

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



Mailing Address:
P. O. Box 49837
Greensboro, NC 27419

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

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

www.hollins-expo.com



Trade Show SOUTHERN INDEPENDENT BOOKSELLERS ALLIANCE 2017 ANNUAL CONVENTION

September 15-17, 2017
Sheraton New Orleans
New Orleans, LA

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EXHIBIT SET UP

Friday, September 15, 2017
9:00 a.m. - 5:00 p.m.

EXHIBIT HOURS

Saturday, September 16, 2017
9:00 a.m. - 5:30 p.m.
Sunday, September 17, 2017
9:00 a.m. - 12:00 p.m.

EXHIBIT MOVE-OUT SCHEDULE

Sunday, September 17, 2017
12:00 p.m. - 3:00 p.m.

IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

TO: (Exhibitor's Firm Name and Booth Number)
FOR: SIBA 2017 Annual Trade Show
C/O: Hollins Exposition Services
Hollins Logistics
121 North Chimney Rock Road
Greensboro, NC 27409

All freight shipped must arrive by Monday, September 11, 2017 at 4:00 pm

**DO NOT SHIP ADVANCE FREIGHT TO THE
Sheraton New Orleans**

All freight shipped to the show must come through the receiving warehouse listed above. Any freight shipped to the show and received by Hollins will be subject to the appropriate drayage charges. Should any freight be sent to the Sheraton New Orleans, it will be refused.

Jurisdiction Information:

The unloading and delivery of all display related materials, machinery and equipment from the convention center docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of Hollins Exposition Services and will be performed exclusively by Hollins Exposition Services with one exception. Exhibitors may "hand carry" items into the convention center, provided they do not use material handling equipment to assist them.

We urge you to ship your materials in advance.

By shipping in advance, your materials will be in your booth for you to begin set-up at your designated set-up time.

Please see "SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE" form for labeling.



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Greensboro, NC 27419
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ONE-WAY FREIGHT SERVICE
DISCOUNT FORM

Deadline Date
For Return of This Form
September 1, 2017

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

PLEASE TYPE OR PRINT

Exhibitors who ship into the show and do not ship anything outbound, qualify for a 10% discount on their drayage bill. To take advantage of this discount you must complete and return this form along with the Payment Policy and Credit Card Authorization Form and your payment for drayage service.

Only Exhibitors with the appropriate forms and payment on file by the above deadline date will qualify for the discount. No request for this service will be considered after the above date.

Ship inbound only. If you ship out any items the discount will not apply and the remaining balance will be billed to the credit card on file.

PAYMENT POLICY: We require your credit card authorization to be on file with Hollins Exposition Services. Payment in full must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT SIBA Annual Trade Show 2017

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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GENERAL INFORMATION

HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the SIBA 2017 Annual Trade 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.

SERVICE FORMS: We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

PAYMENT POLICY: All orders placed with Hollins Exposition Services are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with Hollins Exposition Services. **PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

(A) BOOTH EQUIPMENT

Each space will be provided with:
 one 6ft. skirted table
 one 7 in. x 44 in. booth identification sign
 two chairs

Orders received will be considered additional to the above and charged accordingly.

NOTE: The exhibit hall floor is carpeted.

(B) EXHIBITOR MOVE-IN SCHEDULE

Friday, September 15, 2017
 9:00 a.m. - 5:00 p.m.

(C) EXHIBITOR MOVE-OUT SCHEDULE

Sunday, September 17, 2017
 12:00 p.m. - 3:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 12:00 p.m., Sunday, September 17th. The exhibit hall must be cleared by 3:00 p.m.

(D) DISCOUNT RATES

If you need additional booth furnishings, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must receive your order with full payment by September 1, 2017, unless otherwise indicated. Orders received after September 1st, orders without payment and orders placed at the show will be processed at Standard Rates.

(E) TAX

Tax (10.0%) 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 Louisiana, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

(E) SHIPPING

ADVANCE RECEIVING AT THE WAREHOUSE -

Hollins Exposition Services will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. Material should be shipped to arrive at our warehouse in Greensboro, NC no later than Monday, September 11, 2017. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:00 p.m.

