



EXHIBITOR SERVICE MANUAL
 Save Time and Money! Pre-Order by Feb. 7th
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show

Dulles Expo Center
 February 21-23, 2025

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for the **2025 Capital Remodel & Garden Show** to be held at the Dulles Expo Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale’s Customer Service Department with any questions at csr@haleexpo.com or 716-896-6170 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

The move-in schedule is based on the location of your booth on the show floor. Approximately, two weeks before you move in, you will receive a call from a member of our team informing you of your date and time. While there may be some exceptions, we ask that you arrive as close to your designated time as possible to keep wait times to a minimum.

MOVE-IN DATE AND TIME

Tuesday, February 18, 2025	12:00 PM - 5:00 PM
Wednesday, February 19, 2025	8:00 AM - 5:00 PM
Thursday, February 20, 2025	8:00 AM - 5:00 PM

SHOW DATES AND TIMES

Friday, February 21, 2025	10:00 AM - 9:00 PM
Saturday, February 22, 2025	10:00 AM - 9:00 PM
Sunday, February 23, 2025	10:00 AM - 6:00 PM

MOVE-OUT DATE AND TIMES

Sunday, February 23, 2025	6:01 PM - 11:00 PM
Monday, February 24, 2025	8:00 AM - 12:00 PM

EXHIBIT SPACE DETAILS

Each 10’ x 10’ exhibit booth(s) will be defined by 8’ tall **BLACK** back drape with 32" tall **BLACK** dividing drape and will be identified by a booth number.

MATERIAL HANDLING

All shipments arriving at the advance warehouse and show site from UPS, FedEx, Common Carrier, or any other over-the-road shipping provider fall under the category of Material Handling. There is a charge for this service. The charge covers the signing and handling of shipments received at the advanced warehouse or at the exhibition facility. All fees and material handling instructions are detailed on the enclosed Freight Handling Form.

Advance Warehouse Information

<p>Capital Remodel & Garden Show 2025 ABF Freight / Hale Expo 7850 Wellingford Drive Manassas, VA 20109 Exhibiting Company Name - Booth # _____</p>
--

- The advance warehouse will accept freight shipments **Friday, January 31st through Monday, February 17th** except holidays. No appointment is necessary.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all shipments.
- Collect shipments will be returned to the delivery carrier.
- Shipments arriving at the advance warehouse will be delivered to the exhibit booth prior to the first day of setup.

Show Site Shipping Information

Shipments arriving at the exhibit facility will be accepted on or after **Tuesday, February 18th**. Shipments arriving at the exhibit facility should be addressed as follows:

<p>Capital Remodel & Garden Show 2025 c/o Dulles Expo Center / Hale Expo 4320 Chantilly Shopping Center Chantilly, VA 20151 Exhibiting Company Name - Booth # _____</p>
--

- Freight will be accepted only during the scheduled exhibitor move-in hours.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all freight.
- Collect shipments will not be accepted and will be returned to the delivery carrier.

Hale will not be responsible for theft or damage of shipments received onsite prior to the arrival of a representative from the exhibiting company. However, Hale will take every precaution possible to protect your shipment.

Insurance coverage of your shipment must be effective from the time your equipment leaves its point of origin until its return to its final destination after the event. The exhibitor's public liability insurance should be in effect and adequate to protect against any claims arising out of the operation of the exhibit. Hale Expo Services, LLC. policy DOES NOT include any coverage for individual exhibitors and Hale Expo Services, LLC. cannot be held liable.

DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **February 7, 2025**.

