

# EXHIBITOR SERVICE KIT

## Information and Order Forms



**Mailing Address:**  
**P. O. Box 7001**  
**Roanoke, Virginia 24019**

**Street Address:**  
**7615 Williamson Road, N.W.**  
**Roanoke, Virginia 24019**

**Phone: (540) 362-3940**  
**Fax: (540) 362-8698**

**[www.hollins-expo.com](http://www.hollins-expo.com)**

# RICHMOND HOME +GARDEN SHOW

PRESENTED BY



Marketplace Events  
Richmond Home & Garden Show  
March 1- 3, 2024  
Richmond Raceway Complex  
Richmond, Virginia

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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the Richmond Home & Garden Show. 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. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

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.

All orders placed with HOLLINS 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 March 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.** PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

### Official Show Contacts

► **Registration/Booth Assignment:**

Marketplace Events  
Dan DeJaeger  
651-373-6884  
dand@mpeshows.com

► **Carpet - Cleaning - Furniture - Labor - Plants  
Signs - Shipping - Storage**

HOLLINS Exposition Services  
Exhibitor Services  
540-362-3940  
service@hollins-expo.com

► **Audio-Visual**

HOLLINS Exposition Services  
Exhibitor Services  
540-362-3940  
service@hollins-expo.com

► **Electric Service/Internet**

Marketplace Events  
Marcia Diamond  
marciad@mpeshows.com

### Venue

► **Richmond Raceway Complex**

600 East Laburnum Street  
Richmond, VA 23222  
804-228-7512

### Booth Equipment

► **Refer to information sent to you from Marketplace Events for your**

**booth size.** Standard booths will be 10 ft. wide x 10 ft. deep and will be provided with:

- 8 ft. high back wall drape (black)
- 3 ft. high side divider drape (black)

☞ The exhibit hall is NOT carpeted.

**Per show management: all booths must have floor covering in entire booth area.** For your comfort and to better decorate your booth, carpet in a variety of solid colors is available for rental from HOLLINS.

No substitutions are permitted on drape colors. Additional drape, booth furnishings or accessories March be ordered via the enclosed forms or on our web site.

### Important Dates

Schedule below subject to change by show management.

► **Exhibitor Appointed Contractor (EAC) Deadline Date:** Monday, February 19, 2024

► **Deadline Date to order materials at Discount Rate with payment:** Monday, February 19, 2024

► **Last day for Advance Shipments to arrive without surcharge:** Friday, February 23, 2024

► **Direct Shipments May arrive at the Show Site:**

Tuesday, February 27, 2024: 8:00 a.m. - 5:00 p.m.

► **Exhibitor move-in:**

Tuesday, February 27, 2024 Scheduled Exhibitors Only

Wednesday, February 28, 2024 8:00 a.m. - 7:00 p.m.

Thursday, February 29, 2024 8:00 a.m. - 8:00 p.m.

\*Vehicles must be off show floor by 5pm on Thursday\*.

► **Exhibit Hours:**

Friday, March 1, 2024 10:00 a.m. - 7:00 p.m.

Saturday, March 2, 2024 10:00 a.m. - 7:00 p.m.

Sunday, March 3, 2024 10:00 a.m. - 5:00 p.m.

► **Exhibitor Move-out:**

Sunday, March 3, 2024 5:01 p.m. - 10:00 p.m.

Monday, March 4, 2024 8:00 a.m. - 12:00 p.m.

► **Outbound Carrier Check-in:**

Sunday, March 3, 2024 5:01 p.m. - 9:00 p.m.

► **Outbound Freight will be re-routed:**

Sunday, March 3, 2024 9:00 p.m.



### Material Handling

**HOLLINS Exposition Services** has been appointed the Official Service Contractor for this event, and as such is the exclusive provider of material handling services, including drayage of all materials into and out of the venue, whether received at the advance warehouse or at show site.

### Shipping Addresses

#### ► DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number  
c/o Hollins Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23222

Shipments accepted beginning February 28, 2024.

***Please do not send shipments to the show site prior to the above date. The venue does not have facilities to store your shipment, and March refuse your shipment. Any shipments accepted by the venue, will be consigned to HOLLINS. Any receiving/storage charges assessed by the venue will be added to the Material Handling charges assessed by HOLLINS, and are the responsibility of the exhibitor.***

### International Shipments

If your materials require clearance by U.S. Customs, it is your responsibility to make those arrangements with a customs broker. HOLLINS cannot clear shipments on behalf of any shipper.

### Labor

Labor is for the installation and dismantling (I&D) of your exhibit or display. Labor March be ordered using the enclosed order forms. Exhibitors March install and dismantle their own displays, provided they use their own full time company employees to do so.

### Exhibitor Appointed Contractors

Exhibitors March hire the services of "Exhibitor Appointed Contractor" (EAC) labor to install and dismantle your exhibit or display. Please refer to the Exhibitor Appointed Contractor Labor information in this exhibitor service kit for information and instructions.

- HOLLINS must be notified of your intent to hire EAC labor prior to the deadline date.
- EAC must provide HOLLINS with a certificate of insurance prior to the deadline date.