DO NOT SHIP ADVANCE FREIGHT TO THE SHERATON NEW ORLEANS -

The SHERATON NEW ORLEANS is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. All shipments to the show must come through the Advance Warehouse in GREENSBORO, NC.

SIBA exhibitors who ship into the show and do not ship anything outbound qualify for a 10% discount on their drayage bill. To take advantage of this discount you must complete and return the One-Way Freight Service Discount Form, and the Payment Policy and Credit Card Authorization Form by SEPTEMBER 1, 2017. Payment must accompany these forms. Failure to return the forms along with payment by SEPTEMBER 1st or shipping anything outbound will cancel this discount.

HOLLINS LOGISTICS is the on site show carrier, offering special rates and services for outbound shipments. For information call Hollins Logistics at 336.315.5225.

(contd.)

(G) LABOR INFORMATION:

To assist you in planning your show participation in New Orleans, LA, we are certain you will appreciate knowing in advance that Hollins Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, Hollins Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify Hollins Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor".

(H) ASSISTANCE IN PLANNING

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. If you require assistance in planning your exhibit, please call our office for suggestions on how you can make your booth space more functional and attractive.

(I) GENERAL INFORMATION

HOLLINS Exposition Services is the official service contractor for the SIBA 2017 Annual Trade Show and is responsible for the following:

Drayage: Drayage is the delivery of freight from the warehouse or loading dock to the exhibitor's booth and from the booth to the loading dock, and picking up and delivering of the empty crates or boxes.

Empty crates will be removed to off-site storage and returned to your booth at the end of the show at no charge, provided that you have used Hollins Exposition Services' drayage service for the delivery of your freight. "Empty" container labels will be provided for your use during move-in. Do not store merchandise in containers marked for empty storage, as there will be no access to the containers during the show.

Decorating: Decorating refers to providing furnishings, drape, carpeting, signage, etc.

Labor: This is for rigging, carpentry, and installation and dismantle of exhibits.

Security: Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Hollins Exposition Services is not responsible for items left in booths unattended.

Equipment Use: Hollins Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor on the forms provided.

(J) PLEASE NOTE:

No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services

(K) 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 Exposition Services' Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at:

(voice) 336-315-5225

(fax) 336-315-5220

(e-mail) greensboro@hollins-expo.com

OFFICIAL CONTRACTORS

GENERAL SERVICE CONTRACTOR:

(Furnishings, Cleaning, Labor, Drayage)
HOLLINS EXPOSITION SERVICES
P. O. Box 49837
Greensboro, NC 27419
Street Address:
121 North Chimney Rock Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220
www.hollins-expo.com

Utilities:

(Electrical, Telephone, Internet)
SHERATON NEW ORLEANS
500 CANAL STREET
NEW ORLEANS, LA 70130
Phone: (504) 525-2500

ADVANCE RECEIVING WAREHOUSE:

(Receiving and Storage of Exhibit Materials)
HOLLINS EXPOSITION SERVICES
121 N. CHIMNEY ROCK ROAD
GREENSBORO, NC 27409
336.315.5225

GROUND CARRIER:

(On Site Show Carrier)
HOLLINS LOGISTICS
121 N. CHIMNEY ROCK ROAD
GREENSBORO, NC 27409
336.315.5225



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IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with Hollins Exposition Services.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with Hollins Exposition Services.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION/ DISMANTLE LABOR: Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. NOTE: If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within (10) days of the close of the show.