HALE SERVICE DESK

Hale Expo Services, LLC. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE EXPO SERVICES, LLC.
Exhibitor Services Department



PAYMENT POLICY
Save Time and Money! Pre-Order by Feb 7th
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**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Expo Services, LLC. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY
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Company Name: _____ Booth No.(s): _____
 Phone No.: _____ Cell: _____ Booth Dimensions: _____
 Order Contact: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Expo Services, LLC. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name on Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Expo Services, LLC. Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

There is a 4% credit card processing fee for any charges and/or services paid with a credit card. Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from [Hale Expo Services, LLC.](http://Hale Expo Services, LLC)

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BULK CARPET	\$
BOOTH FLOORING & SPECIAL BACK DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	\$
SUBTOTAL	\$
ADD 6.00% SALES TAX	\$
TOTAL	\$
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SIGN HANGING	\$
NON-TAXABLE SUBTOTAL	\$
GRAND TOTAL	\$

For Electric, Telephone, Booth Cleaning and Plumbing services, go to www.dullesexpo.com

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.



DISCOUNTED FURNITURE PACKAGE
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Company Name: _____

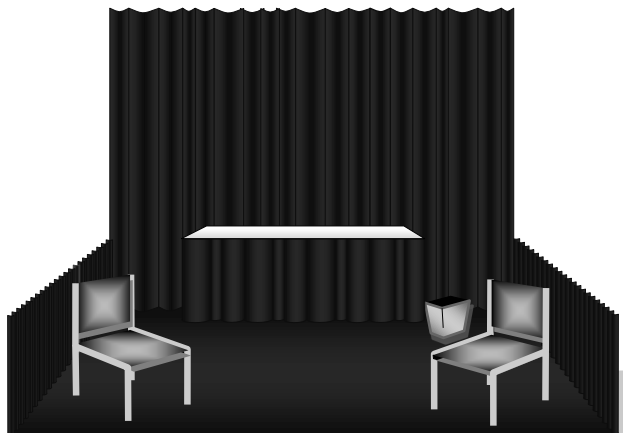
Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Hale Expo Services, LLC. offers the following Discounted Furniture Packages at an additional **15% DISCOUNT** from our already discounted pre-order prices. These packages are only available if ordered and paid for by the advance deadline date **February 7, 2025**.

DISCOUNTED FURNITURE PACKAGE



Package Includes

- One 6' long x 30" tall table, draped on 3 sides in **Black**
- Two upholstered side chairs, at \$39.10 each
- One wastebasket
- One 9' x 10' **Black** carpet
- One 9' x 20' **Black** carpet

9' x 10'
Package

- \$89.25
- \$78.20
- \$13.60
- \$129.00
- N/A

9' x 20'
Package

- \$89.25
- \$78.20
- \$13.60
- N/A
- \$269.00

Total at Pre-Order Price Rate: \$310.05

\$450.05

Less 15%: (\$46.51)

(\$67.51)

Total at Discounted Furniture Package Discount Rate: \$263.54

\$382.54

Total Cost: _____

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date **February 7, 2025**. Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. This package must be purchased as described. Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance pricing deadline date.

Discounted Furniture Package Page Total _____
Please enter total on the Order Summary (Applicable taxes not included)



BULK CARPET
Save Money and Time! Pre-order by Feb. 7th
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Company Name: _____ Booth No.: _____

Order Contact: _____ Cell Phone: _____

All bulk carpet orders must be received no later than Tuesday, February 11, 2025 to guarantee your order.

Bulk area exhibit carpet will consist of multiple 10' wide carpeting that will be seamed together with double faced carpet tape on all internal seams and will be taped along perimeter edges. When ordered in advance, dye lots of the carpeting will be matched as close as possible. If ordered on show site, matching dye lots of the carpet cannot be guaranteed.

BULK CARPET

Bulk Carpet pricing is for all area carpets 20'x30' and over.

Pre-Order Deadline Date: **February 7, 2025**. Orders received after **February 7, 2025** are Standard Orders.