Failure to meet these requirements will result in the exhibitor hiring I&D labor from HOLLINS; the EAC will provide supervision only.

### Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you March pin or attach by velcro - signs, pictures and/ or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

### Equipment Use

HOLLINS does not lend equipment to exhibitors. Ladders, carts and other equipment are for HOLLINS use only. If you require assistance or equipment for the installation or dismantle of your booth, you must order labor using the enclosed order forms. If you require assistance moving materials to/ from your booth, these materials are subject to material handling fees at the published rates.

### Safety

In order to minimize the risk of fire and to keep exhibit halls as safe as possible, NOTHING (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) March be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You March keep a one-day supply of literature or products at your booth. Accessible storage March be available for additional items. Please see the HOLLINS Service Desk for assistance.

Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight. HOLLINS will not be responsible for falls or injuries caused by improper use.

### Security

Exhibitors are responsible for safeguarding their exhibits, displays, materials and equipment. HOLLINS will not responsible for unattended items left in booths.



Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

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Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

General  
Information



## Rentals

All materials and equipment are on a rental basis, and remain the property of HOLLINS Exposition Services. Rental items not ordered but found in booths will be invoiced to the exhibitor at Standard Rates.

## Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **February 19, 2024**, unless otherwise indicated. Orders received after February 19, orders without payment and orders processed at the show will be processed at Standard Rates.

## Tax

Tax (5.3%) 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 Virginia, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

## Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than February 19, 2024; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

## 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 the order form for details. Any unpaid invoices at the close of the show will be billed to the credit card on file.

## Fees

- NSF Check: \$35.00
- Credit Card Chargeback: \$35.00

NOW FEATURING  
ONLINE ORDERING



To order on-line, visit the Hollins Exposition Services  
web site at [www.hollins-expo.com](http://www.hollins-expo.com)

***If you require additional assistance, please contact  
Exhibitor Services at (540) 362-3940.***









Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

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Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

## Payment & Labor Terms & Conditions



### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE METHOD OF PAYMENT FORM IS SIGNED**
- **AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS**
- **WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS**

#### DEFINITIONS

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS March appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

#### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA 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%, and future orders will be on a prepaid basis only. 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 shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to HOLLINS for its

services, as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction, and shall be resolved on its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS March be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

#### LABOR UNDER THE SUPERVISION OF EXHIBITOR

##### RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

##### INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

##### IMPORTANT

**PLEASE REFER TO HOLLINS' "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS March VARY FOR EACH TYPE OF SERVICE ORDERED.**

## Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

## Tables



Pedestal Table - 30 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Pedestal Table - 42 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Cocktail Table  
18 in. high



Corner Table  
18 in. high



Skirted Display Table, 30 in. high  
(2 ft. x 6 ft. Table shown)



Skirted Display Counter, 42 in. high  
(2 ft. x 4 ft. Counter shown)  
Shown with 1 ft. x 4 ft. Skirted Riser

### Skirt Colors



Please Note:  
Actual Colors March appear different due to  
variations of computer monitors, lighting,  
and dye lots.  
Scale of items is approximate.



### Display Cases

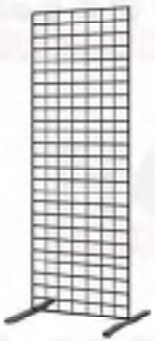


Display Case  
20 in. deep x 5 ft. wide, Full View



Display Case  
20 in. deep x 5 ft. wide, Half View

### Display Panels and Stands



Wire Grid  
2 ft. x 6 ft.



Tack/Velcro Panel  
4 ft. x 8 ft.  
(March also be used  
Horizontally)



Perforated Peg Board  
4 ft. x 8 ft.  
(March also be used  
Horizontally)



Literature Rack  
Silver  
4 Acrylic Pockets



Aluminum Tripod  
Easel



Sign Holder  
Chrome  
Holds 22 in. x 28 in.  
Sign

### Miscellaneous Accessories



Coat Tree  
Chrome  
70 in. high



Bag Stand  
Chrome  
48 in. high



Waterfall Garment  
Rack  
Chrome  
48 in. high



Stanchion  
Chrome (2 shown)  
40 in. high  
with Rope, Black Velvet



Ticket Tumbler  
Brass  
15 in. diameter



Wastebasket



Mail one copy to us at the address above.  
Retain a copy for your files.

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.

**Deadline Date For Discount Rate: February 19, 2024**



### Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		10' x 10'	114.00	142.50	\$
		20' x 10'	218.00	272.50	\$
		30' x 10'	342.00	427.50	\$

Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Available Colors: (Silver will be provided if no color is indicated above)

Red  Royal Blue  Green  Grey  Black  Tuxedo  Cayenne

### Custom Cut Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	2.30	2.88	\$

Booth Dimensions:  ft. x  ft. =  Square Feet

Carpet is cut to your booth dimensions. Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Available Colors: (Silver will be provided if no color is indicated above)

Red  Royal Blue  Green  Grey  Black  Tuxedo  Cayenne

### Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	.60	.75	\$
		Visqueen Covering - per square foot	.60	.75	\$
		Additional Taping - per linear foot	1.65	2.00	\$

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**Sub Total** \$ \_\_\_\_\_  
**5.3% State Tax** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

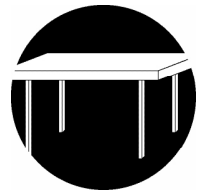
FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Display Tables  
and Risers



Mail one copy to us at the address above.  
Retain a copy for your files.