CREDIT CARD AUTHORIZATION			(Information Must Be Provided)			EXPIRATION DATE																						
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express																												
Account Number						<input type="checkbox"/> Corporate <input type="checkbox"/> Personal																						
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																										X		
PRINT CARDHOLDER NAME						SIGNATURE OF CARDHOLDER																						

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

Calculation of Orders	PURCHASE ORDER IS NOT CONSIDERED PAYMENT.	TOTAL
Furnishings		\$
Material Handling (Freight)		\$
Other Hollins Services (Specify)		\$
Other Hollins Services (Specify)		\$
Other Hollins Services (Specify)		\$
Other Hollins Services (Specify)		\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$

To simplify payment, send one check payable to Hollins Exposition Services for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT SIBA Annual Trade Show 2017

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____



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Greensboro, NC 27419

Phone: (336) 315-5225

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

Fax: (336) 315-5220

Deadline Date
September 1, 2017

THIRD PARTY BILLING AUTHORIZATION FORM

You may arrange for a third party to handle your display and be billed for services. Hollins Exposition Services will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

Exhibiting Firm PLEASE TYPE OR PRINT
(Exhibiting Firm)
(Address)
(City) (State) (Zip)
(Authorized By - Please Type or Print)
X
(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE
Corporate
Personal
MasterCard
VISA
American Express

Account Number

Account number grid

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City) (Zip) (Country)

The items checked below are to be invoiced to the Exhibiting Firm.

All Services
I & D Labor
Custom Signs
Other
Cleaning Services
Furnishings & Carpet
Material Handling In & Out

X
(Cardholder Signature)

Third Party PLEASE TYPE OR PRINT
(Third Party)
(Address)
(City) (State) (Zip)
(Authorized By - Please Type or Print)
X
(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE
Corporate
Personal
MasterCard
VISA
American Express

Account Number

Account number grid

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City) (Zip) (Country)

The items checked below are to be invoiced to the Third Party.

All Services
I & D Labor
Custom Signs
Other
Cleaning Services
Furnishings & Carpet
Material Handling In & Out

X
(Cardholder Signature)

PLEASE TYPE OR PRINT
NAME OF EVENT SIBA Annual Trade Show 2017 BOOTH NO.
EXHIBITING FIRM DATE
AUTHORIZED BY X
(Please Type or Print) (Signature)



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P. O. Box 49837
Greensboro, NC 27419

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

Phone: (336) 315-5225

Fax: (336) 315-5220

ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate
September 1, 2017

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. Mail one copy to us at the address above. Retain a copy for your files. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom Cut Carpet cancelled after being cut will be charged 100% of original price.

SEATING

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	17.00	22.10
_____	Upholstered Arm Chair	34.00	44.20
_____	Upholstered Stool (30" High)	36.00	46.80

ACCESSORIES

_____	Pedestal Table (With Black Spandex Cover)		
_____	(30" Round x 30" High)	40.00	52.00
_____	(30" Round x 42" High)	45.00	58.50
_____	(36" Round x 30" High)	45.00	58.50
_____	(36" Round x 42" High)	50.00	65.00
_____	Cocktail Table (White Laminate Top)		
_____	(24" Round x 18" High)	32.00	41.60
_____	Cocktail Table (White Laminate Top)		
_____	(36" x 20" x 15" High)	32.00	41.60
_____	Coat Tree	28.00	36.40
_____	Wastebasket	10.00	13.00
_____	Tripod Floor Easel	20.00	26.00

DISPLAY PANELS

_____	Perforated Board (Pegboard)	80.00	104.00
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel	80.00	104.00
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel	50.00	65.00
_____	(2 - 2' x 6' Sections)		

SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	7.00/LF	9.10/LF
_____	Linear Feet of 3' High Drapery	5.00/LF	6.50/LF

WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
	<u>Standard Height (30" High)</u>		
_____	2' x 4' Table - Draped	\$55.00	\$71.50
_____	2' x 4' Table - No Drape	25.00	32.50
_____	2' x 6' Table - Draped	65.00	84.50
_____	2' x 6' Table - No Drape	30.00	39.00
_____	2' x 8' Table - Draped	75.00	97.50
_____	2' x 8' Table - No Drape	35.00	45.50
_____	Drape Exhibitor Table	40.00	52.00
	<u>Counter Height (42" High)</u>		
_____	2' x 4' Table - Draped	65.00	84.50
_____	2' x 4' Table - No Drape	30.00	39.00
_____	2' x 6' Table - Draped	75.00	97.50
_____	2' x 6' Table - No Drape	35.00	45.50
_____	2' x 8' Table - Draped	85.00	110.50
_____	2' x 8' Table - No Drape	40.00	52.00
_____	Drape Exhibitor Table	45.00	58.50