	<u>Pre-Order</u>	<u>Standard Order</u>	<u>Total</u>
Bulk Carpet	\$1.45/sq. ft.	\$3.00/sq. ft.	
Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft.			\$ _____
Bulk Pad	\$0.85/sq. ft.	\$1.00/sq. ft.	
Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft.			\$ _____

Please check CARPET color choice

Black Gray

Speckled Blue Red

Burgundy

SHOW COLOR: BLACK

Bulk Carpet Page Total: _____

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com



BOOTH FLOORING & SPECIAL BACK DRAPE
 Save Time and Money! Pre-Order by Feb. 7th
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Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
6' x 10'	\$86.00	N/A	_____	_____
8' x 10'	\$114.00	N/A	_____	_____
9' x 10'	\$129.00	\$199.00	_____	_____
9' x 20'	\$269.00	\$389.00	_____	_____
9' x 30'	\$399.50	\$599.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____
Additional Taping	Total Feet: _____	X \$.45/ft. =	_____	_____

Please check CARPET color choice

Speckled Blue Black
 Forest Green Gray
 Red Burgundy

Aisles will be carpeted in TUXEDO BLACK

Standard Booth Carpet & Add'l Tape Subtotal: _____

Addendum - Only the following carpet tape is allowed on show floor: **Echo-Double Coated Carpet Tape (DC-W188F)** or **Shur-Residue Free (DF-545)**. No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
6' x 10'	\$38.00	N/A	_____	_____
8' x 10'	\$66.00	N/A	_____	_____
9' x 10'	\$81.00	\$99.00	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$352.00	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____
Visqueen	Pre-Order Price	Standard Price		
Calculate sq. ft.:	\$1.05/sq. ft.	\$1.25/sq. ft.	_____ ft. x _____ ft. =	_____

Carpet Padding & Visqueen Subtotal: _____

Masking Drape to Finish Off Exposed Back Wall (Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of 8'H Drape	\$25.00	\$25.00	_____	_____
10' of 8'H Drape	\$50.00	\$50.00	_____	_____

Masking Drape Subtotal: _____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.00 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____

Special Back Drape Subtotal: _____

Please check DRAPE color choice

Beige Burgundy Lime Red
 Black Dusty Rose Orange Silver
 Blue Forest Green Peach White
 Brown Gold Purple

Booth Carpet & Special Back Drape Page Total: _____



TABLES, PEDESTAL TABLES & TABLE RISERS
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Company Name: _____
 Order Contact: _____

Booth No.(s): _____
 Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:				_____

Please check SKIRT color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

Undraped Display Tables

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
Undraped Table Subtotal:				_____



Table Risers (Draped in White)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
Table Risers Subtotal:				_____

Undraped Pedestal Tables & Spandex Covers

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
Pedestal Tables & Spandex Cover Subtotal:				_____

Please check SPANDEX color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

Table Page Total: _____



CHAIRS & ACCESSORIES
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Company Name: _____
 Order Contact: _____











Booth No.(s): _____
 Phone No.: _____

Chairs & Stools (Grey Fabric)

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____
Chairs & Stools Subtotal:				_____

Accessories

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____
Accessories Subtotal:				_____

Item Pictures				
Chairs & Stools	Accessories			
				
Padded Side Chair	Wastebasket	Literature Rack	Bag Rack	Grid Wall Hook
				
Padded Stool	8' Post & Base & Crossbar	Floor Easel	22" x 28" Chrome Sign Frame	2'x8' Grid Wall

Chairs & Accessories Page Total: _____



STANDARD BOOTH SIGN
7" X 44" SIGN
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Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

PRE-ORDER DATE IS: February 7, 2025

Pre-Order Price: \$25.00 each
 Standard Price: \$37.50 each

First Line: _____

Each line may not exceed 26 characters, including spaces.
 Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary
 (Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com.



SPECIAL SIGNS
 Sign Orders received after Feb. 7th
 add 50% to the listed Price.