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: February 19, 2024**

**Display Tables 30" High**

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Table	\$ 24.00	\$ 30.00	\$
		2' d x 6' w Table	33.00	41.25	\$
		2' d x 8' w Table	42.00	52.50	\$
		2' d x 4' w Skirted Table (skirted 4 sides)	64.00	80.00	\$
		2' d x 6' w Skirted Table	73.00	91.25	\$
		2' d x 8' w Skirted Table	82.00	102.50	\$
		4th side skirted	26.00	32.50	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  White  Black  Orange  Burgundy  Silver  Teal  Beige  Plum  Berry  Dusty Rose

**Display Counters 42" High**

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Counter	\$ 42.00	\$ 52.50	\$
		2' d x 6' w Counter	51.00	63.75	\$
		2' d x 8' w Counter	60.00	75.00	\$
		2' d x 4' w Skirted Counter (skirted 4 sides)	82.00	102.50	\$
		2' d x 6' w Skirted Counter	91.00	113.75	\$
		2' d x 8' w Skirted Counter	100.00	125.00	\$
		4th side skirted	26.00	32.50	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  White  Black  Orange  Burgundy  Silver  Teal  Beige  Plum  Berry  Dusty Rose

**Risers 12" High**

Quantity	Skirt Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	22.00	27.50	\$
	White	1' d x 6' w Skirted Riser	36.00	45.00	\$

**Pedestal Table White Formica top, chrome post, star base**

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	Pedestal Table - 24" dia. x 30" h	43.00	53.75	\$
	White	Pedestal Table - 24" dia. x 42" h	43.00	53.75	\$
	White	Pedestal Table - 36" dia. x 30" h	53.00	66.25	\$
	White	Pedestal Table - 36" dia. x 42" h	53.00	66.25	\$
	Black	Spandex Floor-length Table Cover	24.00	30.00	\$

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

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Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Seating,  
Accessories,  
Special Drapery



Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: February 19, 2024**

**Seating Chrome frame, padded seat and back**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair	\$ 49.00	\$ 61.25	\$
	Upholstered Arm Chair	46.00	57.50	\$
	Upholstered Side Chair	43.00	53.75	\$
	Upholstered Stool with Back (30" h)	49.00	61.25	\$

**Accessories**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	42.00	52.50	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	42.00	52.50	\$
	Coat Tree (chrome - stands 70" h)	34.00	42.50	\$
	Sign Holder (chrome - stands 60" h - displays two 22" w x 28" h signs back to back)	52.00	65.00	\$
	Wastebasket (dove gray)	18.00	22.50	\$
	Easel (floor standing - aluminum tripod)	27.00	33.75	\$
	Bag Stand (chrome - stands 48" h)	52.00	65.00	\$
	Waterfall Garment Rack (chrome - stands 60" h)	52.00	65.00	\$
	Literature Rack (silver base - four acrylic pockets)	72.00	90.00	\$
	Stanchion (chrome, stands 40"h) with black rope	38.00	47.50	\$
	Ticket Tumbler (brass color - 15" dia.)	68.00	85.00	\$
	Display Case (5' w x 38" h - half view)	342.00	427.50	\$
	Display Case (6' w x 38" h - full view)	396.00	495.00	\$
	Fish Bowl	12.00	15.00	\$

**Special Drapery** All orders for special drapery are subject to show management approval.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 10.00	\$ 12.00	\$
		3' high drape, per linear foot	7.00	9.00	\$
		8' Upright	9.00	11.00	\$
		3' Upright	9.00	11.00	\$
		6' > 10' Drape Support	9.00	11.00	\$

Available colors: (Show colors will be provided if no color is indicated below.)

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  White  Black  Orange  Burgundy  Silver  Teal  Beige  Plum  Berry  Dusty Rose

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

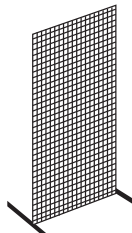
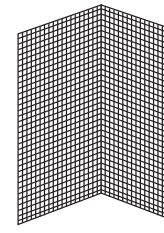
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: February 19, 2024**

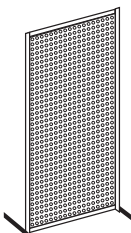
**Grid Wall**

2' x 6' Vertical with feet
(2) 2' x 6' Vertical self-standing

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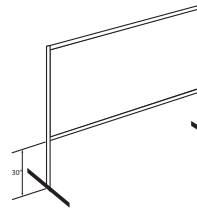
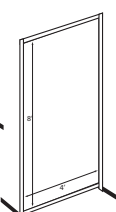
**Perforated Board**



4' x 8' Vertical self-standing

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**Tackboard/Velcro Display Panel**