Drapping Color Preferred:

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

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

* Optional 4th side draped: _____ ft. @ \$4.50 per linear ft. = _____

WOOD TABLE TOP RISERS & DRAPING

_____	1' x 4' Table Top Riser 12" High		
_____	Riser - Draped	30.00	39.00
_____	Riser - No Drape	15.00	19.50
_____	1' x 6' Table Top Riser 12" High		
_____	Riser - Draped	40.00	52.00
_____	Riser - No Drape	20.00	26.00

Drapping: White Only

SUB TOTAL \$	_____
10.0% Sales Tax \$	_____
TOTAL \$	_____

PAYMENT POLICY: We require your credit card authorization to be on file with Hollins Exposition Services. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT SIBA Annual Trade Show 2017

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



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SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
FOR: SIBA 2017 Annual Trade Show
C/O: Hollins Exposition Services
Hollins Exposition Services
121 N. Chimney Rock Road
Greensboro, NC 27409

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

NOTE: Direct shipments to show site are not permitted and will be refused.

Deadline for receiving advance shipments at warehouse:
September 11, 2017

Shipments to show site will not be accepted.

The show site HAS NO PROVISIONS TO ACCEPT SHIPMENTS.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

ADVANCE SHIPMENTS - WAREHOUSE (Includes 30 days storage)
Receive crated shipments at the warehouse, store up to 30 days prior to the show.
Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.....

DIRECT SHIPMENTS - SHOW SITE
ARE NOT PERMITTED

VAN LINE - CRATED - WAREHOUSE (THIS INCLUDES UPS GROUND AND FED EX)
For all van lines and specialized carriers including UPS Ground and Fed Ex.
Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.....

VAN LINE - UNCRATED / PAD WRAPPED - SHOW SITE
ARE NOT PERMITTED

LATE SHIPMENTS
Any SHIPMENT received after the show opens, add an additional.....

SHIPMENTS RETURNED TO WAREHOUSE
Crated material returned to the warehouse at the close of the show will be loaded on outbound carriers at the rate of \$25.00 per one hundred pounds (100 lbs.) for each shipment received plus an additional \$100.00 handling fee. We encourage all exhibitors to ship via Hollins Logistics.

200 lb. minimum charge applies to each shipment Hollins Exposition Services receives.

- Example 1: You shipped two boxes together via UPS weighing 75 lbs. each. The packages arrive as one shipment. This entire shipment will result in one minimum 200 lb. charge.
- Example 2: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times. This will result in TWO minimum 200 lb. charges.

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next 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 Hollins Exposition Services. This weight estimate will prevail.

SMALL PACKAGE HANDLING
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.
Maximum weight per shipment is 50 lbs.
\$43.00 for the first carton
\$22.00 for each additional carton, per shipment

SPECIAL SERVICES
Rates quoted above do not include the following services.
Local Pickups and Deliveries \$75.00 per hr. ST \$95.00 per hr. OT
Banding \$ 0.75 per ft. plus labor (1/2 hr. minimum)
Shrinkwrap \$25.00 per pallet plus labor (1/2 hr. minimum)

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$80.00 per 100 lbs.	200 lbs.
N/A	N/A
\$80.00 per 100 lbs.	200 lbs.
N/A	N/A
50%	50%

MATERIAL HANDLING LIMITS OF LIABILITY

Important Information! Please Read!