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Company Name: _____
 Email Address: _____

Booth No.(s): _____
 Contact Name: _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28" Standard Sign Holder Size <input type="checkbox"/> \$74.20	22" x 14" Common Table Top Size <input type="checkbox"/> \$58.50	14" x 44" Double height of Standard Booth Sign <input type="checkbox"/> \$74.20	4' x 8' <input type="checkbox"/> \$263.70	3' x 4' <input type="checkbox"/> \$113.30
--	--	---	--	--

Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
		Grommets (ea.)	\$2.00	_____	_____
		Easel Back	\$2.75	_____	_____
			Subtotal: _____		
			Add 75% to Subtotal: _____		
			Subtotal 2: _____		
			Add 50% to Subtotal 2: _____		
			Special Sign Page Total: _____		

Please Indicate Sign Copy Here:

Double Sided

Ordered After Feb. 7th



BANNERS
Banner Orders received after Feb. 7th
add 50% to the listed Price.

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Capital Remodel & Garden Show
Dulles Expo Center
February 21-23, 2025

Company Name: _____ Booth No.(s): _____
Email Address: _____ Contact Name: _____



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
			Subtotal:	_____	_____
			Double Sided	Add 75% to Subtotal:	_____
			Subtotal 2:	_____	_____
			Ordered After Feb. 7th	Add 50% to Subtotal 2:	_____
			Banner Page Total:	_____	_____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Expo Services, LLC. will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**

It's our business to make your business look good!



SIGN HANGING
 Save Time and Money! Pre-Order by Feb. 7th
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show
 Dulles Expo Center
 February 21-23, 2025

Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:
Monday, February 17, 2025

Banners not received by this date will be installed at the discretion of the decorator.
 Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

HANGING SIGN RATES & RESTRICTIONS

Pre-Order Deadline Date: February 7th. Orders received after February 7th are Standard Orders.

PRE-ORDER PRICE: \$325.00
 Circular & Box Signs \$75 Additional

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
***Circular Signs & Box Signs – Additional \$75 Per Sign.**
 EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$100.00

STANDARD ORDER PRICE: \$375.00

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
 EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$130.00

Hale Expo Services, LLC. is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of setup.

All signs to be hung from the ceiling must be delivered to show site on the first day of setup, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Expo Services, LLC.

Please complete the following information:

Number of feet from floor to top of sign : _____ ft.
 Number of feet in from left side: _____ ft.
 Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: NO YES
 (If YES, please complete the Electrical form included in this packet.)

PAGE SUMMARY

Total Services: \$ _____
 Please enter the total on the
 Order Summary

(Applicable taxes not included)

Restrictions

Installation and removal times will be established by Hale Expo Services, LLC. per the availability of the hall and access to area under the location of the sign to be hung.



**INSTALLATION & DISMANTLING
LABOR & FORKLIFT SERVICE**

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www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show
 Dulles Expo Center
 February 21-23, 2025

Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$66.25 (M-F 8 AM – 4 PM) **Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: \$66.25 (M-F 8 AM – 4 PM) **Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY HALE EXPO SERVICES, LLC. PERSONNEL – Supervision will be provided by Hale Expo Services, LLC. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.** Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$136.50 (M-F 8 AM – 4 PM) **Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Expo Services, LLC. will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Expo Services, LLC. employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Plastic Banding (Per pallet and includes labor): **\$45.00**

Shrink Wrap (Per pallet and includes labor): **\$45.00**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24-hour notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Expo Services, LLC. at the Advance Warehouse or on Show Site.

Please do not return label to Hale Expo Services, LLC.

ADVANCE TO WAREHOUSE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE
BETWEEN: [Monday, January 31](#) – [Monday, February 17, 2025](#)**

FREIGHT LABEL

SHIP TO:

ABF Freight
c/o Hale Expo /Capital Remodel & Garden Show 2025
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION

Capital Remodel & Garden Show
Dulles Expo Center
February 21-23, 2025

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE ON OR AFTER: [Tuesday, February 18, 2025](#)**

FREIGHT LABEL

SHIP TO:

Dulles Expo Center
c/o Hale Expo /Capital Remodel & Garden Show 2025
4320 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION