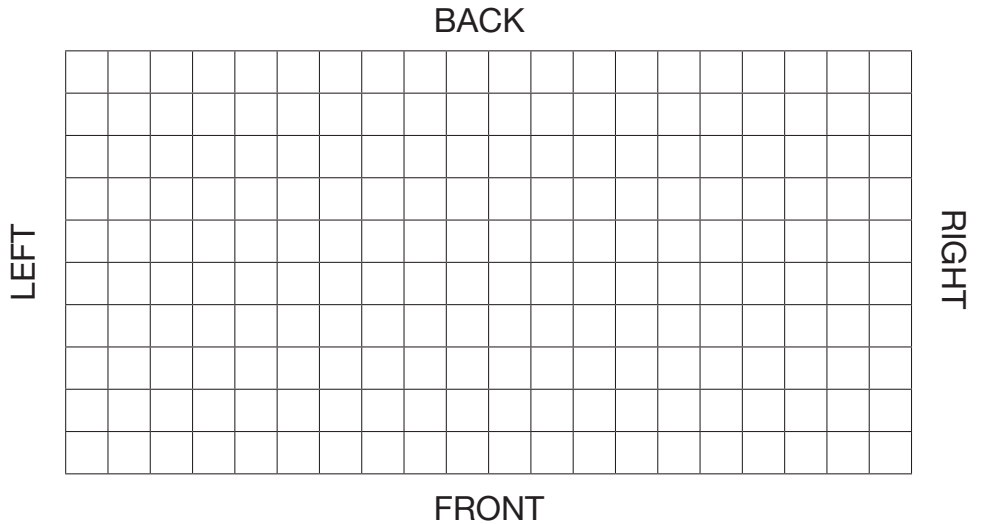



4' x 8' Horizontal
4' x 8' Vertical

### Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 60.00	\$ 75.00	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (1/4" hole, stands 96" h)	92.00	115.00	\$
	Perforated Board - 96" w x 48" h -Horizontal (1/4" hole, stands 78" h)	92.00	115.00	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	92.00	115.00	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	92.00	115.00	\$

### Display Panel Placement in Booth



**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	\$ _____
<b>5.3% State Tax</b>	\$ _____
<b>TOTAL</b>	\$ _____

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_





Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

14  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

# Plants and Floral Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Deadline Date For Discount Rate: February 19, 2024**

**LATE REQUESTS:** Requests after deadline will be filled as available at the Standard Rate.  
**COLOR CHOICE:** If no color is indicated, color will be selected by HOLLINS.

All rental items remain the property of HOLLINS. Damaged or missing plants will be billed to the exhibitor at the full retail price.

**Tropical Green Plants** Includes container.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	3' Plant - Slim / Full	\$ 63.00	\$ 79.00	\$
	4' Plant - Slim / Full	63.00	79.00	\$
	5' Plant - Slim / Full	79.00	99.00	\$
	6' Plant - Slim / Full	135.00	169.00	\$

**Potted Plants - Indicate Color Selection** \*Substitutions March be made for seasonal blooming plants.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Azaleas - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Red	\$ 40.00	\$ 50.00	\$
	Chrysanthemums - Live - available in season* - <input type="checkbox"/> White <input type="checkbox"/> Yellow	40.00	50.00	\$
	Ferns - Live	40.00	50.00	\$

**Floral Arrangements - Indicate Color Selection**

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cut Floral Arrangement - Small <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	\$ 93.00	\$ 116.00	\$
	Cut Floral Arrangement - Large <input type="checkbox"/> Tall <input type="checkbox"/> Low <input type="checkbox"/> One Sided <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust <input type="checkbox"/> Lavender <input type="checkbox"/> Blue <input type="checkbox"/> Pastels	116.00	145.00	\$

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

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Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Audio-Visual  
Rental



Mail one copy to us at the address above.  
Retain a copy for your files.

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. CANCELLATION POLICY: Items must be cancelled 72 hours prior to delivery. No refunds for items cancelled less than 72 hours prior to delivery.

**Deadline Date For Discount Rate: February 19, 2024**

**High-Definition Video Displays (CALL for other sizes not shown)**

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	\$ 375.00	\$ 469.00	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	475.00	594.00	\$

**Computer Data Displays**

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	\$ 70.00	\$ 87.50	\$
	AVCD-24 24 in. Widescreen Monitor	125.00	156.00	\$

**Video**

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 40.00	\$ 50.00	\$
	AVBR-1 Blue-Ray DVD Player	80.00	100.00	\$

**Monitor Accessories**

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	98.00	137.20	\$
	AVMA-2 HDMI Splitter, 2-way	98.00	137.20	\$
	AVMA-3 VGA Cable, 25 ft.	45.00	63.00	\$
	AVM4-4 HDMI Cable, 25 ft.	90.00	126.00	\$

**Audio**

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	\$ 670.00	\$ 938.00	\$
	AVBR-1 Computer Speakers [2 tabletop]	62.00	86.80	\$

**Rental Rates:** See Discount Rates, Discount Deadline, and Standard Rates shown above. Rental rates are for the entire length of the show.