Hollins Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

- 1) Hollins Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) Hollins Exposition Services shall not be responsible for loss, theft, or disappearance of an exhibitor's materials after they have been delivered to the exhibitor's booth.
- 3) Hollins Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth for loading out after the show. "Bills of lading" furnished to Hollins Exposition Services by the exhibitor - covering outgoing shipments - will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- 4) Hollins Exposition Services 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 loss or damage to an exhibitor's material, which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to Hollins Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor, shall be construed as an acceptance by the exhibitor (and/or other shipper) of the terms and conditions as set forth in this document.
- 6) Hollins Exposition Services shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. Hollins Exposition Services shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. Hollins Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Hollins Exposition Services is limited to thirty cents (\$.30) per pound per article, with a maximum of fifty dollars (\$50.00) per item, and a maximum of one thousand dollars (\$1,000.00) per shipment. This applies while said goods are in Hollins Exposition Services' warehouse, vehicles for delivery, or possession at show site.
- 7) Claims for loss or damage which are not submitted to Hollins Exposition Services within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against Hollins Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) 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. No liability will be assumed by Hollins Exposition Services for such shipments.
- 9) Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or the exhibitor's representative. All previous labels should be removed or completely covered. Hollins Exposition Services assumes no responsibility for: errors to the aforementioned procedure, removal of containers with old empty labels - without Hollins Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Hollins Exposition Services will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.
- 11) To expedite removal of materials, Hollins Exposition Services shall have the authority - without further clearance from the exhibitor - to change designated carriers.
- 12) Labor and services ordered on behalf of an exhibitor by a display builder or other party, must be so authorized in a letter from the exhibitor. Payment for all labor and services will be the responsibility of the exhibitor.
- 13) Material handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out materials are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be the responsibility of the exhibitor.
- 14) Where an exhibitor indicates choice of carrier for pickup other than the Official Show Carrier, it is the exhibitor's responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of the exhibitor's material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
- 15) Hollins Exposition Services will not be responsible for material left behind without orders placed at the service desk. Material left behind without orders placed at the service desk may be classified as abandoned.
- 16) Hollins Exposition Services will not be responsible for any delay of rush shipments. We will expedite rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
- 17) 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. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood Hollins Exposition Services is not an insurer. Insurance, if any, must be obtained by the exhibitor. The amounts payable to Hollins Exposition Services hereunder are based on the value of the material handling services. The scope of Hollins Exposition Services liability is set forth in this document.



Mailing Address:
P. O. Box 49837
Greensboro, NC 27419
Phone: (336) 315-5225

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

**MATERIAL HANDLING
NOTIFICATION FORM**

PLEASE TYPE OR PRINT

COMPLETE AND RETURN TO THE ADDRESS ABOVE
(Retain a copy for your files)

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER(S)
ADVANCE SHIPMENTS Warehouse			
DIRECT SHIPMENTS Show Site	N/A	N/A	N/A

SHIPMENTS

SHIPPED FROM: (CITY) _____ (STATE) _____

CARRIER USED: _____

DATE SHIPPED: _____ ESTIMATED DATE OF ARRIVAL: _____

A Bill of Lading for all OUTBOUND SHIPMENTS must be completed and turned in at the Service Desk. DO NOT LEAVE YOUR BILL OF LADING AT YOUR BOOTH!!

Local cartage and storage services are available - rates furnished upon request.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" and hereby agree to the conditions as set forth therein.

PRINT NAME SIGNATURE

Attach separate sheets for multiple shipments if necessary.

PLEASE TYPE OR PRINT

NAME OF EVENT SIBA Annual Trade Show 2017

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



RUSH
DO NOT DELAY

DEADLINE DATE: September 11, 2017

TO: _____
(Name of Exhibiting Company)

Deliver to: SIBA EVENT _____ NAME OF EVENT: _____

C/O: HOLLINS EXPOSITION SERVICES
121 N. Chimney Rock Road
Greensboro, NC 27409

WAREHOUSE

EVENT: SIBA 2017 Annual Trade Show _____

BOOTH NO. _____ NO. OF _____ PCS.

CARRIER: _____



RUSH
DO NOT DELAY

DEADLINE DATE: September 11, 2017

TO: _____
NAME OF EVENT

Deliver to: My Table _____

C/O: HOLLINS EXPOSITION SERVICES
121 N. Chimney Rock Road
Greensboro, NC 27409

WAREHOUSE

EVENT: SIBA 2017 Annual Trade Show _____

BOOTH NO. _____ NO. OF _____ PCS.