Capital Remodel & Garden Show
Dulles Expo Center
February 21-23, 2025

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



SHIPPING & MATERIAL HANDLING

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Capital Remodel & Garden Show

Dulles Expo Center
 February 21-23, 2025

Company Name: _____ Booth No.(s): _____

Order Contact: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (January 31 – February 17, 2025)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75 Minimum Charge = \$149.50
Direct to Show Site Rate For Shipments Arriving on or After (February 18, 2025) 8am-4pm <u>only</u>				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate Direct to Show Site Only For Single Package 25 lbs. and Under				\$25.00 single package (Single Package Shipments Only) Direct to Show Site Only	\$25.00 Single Package Only Direct to Show Site Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Only Outbound Shipping & Material Handling (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00 Minimum Charge = \$100.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only)	\$25.00 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				\$84.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$168.00	(Total Weight) / 100 x \$84.00 Minimum Charge = \$168.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 pm on Monday, February 24, 2025**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 pm, Monday, February 24, 2025** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____
 (200 lb. minimum)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

828 East Ferry Street - Buffalo, NY 14211
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www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

- 1. Hale Expo Services, LLC.. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned.
10. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show.
Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show.

PAYMENT POLICY & SHIPMENTS

- Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse.
We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket.

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Expo Services, LLC. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper.
1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage.

Show Name: Capital Remodel & Garden Show 2025 Company Name:
Print Name: Booth No.(s):
Signature: Date:

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE EXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



Close of Show Guidelines & Outbound Shipping

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Close of Show Guidelines

The Hale Expo Services, LLC. Service Desk will reopen approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Expo Services, LLC. Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, February 24th**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, February 24th** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

UPS Shipments: UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. For information and shipping arrangements, ABF can be contacted at 800-654-7019.

[Here is the address your carrier needs to pick up your freight.](#)

**Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.

Electricity

Do's and Don'ts

USE UL Listed Surge Protectors only


A surge protector is necessary and is required to be the equipment plugged into the buildings electric outlet. This prevents surges that may occur within a booth to be confined and not relocate down the electric stringer. Protect your equipment, your neighbor's equipment and the facilities equipment.






Extension Cords – Must be 14 gauge or higher, UL Listed and have (3) three prongs.





Recommend purchasing a surge protector with a cord 10' or longer, so it can reach further into your booth. Available on Amazon and at your local hardware store.




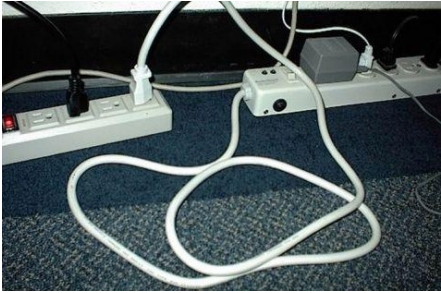
Loose/frayed cords, or outdated equipment

Residential Cords are cords with outlets on two opposite sides or only two prong.

Don't tie or knot electrical cords


Piggyback or create a daisy chain of power strips, surge protectors, and extension cords. Do not plug in a power strip to a power strip or an extension cord to an extension cord. Only one extension cord may be plugged into a power strip, not multiple. Do not let surge protectors hang, instead install them on a flat surface (floor or back of display). Make sure cords are firmly attached.



NO Adapters



Avoid overloading outlets. Plug only one high-wattage appliance into each receptacle outlet at a time.



Don't let furniture, boxes, displays, inventory, rugs, flooring, etc. sit on or block electrical cords, junction boxes or electric panels. **Keep 36" away from the front of an electric panel on column or wall**

DULLES EXPO CENTER

EXHIBITOR RULES AND REGULATIONS

Dulles Expo Center would like to welcome you and wish you a successful event at our center. We would like to express to you that our staff and management is here to assist you in any way possible to insure a safe and prosperous show. Dulles Expo Center Management holds the rights to control and enforce all Rules and Regulations and all applicable county, state, and federal laws. If you have any questions and/or concerns in regards to the following rules, please bring it to the attention of our staff. We do appreciate your input and we wish you a successful show at our facility.

