

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



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

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

www.hollins-expo.com

Reidsville Business Showcase

*October 10 - 11, 2019
Reidsville, NC*

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GENERAL INFORMATION

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.

TAX: 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.

ASSISTANCE IN PLANNING: 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



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**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

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	\$17.00	\$22.10
_____	Upholstered Arm Chair	20.00	32.50
_____	Upholstered Stool (30" High)	22.00	35.10

ACCESSORIES

_____	Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$25.00	\$32.50
_____	(30" Round x 42" High)	30.00	39.00
_____	(36" Round x 30" High)	30.00	39.00
_____	(36" Round x 42" High)	35.00	45.50
_____	Cocktail Table (White Laminate Top) (24" Round x 18" High)	28.00	36.40
_____	Cocktail Table (White Laminate Top) (36"L x 20"W x 15" High)	28.00	36.40
_____	Large Base and 8' Post	15.00	19.50
_____	6' Slider	10.00	13.00
_____	Tripod Floor Easel	15.00	19.50

DISPLAY PANELS

_____	Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$75.00	\$97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel (4' x 8' Double Sided / Vertical)	75.00	97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	65.00

CARPET

_____	9' x 10' Carpet	\$50.00	\$ 65.00
_____	9' x 20' Carpet	100.00	130.00
_____	9' x 30' Carpet	150.00	195.00
_____	9' x 40' Carpet	200.00	260.00
____ ft. x ____ ft.	Custom Cut Carpet - per sq. ft.	1.40	1.82
____ ft. x ____ ft.	Carpet Padding - per sq. ft.	.65	.85
____ ft. x ____ ft.	Visqueen Covering - per sq. ft.	.40	.52
____ ft.	Additional Taping - per linear ft.	.80	1.04

Carpet Color Preferred:

- Red Blue Seafoam Silver Gray Hunter Green Black

SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	\$4.00/LF	\$5.20/LF
_____	Linear Feet of 3' High Drapery	\$2.00/LF	2.60/LF

WOOD DISPLAY TABLES & DRAPING

Quantity	Standard Height (30" High)	Discount Rate	Standard Rate
_____	2' x 4' Table - Draped	\$40.00	\$52.00
_____	2' x 4' Table - No Drape	24.00	31.20
_____	2' x 6' Table - Draped	45.00	58.50
_____	2' x 6' Table - No Drape	28.00	36.40
_____	2' x 8' Table - Draped	50.00	65.00
_____	2' x 8' Table - No Drape	32.00	41.60
_____	Drape Exhibitor Table	20.00	26.00
Counter Height (42" High)			
_____	2' x 4' Table - Draped	\$50.00	\$65.00
_____	2' x 4' Table - No Drape	32.00	41.60
_____	2' x 6' Table - Draped	55.00	71.50
_____	2' x 6' Table - No Drape	36.00	46.80
_____	2' x 8' Table - Draped	60.00	78.00
_____	2' x 8' Table - No Drape	40.00	52.00
_____	Drape Exhibitor Table	25.00	32.50

Draping Color Preferred:

- Red Blue Hunter Green Gold White Black Burgundy
 Silver Gray Seafoam Beige Plum

Note: Draping includes white vinyl top and pleated skirting on three sides. *

* Optional 4th side draped: _____ ft. @ \$2.50 per linear ft. = _____

WOOD TABLE TOP RISERS & DRAPING

_____	1' x 4' Table Top Riser 12" High Riser - Draped	\$25.00	\$32.50
_____	Riser - No Drape	12.50	16.25
_____	1' x 6' Table Top Riser 12" High Riser - Draped	30.00	39.00
_____	Riser - No Drape	15.00	19.50

Draping: White Only

SUB TOTAL \$	_____
7% Sales Tax \$	_____
TOTAL \$	_____

PAYMENT POLICY: We require your credit card authorization to be on file with Hollins Exposition Services. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is 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.

NAME OF EVENT Reidsville Business Showcase PLEASE TYPE OR PRINT

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
 (If Other Than Exhibiting Firm)

ADDRESS _____
 (Street) (P.O. Box) (City) (State) (Zip)

ORDERED BY _____ X _____
 (Please Type or Print) (Signature)

PHONE (____) _____ DATE _____