**Venue Charges:** Carpenter/electrician labor will be billed directly to the exhibitor. Electrical services are not included in equipment rental rates.

**Installation/Delivery/Pickup:** A representative from your company must be present at time of delivery to sign for equipment. Equipment will be picked up at time of show closing. At the close of the show, a representative of your company must remain with the equipment until it is picked up.

**Optional Damage Waiver:** Exhibitor is responsible for the actual cost to repair any equipment damaged during the rental period. At the exhibitor's option, a damage waiver March be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contact. This does not cover lost or stolen equipment. The cost of the damage waiver is 15% of the equipment rental cost.

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	<b>\$</b>
<b>5.3% State Tax</b>	<b>\$</b>
<b>Equipment Total</b>	<b>\$</b>
<b>Optional Damage Waiver (15% of Equipment Total)</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

16  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Labor  
Jurisdictions



To assist you in planning your show participation, we are certain you will appreciate knowing in advance that HOLLINS labor and union labor March be required for certain aspects of your exhibit handling. Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed HOLLINS as the Official Service Contractor. In this capacity, HOLLINS will provide all labor for the installation and dismantling of exhibits, and for the movement of freight within the exhibit area. Exceptions are noted below.

## Exhibit Installation And Dismantling

HOLLINS currently has a labor agreement with Local labor to provide labor for the installation and dismantling of exhibits. This Local labor claims jurisdiction for the installation, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than exhibiting company personnel.

Local labor March be hired from HOLLINS using the enclosed forms. They are not required to place your products on your display; to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If you hire any labor to assist you, it must be hired through HOLLINS or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

## Material Handling

HOLLINS Exposition Services claims jurisdiction over the operation of all material handling equipment and the unloading and loading of all materials, except for exhibitors carrying in their own materials.

**HOLLINS will be the sole authority on all matters in the loading area.** This will include, but not be limited to, the assignment of loading space, and the unloading or loading of all exhibit related materials. To provide a safe and orderly move-in and move-out, HOLLINS will control access to the loading area. Unloading or loading of all private and contracted carriers will be handled by HOLLINS.

Rates for material handling are published in the enclosed "Shipping Instructions & Material Handling Rate Schedule".

Show Management (Marketplace Events) will make forklift service available for exhibitor move-in and move-out. Forklifts, hand trucks and carts remain the property of HOLLINS and are not for exhibitor use. If you require assistance moving materials to/from your booth, these materials are subject to material handling fees at the published rates.

Any conflicts or disagreements regarding HOLLINS and Union jurisdictions, or interpretations thereof, should be resolved with representatives of HOLLINS and Show Management.

## Tipping

HOLLINS requests that you do not tip our employees. They are paid an excellent wage denoting a professional status and we feel tipping is not necessary. This applies to all HOLLINS employees.



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**Installation and Dismantle Labor** ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this Service Kit.

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### **PLAN A - Labor Supervised by HOLLINS**

**HOLLINS** will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to show opening
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

**HOLLINS** will proceed with the exhibitor's approval and without the exhibitor present. A "supervision fee" will be charged (in addition to the published labor rate) at 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle. Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

HOLLINS will not unpack or re-pack exhibitor "product/merchandise" without the exhibitor present.

 **IMPORTANT:** Complete and return the "Install & Dismantle Critical Information Form" with your Plan A Labor Order.

### **PLAN B - Labor Supervised by Exhibitor**

**HOLLINS** will provide labor to install and dismantle your exhibit, and will proceed ONLY with your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.


Exhibitor **MUST** check in at the HOLLINS Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one (1) hour per worker requested, unless cancelled in writing, twenty-four (24) hours prior. Orders for labor received at show site will be processed after advance orders.

Upon completion of work, an exhibitor or exhibitor's representative must return to the HOLLINS Service Desk to review the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Please Note:

1. Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by HOLLINS.
2. **HOLLINS will not be responsible for any loss or damage as the result of exhibits improperly packed by the exhibitor.**
3. **Invoices for labor charges will be calculated according to actual hours worked.**

 Please use the following pages to order Installation and Dismantle Labor.



Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

18  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Installation  
and Dismantle  
Labor



**Deadline Date For Discount Rate: February 19, 2024**

Hours	Times	Discount Rate	Standard Rate
Straight Time	Thursdaythrough Friday, 8:00 A.M. to 4:30 P.M.	\$ 58.00	\$ 72.50
Overtime	6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight, Thursdaythrough Friday 6:00 A.M. to 12:00 Midnight Saturday and Sunday	87.00	108.75
Double Time	12:00 Midnight to 6:00 A.M. and observed holidays	116.00	145.00

- Standard Rates will apply to all labor orders placed at show site.
- Rates are per worker per hour - one (1) hour minimum per worker - labor thereafter is charged in one-half (1/2) hour increments.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Hollins supervised jobs will be completed prior to show opening and before the hall must be cleared.

**PLAN A - SUPERVISION BY HOLLINS** (Please complete this form AND the "Install & Dismantle Critical Information Form").  
**The charge for this service is 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.**

**PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE**

Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

It is important that you check in at the HOLLINS Service Desk to pick up workers ordered. You must also check workers out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time are indicated, no workers will be assigned until you check in at the HOLLINS Service Desk.