PARKING

KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES

- A. Parking in fire lanes is prohibited. **No parking in fire lanes** is allowed at any time, including during move-in or move-out. If parked in one of these areas, your vehicle may be ticketed and towed at your own expense.
- B. Parking lot is for attendees and exhibitor parking only. Parking lot is not to be used as an exhibit space without a written permission from Dulles Expo Management. All exhibitors are required to park in LOT C across from the loading dock and not directly in front of the building.
- C. Campers, RV's, trucks and oversized vehicles are not allowed to stay overnight at the Dulles Expo Center unless previously approved. Your vehicle may towed and impounded at your own expense.

UTILITY CONNECTIONS

- A. All services for electric, phones, plumbing and connection of any other utility service will be provided exclusively by the staff of Dulles Expo Center.
- B. PLEASE NOTE! A surge protector is required when connecting to the facility power supply. This is a Fairfax County ordinance and there will be no exceptions. The exhibitor or vendor may utilize their own surge protector, or one will be provided by the facility for an additional charge
- C. Power strips shall be polarized or grounded type, equipped with over current protection, and shall be UL listed.
- D. Power strips shall be directly connected to a permanently installed receptacle provided by Dulles Expo.
- E. Electrical cords used must be of the three-wired type, and all the equipment used must be U.L. approved. They shall be maintained in good

condition without splices, deterioration or damage.

- F. Dulles Expo Center will not be responsible for voltage fluctuation or power failure.
- G. Dulles Expo Center will not be responsible for any inferior equipment.
- H. All material and equipment furnished by Dulles Expo for any of the services shall remain the property of the Center and it shall not be removed except by the staff of Dulles Expo.
- I. No outside water may be brought to our facilities to fill up ponds, spas, tubs, etc.
- J. The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances per the Fairfax County Fire Marshal's Office. Only personal pocket sized allowed. No Exceptions.

DECORATIONS/BANNERS/SIGNAGE

- A. All decorative materials must be flame retardant in accordance with the Public Safety and Fire Regulations and to meet the Fairfax County Fire Safety Code. This includes drapes, banners, all decorative fabrics, poster paper, foam cores board as well as hangings, curtains and drops, projection screens, plastics and all other decorative materials. You must have in your possession and be prepared to show documentation that the material is **NFPA701 flame retardant**. No flammable material such as bunting, *lamé fabric*, tissue paper, crepe paper, straw, hay, etc. shall be used as decorations in the facility.
- B. Nothing may be taped, nailed or other wise affixed to ceilings, fire sprinklers, walls, painted surfaces, doors, glass doors, columns, furniture or floor, including but not limited to: decorations, banners, signs, adhesive-backed (stick-on) or any other material.

- C. No holes may be drilled, cored or punched on the property of Dulles Expo.
- D. Tape used for carpet installation must be removed immediately following the show. There will be a fee assessed to any one who will leave carpet and/or tape residue on the show floor. Approved carpet tape: Echo-Double Coated Carpet Tape (DC-W188F), Shur-Residue Free (DF-545), or non-residue Gaffers tape. No high tack tape, duct tape, or gorilla tape.
- E. Damage fees will be assessed for any damages done to the facility.

FOOD AND BEVERAGE

- A. If your exhibit contains any selling/sampling of food and/or beverage or cookware demos while at the show, written permission must be obtained in advance from Dulles Expo Center. There will be no exceptions. Please call the center to arrange for the documents required.
- B. If approved to use electric appliances to warm food/beverage inside the facility, a 5lb ABC Fire Extinguisher with a current date is required within the booth space. Exp.: Dated 2019, good through Dec. 2020
- C. Concession will be open during show hours unless otherwise requested by show management. Outside food and beverage will not be allowed in the building and it will be denied access to the facility by building security.
- D. NO ALCOHOLIC beverages allowed into or out of the center. It is a violation of our ABC license. Dulles Expo Center reserves the right to inspect coolers, vehicles, boats, RV's, etc. This includes the move-in and move-out periods.
- E. The use of the permanent food and beverage service areas is reserved for Dulles Expo Center. These stands shall not be blocked at any time.