CARRIER: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLEASE MAKE COPIES OF THE APPROPRIATE LABEL AND PLACE ONE ON
EACH PIECE SHIPPED TO INSURE PROPER DELIVERY.

ATTENTION

DO NOT RETURN
the forms that follow
this page to
HOLLINS EXPOSITION SERVICES.

*Should you require these services, please return the
respective form(s) directly to the appropriate vendor.*

EXHIBITOR ORDER FORM



Sheraton
NEW ORLEANS HOTEL

Video Equipment DAILY RATE (labor not included)

	Qty	Advanced*	**	Total
DVD / Blu-Ray Player		\$95.00	\$123.50	
46" Flat Panel Video & Computer Monitor***		\$565.00	\$734.50	
55" - 60" Flat Panel Video & Computer Monitor***		CALL	CALL	
Floor Stand for 46" or Larger Monitor		\$125.00	\$162.50	
Floor Stand for 46" or Larger Monitor WITH SHELF		\$175.00	\$227.50	

PLEASE SPECIFY IF STAND IS NEEDED

PSAV does not supply wall mounts or labor for mounting monitors to your hard sets

Labor - Per Hour (labor calculated on equipment ordered)		\$80.00		
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Computers and Accessories DAILY RATE (labor not included)

	Qty	Advanced*	**	Total
Laptop Computer with CD drive		\$245.00	\$318.50	
25' VGA Cable		\$25.00	\$35.50	
25' HDMI Cable		\$25.00	\$35.50	
21" Flat Panel Computer Monitor		\$145.00	\$188.50	

Please Note Specific Software/Hardware Needs:

Internet DAILY RATE (labor not included)

	Qty	Advanced*	**	Total
Basic Wireless Internet per Device		\$30.00	\$39.00	
Basic Wired Internet		\$200.00	\$260.00	
Additional Wired Internet per Device		\$75.00	\$125.00	

Basic connections are approx 1Mbps. For special HSIA / Bandwidth needs please call 504-592-8002 for availability and pricing.

Power DAILY RATE (labor not included)

	Qty	Advanced*	**	Total
5 AMP / 500 Watts		\$55.00	\$71.50	
15 AMP / 1500 Watts		\$135.00	\$175.50	
Additional Power Strip		\$20.00	\$26.00	
25' extension cord		\$20.00	\$26.00	

Additional labor may apply to under carpet or complex booth sets.

Labor Per Hour (minimum 1hr for service)		\$95.00		
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Rental Totals PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL				
SERVICE CHARGE (24% of Order Total)				
SUBTOTAL				
SALES TAX (11% of line Subtotal)				
TOTAL DUE				

*Advanced pricing if received by PSAV 10 days or more prior to installation.

**Pricing if received by PSAV less than 10 days prior to installation.

Customer Information

Show/Convention Name: _____

Show/Convention Dates: _____

Company/Organization Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Phone: _____

Delivery Information

On-Site Contact: _____

Booth #: _____

Ordering Instructions

- ⇒ To guarantee availability, orders should be faxed to 504-592-8020 or emailed no less than 10 days prior to show start date.
- ⇒ All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email address given above within 2 weeks prior to the show start date.
- ⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to Sheraton New Orleans and submit no less than 7 days prior to setup, and please confirm order total with PSAV representative prior to submitting check.
- ⇒ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for approval.
- ⇒ **ONLINE ORDER** - Create an account with boomer to order online!
<https://psav.boomerecommerce.com/Pages/Event/EventHome.aspx?E=292>
- ⇒ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum
- ⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Method of Payment

Name on Card: _____

Type of Card: ___ Visa ___ MasterCard ___ AMEX ___ Discover

Card Number: please call 504-592-8002 with payment information

Expiration Date: _____

Cardholder Signature: _____

Card ZIP Code: _____

Return for Processing

PSAV Sheraton New Orleans
500 Canal Street
New Orleans, LA 70130
Phone: 504-592-8002 Fax: 504-592-8020
Brett Weller - bweller@psav.com