PLEASE TYPE OR PRINT

Supervisor will be: \_\_\_\_\_

If you fail to pick up workers at time ordered, a ONE HOUR PERWORKER NO-SHOW FEE will be charged unless a written cancellation notice is received in writing, twenty-four (24) hours prior to the day labor is requested.

**Labor Order**

Service	Date	Start Time (AM or PM)	No. of Workers	x	Approx. Hrs.	x	Rate	=	Plan B	+	Supervision	=	Plan A
Installation				x		x	\$	=	\$	+	\$	=	\$
Installation TOTAL									\$				
Dismantle				x		x	\$	=	\$	+	\$	=	\$
Dismantle TOTAL									\$				

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment March 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

<b>Sub Total</b>	\$	
<b>5.3% State Tax</b>	\$	N/A
<b>TOTAL</b>	\$	

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
 EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
 TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_





Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

19  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

I & D  
Critical  
Information



**Deadline Date For Return of this Form: February 19, 2024**

**Inbound Freight Information**

Carrier		Ship Date	
# Pieces		Target Date	
Weight		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
PRO Number		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated

**Set-Up Instructions for Installation**

Booth Size?		Carpet is?	<input type="checkbox"/> Rented from HOLLINS <input type="checkbox"/> Owned
Set-Up Drawings?	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit	Padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
# Workers Needed		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
Approximate Hours		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Forklift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Did You Order?**

Electric Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Drawings	<input type="checkbox"/> With this document <input type="checkbox"/> Packed with exhibit
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Utility Placement	<input type="checkbox"/> Under carpet <input type="checkbox"/> Other
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Instructions:	
A/V Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone/Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Outbound Freight Information**

Freight Charges?	<input type="checkbox"/> Collect <input type="checkbox"/> Prepaid	Ship To:
Bill To:		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

<b>Going to Another Show?</b>	Show Name		Booth Number	
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**Method:**  Show Carrier  Common Carrier  Van Line  Air Freight  Other \_\_\_\_\_

**Outbound Carrier**

Carrier?		Telephone	
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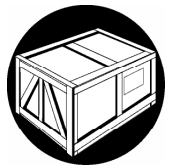
**Show Site Contact**

Name		Arrival Date/Time	
Title		Hotel	
Telephone		Purchasing Authorization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell			

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show  
 EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)  
 TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_



### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to HOLLINS's warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

**1. DEFINITIONS.** For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.

**2. PACKAGING/CRATES AND STORAGE.** HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. **HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. **HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** HOLLINS recommends the securing of security services from Facility or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

**7. FORCE MAJEURE.** HOLLINS's performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS's reasonable control, nor for ordinary wear and tear in the handling of materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS **more than two (2) years** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, HOLLINS's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** **IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.**

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of HOLLINS's maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**

**10. JURISDICTION / VENUE.** **THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.**

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** **IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.**

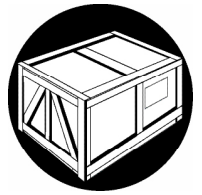


Mail one copy to us at the address above.  
Retain a copy for your files.

Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
*(e-mail)* service@hollins-expo.com

21  
Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

Material Handling  
Shipping  
Addresses  
and Notification



**Show Site Shipments: Use the following address.**

**To:** Company Name and Booth #  
**For:** Richmond Home Show & Garden  
**c/o:** HOLLINS Exposition Services  
Richmond Raceway Complex  
600 East Laburnum Street  
Richmond, VA 23222

◀ **Show Site shipments will be accepted:  
February 28, 2024**

**Show Site Shipments**

List show site shipments below. Attach separate forms for additional shipments.

Show Site Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_

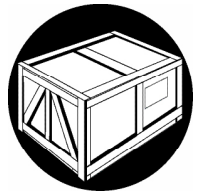


Mailing Address:  
 P. O. Box 7001  
 Roanoke, VA 24019  
 Phone: (540) 362-3940  
 (e-mail) service@hollins-expo.com

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Street Address:  
 7615 Williamson Rd. N.W.  
 Roanoke, VA 24019  
 Fax: (540) 362-8698

Material Handling  
 Shipping  
 Labels



**R U S H**

Show Site

WILL BE ACCEPTED: February 28, 2024

TO: \_\_\_\_\_  
 (Name of Exhibiting Company)

C/O: HOLLINS Exposition Services  
 Richmond Raceway Complex  
 600 East Laburnum Street  
 Richmond, VA 23222

Event: Richmond Home & Garden Show \_\_\_\_\_  
 Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.  
 Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

Show Site

WILL BE ACCEPTED: February 28, 2024

TO: \_\_\_\_\_  
 (Name of Exhibiting Company)

C/O: HOLLINS Exposition Services  
 Richmond Raceway Complex  
 600 East Laburnum Street  
 Richmond, VA 23222

Event: Richmond Home & Garden Show \_\_\_\_\_  
 Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.  
 Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