VEHICLE RULES & REGULATIONS

Display vehicles or gas powered items must obtain written permission from the management of Dulles Expo Center at least four weeks before show opening. Such vehicles and items must conform to State and County fire codes. A fee may apply. These rules apply to all Battery Liquid or Gas Fueled vehicles, boats, watercraft, golf carts, lawn mowers etc.:

- A. ****Fuel in tanks shall not** exceed one-eighth (1/8th) of a tank.
- B. ****Vehicles shall not be fueled or defueled** within the building.
- C. One cable on the battery disconnected.

- D. ****Fuel Tanks and fill openings shall be closed and sealed to prevent tampering.** If fuel tank is locking with a key, OKAY. If not, fuel tank cover must be taped over.
- E. Once parked inside on the show floor: unhook battery, tape off gas cap, and leave hood up for inspection. Keys must remain in the hall with Show Management. Turn in Keys to Show Management or Security before leaving.
- F. WHEEL CHOCKS - Place one at front left tire and one at right rear tire so it will not roll. A triangle or piece of wood will work. (Applicable to all items with wheels.)
- G. An ABC Fire Extinguisher is required for each booth or area that has a vehicle. Exhibitor must have quick and easy accessibility to a 5 lb Fire Extinguisher of type ABC in their booth with a current issue date. For example: Stamped 2019 will expire on December 31st 2020.
(*A, B, & D not applicable to electric vehicle)

MISCELLANEOUS

- A. Under the provisions of State and County Laws, The Dulles Expo Center is a Non-Smoking building. Smoking is strictly prohibited in all areas within the building at all times which includes electronic, smokeless and vapor cigarettes and smoking devices.
- B. All Emergency exits and required aisles shall be kept clear of obstructions at all times.
- C. **NO OPEN FLAME** allowed in the building, **candles or incense shall not be lit at any time.**
- D. No live animals, reptiles, fish or birds are permitted to enter the facility unless a written permission has been obtained in advance from the management of Dulles Expo Center. Only a properly muzzled "service dog" accompanying a person in need of assistance is allowed at the center.
- E. A written permission is required for any collections, donations, whether for charity, business or personal; and adhere to Virginia laws.
- F. Tents, canopies, overhead coverings (structural or fabric) that are inside the hall may not be larger than a 10'X10' area. The structure needs to be flame retardant and shall have the proper documents and **NFPA701 flame retardant** certification attached and available on site at all times. An ABC Fire Extinguisher is required within a booth space with any type of cover over 20 sq.ft.
- F. Black powder is strictly prohibited in the building.



P.O. Box 221075
Chantilly, VA 20153-1075

Main: 703-378-0910
Fax: 703-378-2080

Contact: Patricia Gillespie
703-378-0176

pgillespie@dullesexpo.com

SAMPLE/SELL FOOD AND/OR BEVERAGE INCLUDING COOKWARE DEMOS DISTRIBUTION REQUEST



Page 1 of 2

The Dulles Expo Center is the authorized Food and Beverage manager. Exposition sponsoring organization and/or their exhibitors may distribute food and/or beverage products ONLY upon written authorization.

Application must be submitted 21 days prior to event opening.

- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
 1. Beverages limited to maximum 3 oz. container and 2oz. product.
 2. Food items limited to "bite size."
- All items limited to SAMPLE SIZE. If you do not comply with the above sample size, you may be asked to discontinue sampling.
- NO ALCOHOL may be sampled or sold unless service is ordered through Dulles Café. Restrictions apply.
- You must comply with all Fairfax County Health Department rules and regulations.
<https://www.fairfaxcounty.gov/health/food/operators>
- Food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, water, etc.) must be purchased from the Dulles Expo Center.
- Food and/or beverage items for sale must be packaged for off-site consumption. No single servings. See page two for onsite consumption buyout guidelines.

