HOLLINS Exposition Services

P. O. Box 49837 · 121 North Chimney Rock Rd. · Greensboro, NC · 27409 · (336) 315-5225 · Fax (336) 315-5220

Holiday Market November 1-3, 2013 Greensboro Coliseum Complex Greensboro, NC

Dear Exhibitor:

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for Holiday Market. 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.

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 (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.

DISCOUNT RATES: To qualify for Discount Rates, we must receive your order with full payment by October 25, 2013 unless otherwise indicated. Orders received after October 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.

SHIPPING: All freight shipped to the Show and not received by the exhibitor at time of delivery will fall under the jurisdiction of Hollins Exposition Services. The unloading and delivery of all display related materials, machinery and equipment from the convention center docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of Hollins Exposition Services and will be performed exclusively by Hollins Exposition Services. Any freight shipped to the convention center and not received by the exhibitor at time of delivery will be consigned to Hollins Exposition Services and subject to the appropriate charges. Should you have need of these services contact our customer service department for additional information, pricing and forms related to this service.

<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

Mailing Address: P. O. Box 49837

121 N. Chimney Rock Rd. Greensboro, NC 27419 Greensboro, NC 27409

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

Street Address:

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.

Account Number	or														
Account Number	71										7				
												☐ Corporate	☐ Personal		
										Χ					
PRINT CARDHOLDER NAME										SIG	SIGNATURE OF CARDHOLDER				
date, any unpaid bala RATE of 18%. If any allowed, and any exce	nce will b finance d ess finand	ear a F charge l ce charg	FINANCE hereunde ge receive	CHAR r exceed ed by H	GE at eds the IOLLIN	the les e maxi NS EX	sser of th imum ra POSITIO	ne max te allov DN SEI	kimum wed by RVICE	rate al applic S shall	lowed by applicable law, cable law, the finance ch	, or 1.5% per month, which narge shall automatically buce the principle unpaid be	. Effective 30 days after invoice in is an ANNUAL PERCENTAGE ie reduced to the maximum rate alance or refunded to the exhibi-		
Calculation of Orders					PUI	RCHASI	E ORDE	R IS NO	OT CONSIDERED PAYMENT	т.	TOTAL				
Furnishings and Carpet									\$						
	Other Hollins Services (Specify)										\$				
	Other Hollins Services (Specify)										\$				
To simplify payment, send one check payable to Hollins Exposition Services for your entire order or note the amount to be charged to your credit card. Check No.] '	Date	C	Charge my credit ca	ard in the amount of In the amount of				
NAME OF EVE	NT					MU						MATION BELOW:	PLEASE TYPE OR PRINT		
EXHIBITING FIRM															
ADDRESS															
	Y AND STATE														
AUTHORIZED	BY	Please Ti	ype or Print)							X (Signature)				
TELEPHONE N	10. <u>"</u>	10030 1	, po oi i illit	,							(5.3	DATE			



Mailing Address: P. O. Box 49837

Street Address: 121 N. Chimney Rock Rd. Greensboro, NC 27409 Greensboro, NC 27419

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

ORDER FORM FOR **FURNISHINGS AND CARPET**

Deadline Date For Discount Rate October 25, 2013

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

	ice after installation. Custom Cut Carpet	cancelled al	ter being cut will						
SEATING	G	Discount	Standard	WOOD	DISPLAY TAB	LES & DRAPIN	IG		
Quantity	Molded Plastic Folding Chair Upholstered Arm Chair	Rate \$10.00	Rate \$13.00 26.00	Quantity	Standard Heigl	ht (30" High)	Discount Rate	Standard Rate	
	Upholstered Stool (30" High)	20.00 24.00	31.20		2' x 4' Table - D 2' x 4' Table - N		\$35.00 22.00	\$45.50 28.60	
ACCESS	Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$25.00	\$32.50		2' x 6' Table - D 2' x 6' Table - N		40.00 24.00	52.00 31.20	
	(36" Round x 30" High)	30.00 30.00 35.00	39.00 39.00 45.50		2' x 8' Table - D 2' x 8' Table - N		45.00 26.00	58.50 33.80	
	Cocktail Table (White Laminate Top) (24" Round x 18" High) Cocktail Table (White Laminate Top)	28.00	36.40		Drape Exhibitor		25.00	32.50	
	(36"L x 20"W x 15" High) Coat Tree Wastebasket	28.00 24.00 10.00	36.40 31.20 13.00		2' x 4' Table - D	raped	\$40.00	\$52.00	
	Tripod Floor Easel	15.00	19.50		2' x 6' Table - D	raped	24.00 45.00	31.20 58.50	
DISPLA	Y PANELS Perforated Board (Pegboard)	\$75.00	\$97.50		2' x 8' Table - D	raped	26.00 50.00	33.80 65.00	
	(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizontal) Tackboard Display Panel	75.00	97.50		2' x 8' Table - No Drape Exhibitor	·	28.00 30.00	36.40 39.00	
	(4' x 8' Double Sided / Vertical) (4' x 8' Double Sided / Horizontal) Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	Draping Color Preferred: 50.00 65.00						
CARPET						ft. @ \$2.50	-		
	udes installation and taping front edge. 9' x 10' Carpet 9' x 20' Carpet 9' x 30' Carpet	\$ 50.00 100.00 150.00	\$ 65.00 130.00 195.00	WOOD	TABLE TOP RI 1' x 4' Table Top Riser - Drape		ING \$25.00	\$32.50	
ft. x _	9' x 40' Carpetft. Custom Cut Carpet - per sq. ft. ft. Carpet Padding - per sq. ft.	200.00 1.40 .65	260.00 1.82 .85		Riser - No Dr 1'x 6' Table Top	ape Riser 12" High	12.50	16.25	
	ft. Visqueen Covering - per sq. ft. ft. Additional Taping - per linear ft. olor Preferred:	.40 .80	.52 1.04		Riser - Drape Riser - No Dr		30.00 15.00	39.00 19.50	
Red	Blue Seafoam Silver Gray Hunter	Green		Draping: V	Vhite Only				
	L DRAPERY Linear Feet of 8' High Drapery	\$4.00/L	F \$5.20/LF		SUB TOTAL S			<u> </u>	
	Linear Feet of 3' High Drapery	2.00/L			TOTAL				
to qualify for the terms a	POLICY: We require your credit card author for Discount Rates. Payment may be r and conditions as set forth on the enclost accompany your order.	nade by ch	eck drawn on a L	J.S. Funds Ac	count, MasterCard	d, VISA or American	n Express, ar	nd is subject to	
NAME OF	EVENT Holiday Market						PLEASI	TYPE OR PRINT	
NAME OF	FIRM					BOOTH NO			
CARE OF	(If Other Than Exhibiting Firm)								
ADDRESS	• •	(P.O. Bo	ox)	(City)		(State)	(Zij	D)	
ORDERE	, ,		· 		(Signature)	. ,		· 	
PHONE (, , , ,					<u> </u>		SP604	