Show Site

WILL BE ACCEPTED: February 28, 2024

TO: \_\_\_\_\_  
 (Name of Exhibiting Company)

C/O: HOLLINS Exposition Services  
 Richmond Raceway Complex  
 600 East Laburnum Street  
 Richmond, VA 23222

Event: Richmond Home & Garden Show \_\_\_\_\_  
 Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.  
 Carrier \_\_\_\_\_

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



**R U S H**

Show Site

WILL BE ACCEPTED: February 28, 2024

TO: \_\_\_\_\_  
 (Name of Exhibiting Company)

C/O: HOLLINS Exposition Services  
 Richmond Raceway Complex  
 600 East Laburnum Street  
 Richmond, VA 23222

Event: Richmond Home & Garden Show \_\_\_\_\_  
 Booth No. \_\_\_\_\_ No. \_\_\_\_\_ Of \_\_\_\_\_ Pcs.  
 Carrier \_\_\_\_\_

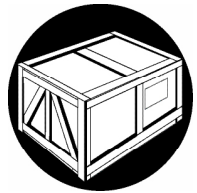
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019  
Phone: (540) 362-3940  
(e-mail) service@hollins-expo.com

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019  
Fax: (540) 362-8698

**Material Handling  
Outbound Shipping**



Mail one copy to us at the address above.  
Retain a copy for your files.

PLEASE TYPE OR PRINT

NAME OF EVENT Richmond Home & Garden Show

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

By signing above, you agree to payment terms and conditions and limits of liability in the Exhibitor Service Kit, and authorize HOLLINS to use any payment method on file, including credit cards. A CREDIT CARD ON FILE IS REQUIRED FOR ALL SHIPMENTS. All shipping charges are estimates until the shipment is delivered. No credits or refunds will be issued after the close of the show.

**Every outbound shipment will require shipping labels and an outbound Bill of Lading. Custom printed labels are provided at no charge to exhibitors using HOLLINS Exhibit Transportation. Pre-orders are available for pick up at move-out. On-site orders are processed as they are received.**

**SHIPPING INFORMATION**

**SHIP TO:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ ATTENTION: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship To  
**OR:** COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: \_\_\_\_\_ ATTENTION: \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT**

- HOLLINS Exhibit Transportation**  
HOLLINS will make arrangements for all HOLLINS Exhibit Transportation shipments. **Credit card on file required.** Charges will appear on your HOLLINS invoice after delivery. Contact HOLLINS two business days after close of show for tracking.
- Other Carrier**  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor. Exhibitor must provide labels and outbound Bill of Lading. Carriers must check in by the designated time published in the Exhibitor Service Kit.  
Carrier: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_
- Select a Speed of Service:**
  - 2 Day: Delivery by 5:00 p.m. second business day
  - Deferred: Delivery within 3-5 business days
  - Standard Ground
  - Specialized: Pad wrapped, uncrated or truckload
- Select Shipment Options:**
  - Receiver has loading dock
  - Inside delivery needed
  - Pad wrap required
  - Do not stack
  - Lift Gate Required
  - Air Ride Required
  - Residential Delivery
  - Delivery to Trade Show Site
- Declared Value: \$ \_\_\_\_\_**
  - Add Insurance (\$5.50 per 100 lbs.; \$100.00 minimum.)

**SHIPMENT DETAILS**

<b>Piece # 1</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Piece # 2</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Piece # 3</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Piece # 4</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Piece # 5</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Piece # 6</b>	<input type="checkbox"/> Carton	<input type="checkbox"/> Fiber Case	<input type="checkbox"/> Skid/Pallet	<input type="checkbox"/> Crate
Dimensions	_____ X _____ X _____		Estimated Weight _____	
<b>Total Pieces</b>		<b>Total Estimated Weight</b>		

- Add Shrinkwrap
- Add Banding

Once your shipment is packed and ready for shipment, please return this form to the Exhibitor Service Desk. Shipments without a completed form on file March either be returned to our warehouse or re-routed on the carrier of our choice, at the Exhibitor's expense.





# MATERIAL HANDLING AGREEMENT UNIFORM BILL OF LADING ORIGINAL - NOT NEGOTIABLE

- P.O. Box 7001 • 7615 Williamson Road, NW  
Roanoke, VA 24019 • (540) 362-3940
- P.O. Box 49837 • 121 N. Chimney Rock Road  
Greensboro, NC 27409 • (336) 315-5225

Exhibitor: You are the SHIPPER. Complete blocks 1 through 11.

