T <u>Reidsville Busines</u>	s Showcase			
EXHIBITING FIR	Μ			BOOTH	NO
ADDRESS					
	Ξ			ZIP COI	DE
AUTHORIZED B			X		
	(Please Type or Print)		(Signature)	DATE	



Mailing 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 September 26, 2019

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	Discount	Standard	WOOD DISPLAY TABLES & DRAPH	NG	
Quantity	Rate	Rate	Quantity	Discount Rate	Standard Rate
Molded Plastic Folding Chair Upholstered Arm Chair	\$17.00 20.00	\$22.10 32.50	Standard Height (30" High)	nate	nate
Upholstered Stool (30" High)	22.00	35.10	2' x 4' Table - Draped 2' x 4' Table - No Drape	\$40.00 24.00	\$52.00 31.20
ACCESSORIES			2' x 6' Table - Draped	45.00	58.50
Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$25.00	\$32.50	2' x 6' Table - No Drape	28.00	36.40
	\$25.00 30.00	39.00			
	30.00	39.00	2' x 8' Table - Draped	50.00	65.00
(36" Round x 30" High) (36" Round x 42" High)	35.00	45.50	2' x 8' Table - No Drape	32.00	41.60
Cocktail Table (White Laminate Top)	00.00	+0.00	David F. Mikilan Table	00.00	00.00
(24" Round x 18" High)	28.00	36.40	Drape Exhibitor Table	20.00	26.00
Cocktail Table (White Laminate Top)	20.00	00.40	Counter Height (10" High)		
(36"L x 20"W x 15" High)	28.00	36.40	Counter Height (42" High)		
Large Base and 8' Post	15.00	19.50	Q' x 4' Table Draped	\$50.00	\$65.00
6' Slider	10.00	13.00	2' x 4' Table - Draped 2' x 4' Table - No Drape	\$50.00 32.00	41.60
Tripod Floor Easel	15.00	19.50		32.00	41.00
			2' x 6' Table - Draped	55.00	71.50
			2' x 6' Table - No Drape	36.00	46.80
DISPLAY PANELS				00.00	40.00
	\$75.00	\$97.50	2' x 8' Table - Draped	60.00	78.00
Perforated Board (Pegboard)	\$12.00	\$97.5U	2' x 8' Table - No Drape	40.00	52.00
(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizonta	n.				02.00
Tackboard Display Panel	75.00	97.50	Drape Exhibitor Table	25.00	32.50
(4' x 8' Double Sided / Vertical)	75.00	97.50			
(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizonta	n		Draping Color Preferred:		
Chrome Wire Grid Display Panel	50.00	65.00	Red Blue Hunter Green Gold White		Burgundy
(2 - 2' x 6' Sections)	50.00	00.00			Burgunuy
			🗌 Silver Gray 🗌 Seafoam 🗌 Beige		
			Note: Draping includes white vinyl top and pleated ski	rting on three side	es. *
CARPET			* Optional 4th side draped: ft. @ \$2.50	per linear ft. :	=
9' x 10' Carpet	\$50.00	\$ 65.00	WOOD TABLE TOP RISERS & DRA	PING	
9' x 20' Carpet	100.00	130.00	1' x 4' Table Top Riser 12" High		
9' x 30' Carpet	150.00	195.00	Riser - Draped	\$25.00	\$32.50
9' x 40' Carpet	200.00	260.00	Riser - No Drape	12.50	16.25
ft. x ft. Custom Cut Carpet - per sq. f		1.82			
ft. x ft. Carpet Padding - per sg. ft.	.65	.85	1' x 6' Table Top Riser 12" High		
ft. xft. Visqueen Covering - per sq. ft	40	.52	Riser - Draped	30.00	39.00
ft. Additional Taping - per linear f	t80	1.04	Riser - No Drape	15.00	19.50
Carpet Color Preferred:					
Red Blue Seafoam Silver Gray Hunte		alı	Draping: White Only		
Hunte	Green 🛄 Bla	CK			
SPECIAL DRAPERY			SUB TOTAL \$		
			7% Sales Tax \$		
Linear Feet of 8' High Drapery	\$4.00/L		TOTAL \$		
— Linear Feet of 3' High Drapery	\$2.00/L	F 2.60/LF	· · · · · · · · · · · · · · · · · · ·		

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NAME OF EVENT -	Reidsville Business Showcase			PLEASE TYPE OR PRINT
NAME OF FIRM			BOOTH NO.	
	han Exhibiting Firm)			
ADDRESS (Street)	(P.O. Box)	(City)	(State)	(Zip)
ORDERED BY	ase Type or Print)	Α	(Signature)	
PHONE_() _			DATE	SP604