- Food and beverage items that are consumed onsite are subject to a fee of no less than \$300.00. This fee is assessed on a case by case basis. Exhibitors that seek to sell "onsite consumption" items are required to pay this fee in order to be in compliance with facility regulations.
- Dulles Expo determines at their discretion what items would be considered "onsite consumption" and require a Food & Beverage (F&B) Buyout Fee to sell your items. Examples but not limited to: Popcorn, Pickles, Jerky, Candies, Chocolate, Pastries, Cookies, Pretzels, Coffee, Smoothies/Slushies

Fire Marshal Regulations:

- Warming Food/Beverage only. No Cooking.
- If using an appliance a **FIRE EXTINGUISHER IS REQUIRED!** 5lb ABC or larger with current date. Exp.: Stamped 2018 will be good through December 2019.
- Electric appliances only, no gas.
- Booth may not be left unattended when appliances are in use.
- No Oil may be used. No Fryers.
- No Flame or Smoke may be created.

The company named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless the Dulles Expo Center from all liability damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.

Event Name:				Show Dates:		
Company Name:				Booth #		
Phone:		On-site Cell:		Email:		
Address:						
City:		State:		Zip:		

CONTINUED ON PAGE 2. PLEASE FILL OUT FORM IN ITS ENTIRETY.



DULLES EXPO CENTER

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SAMPLE/SELL FOOD AND/OR BEVERAGE INCLUDING COOKWARE DEMOS DISTRIBUTION REQUEST



DEMO POTS & PANS ONLY. NO SAMPLING OR SELLING. Check Box: <input type="checkbox"/>			
Product(s) and Size of Portion to dispense for Sampling:			
Proposed Method of Dispensing and Reason for Offering Samples:			
Electric Appliances used for DEMOS or SAMPLING:			
Contact Person:		Title:	
Signature:		Date:	
Approved: (Initial) _____ Dulles Café _____ EC, DEC *No F&B Buyout Fee Required		Disapproved: (Initial) _____ Dulles Café _____ EC, DEC	
F&B Buyout Fee Required: \$ _____ Payment due 7 days prior to event opening.			
Upon payment of F&B Buyout Fee (No less than \$300), the Company/Exhibitor listed in the adjacent box is allowed to sell and distribute individual servings of their product.		On-Record Company Representative: Print: _____ Signature: _____	
Approved: (Initial) _____ Dulles Café _____ EC, DEC		Disapproved: (Initial) _____ Dulles Café _____ EC, DEC	
DEC OFFICE USE ONLY		Fee Paid? Yes <input type="checkbox"/> / No <input type="checkbox"/>	Receipt Date:
Comments:			



VEHICLE and
GAS POWERED ITEMS
RULES & REGULATIONS
Includes Vehicles (electric or gas), Golf Carts,
Scrubbers, Generators, etc.

1. **Fuel in tanks shall not exceed one-eighth (1/8th) of a tank.
2. **Vehicles shall not be fueled or defueled within the building.
3. One cable on the battery disconnected.
4. **Fuel Tanks and fill openings shall be closed and sealed to prevent tampering. If fuel tank is locking with a key, OKAY. If not, fuel tank cover must be taped over.
5. Once parked inside on the show floor: unhook battery, tape off gas cap, and leave hood up for inspection. Keys must remain in the hall with Show Management. Turn in Keys to Show Management or Security before leaving.
6. WHEEL CHOCKS - Place one at front left tire and one at right rear tire so it will not roll. A triangle or piece of wood will work.
7. An ABC Fire Extinguisher is required for each booth or area that has a vehicle.

(**Number 1, 2, & 4 not applicable to electric vehicle)