PLACE PRO LABEL HERE

DATE: \_\_\_\_\_

**1** FROM: SHIPPER NAME (EXHIBITING COMPANY)

CONTACT  
CELL PHONE

VENUE

ADDRESS

CITY STATE ZIP CODE

SHOW NAME  
BOOTH #

**2** TO: CONSIGNEE COMPANY

CONTACT

ADDRESS

CITY STATE ZIP CODE

SHOW NAME  
BOOTH #

**3** INVOICE CHARGES TO: (THIRD PARTY)

CONTACT

VENUE

ADDRESS

CITY STATE ZIP CODE

ATTENTION:  
PHONE NUMBER

**4** FREIGHT CHARGES ARE:  
 COLLECT  PRE-PAID

**5** CARRIER:  
 HOLLINS EXHIBIT TRANSPORTATION  
 OTHER CARRIER: \_\_\_\_\_

*In the event your designated carrier above fails to pick up, HOLLINS will reroute shipment via HOLLINS Exhibit Transportation or a carrier of the General Service Contractors' choice.*

CARRIER PHONE: \_\_\_\_\_

**6** SPECIAL INSTRUCTIONS

**7** IF GOING TO ANOTHER SHOW, SELECT ONE:  
 ADVANCE WAREHOUSE - DELIVER BY: \_\_\_\_\_  SHOW SITE - TARGET/MOVE-IN DATE: \_\_\_\_\_

**8** SELECT SPEED OF SERVICE:

2 DAY: DELIVERY BY 5:00 P.M. SECOND BUSINESS DAY

DEFERRED: DELIVERY WITHIN 3-5 BUSINESS DAYS

STANDARD GROUND

SPECIALIZED: PAD WRAPPED, UNCRATED OR TRUCKLOAD

**9** SELECT SHIPMENT OPTIONS:

LIFT GATE REQUIRED  HIGH-COST ZIP (100xx-102xx)

INSIDE DELIVERY NEEDED  RESIDENTIAL DELIVERY

PAD WRAP REQUIRED  DELIVERY TO TRADE SHOW

ADD SHRINKWRAP  DO NOT STACK

ADD BANDING  AIR RIDE REQUIRED

# PIECES	HAZ MAT?	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS
		CRATED EXHIBITION MATERIALS, BOOTHS, ETC.		125
		CARTONS, EXHIBITION PARAPHERNALIA		125
		SKID/PALLET, EXHIBITION PARAPHERNALIA (QTY/CTNS _____)		125
		ROLL EXHIBIT FLOORING (COLOR _____)		125
		FIBER CASE/TRUNK (COLOR _____)		125

HAZARDOUS MATERIALS EMERGENCY CONTACT:  
CELL PHONE:

**11** CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or \* (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless \*\*Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items March be subject to a limited declared value. You are advised to review the applicable tariff provisions before stating a value.

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

EXHIBITOR/COMPANY NAME \_\_\_\_\_ CARRIER \_\_\_\_\_



Mailing Address:  
P. O. Box 7001  
Roanoke, VA 24019

Street Address:  
7615 Williamson Rd. N.W.  
Roanoke, VA 24019

Phone: (540) 362-3940

Fax: (540) 362-8698

(e-mail) [service@hollins-expo.com](mailto:service@hollins-expo.com)

# ATTENTION

DO NOT return the forms following this page to  
HOLLINS Exposition Services.

***Should you desire any of these services, please return the  
form to the appropriate vendor(s).***

***Thank you.***



## UTILITIES ORDER FORM

Below is the order form with services available and prices. In order for exhibitors to qualify for discounted rates, exhibitors must request services 10 business days prior to move-in. To help ensure orders are filled out correctly please fill the necessary information and remit the correct payment amount to Marketplace Events:

Name of Event Richmond Home + Garden Show Event Date March 1-3, 2024

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

- Electrical Service Available, 115 Volt, 208V single or three phase, 60 cycle up to 60 amp per connections.
- Overtime hours and special services required by electrician will be responsibility of exhibitor at rate of \$90-\$145/hour.
- Discount rate orders for utility service **MUST be placed and paid for 10 business days PRIOR TO FIRST MOVE-IN DAY (February 19, 2023) or \$70 surcharge (plus tax) will be added to the bill.**

Quantity of  
Connections

_____	115V 20 amps (most common)	Discount price: \$85.00
_____	208V Single Phase	
	0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$125-\$275
_____	208V 3 Phase	
	0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$175-\$325
_____	480 3 Phase	
	0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$175-\$325

Contact show management for specific pricing 208V single phase, 208 3 phase and 480 3 phase

_____	Electrical Powerstrip	\$30
_____	Extension Cord	\$30
_____	Water/Drain Hook-up	\$275
	Late Fee – \$70 Surcharge	\$ _____
	If ordered February 19, 2023 or later	
	Sub-Total:	\$ _____
	Total Utility Charge:	\$ _____

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Please circle which type of card being used:      VISA      MASTERCARD      AMERICAN EXPRESS

Billing Address: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize Marketplace Events to process the payment on the given credit card

\*Payments will be processed as received all payments are **NON-REFUNDABLE**

\*\*If you would like to receive a receipt, please provide email address: \_\_\_\_\_

**All payments for utilities should be made to Marketplace Events not the Richmond Raceway Complex. Email forms to [marciad@mpeshows.com](mailto:marciad@mpeshows.com)**

Remit Payment to: 2000 Auburn Drive, One Chagrin Highlights, Suite 200 • Beachwood, OH 44122

Email: [marciad@mpeshows.com](mailto:marciad@mpeshows.com) • website: [RichmondHomeAndGarden.com](http://RichmondHomeAndGarden.com)