

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms



121 North Chimney Rock Road
Greensboro, NC 27409

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

www.hollins-expo.com

Southeast Region of the WOCN Society Annual Conference

*July 25 - 27, 2016
Sheraton Four Seasons Hotel
Joseph S. Koury Convention Center
Greensboro, North Carolina*

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

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

GENERAL INFORMATION

HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the SE Region of the WOCN Society. 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 booth will be provided with:

- 8 ft. high back wall drape
- 3 ft. high side divider drape
- One 6 ft. skirted table
- One 7 in. x 44 in. booth identification sign
- Two chairs
- One wastebasket

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

NOTE: The exhibit hall floor is not carpeted.

(B) EXHIBITOR MOVE-IN SCHEDULE

Thursday, August 25, 2016
12:00 p.m. - 4:30 p.m.

EXHIBITOR MOVE-OUT SCHEDULE

Friday, August 26, 2016
7:30 p.m. - 8:30 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 7:30 p.m., Friday, August 25th. The exhibit hall must be cleared by 8:30 p.m. Outbound carriers must be checked in by 7:30 p.m. or freight will be forced with the show carrier.

(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 August 11, 2016, unless otherwise indicated. Orders received after August 11th, orders without payment and orders placed at the show will be processed at Standard Rates.

(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 Tuesday, August 23, 2016. 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 FOUR SEASONS -

The Sheraton Four Seasons is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. Should any freight be received by them, it will be consigned to Hollins Exposition Services and subject to the prevailing drayage rate ***PLUS an additional fee for handling.***

DIRECT SHIPMENTS TO THE SHOW SITE -

Hollins Exposition Services will receive direct shipments to the show site beginning Thursday, August 25, 2016. ***Shipments sent direct to show site prior to August 25th WILL BE REFUSED. Shipments sent to show site after show opens will be charged an additional handling fee.***

UPS LTL Freight Company is the on site show carrier, offering special rates and services. For information call UPS LTL Freight Trade Show Specialists at 800-988-9889.

(F) TAX

Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

(G) LABOR INFORMATION:

To assist you in planning your show participation in Greensboro, 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 **SE Region of the WOCN Society** 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

OFFICIAL CONTRACTORS

GENERAL SERVICE CONTRACTOR:

(Furnishings, Cleaning, Labor, Drayage)
HOLLINS EXPOSITION SERVICES
121 North Chimney Rock Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220

UTILITIES:

(Electrical, Telephone, Internet)
THE SHERATON FOUR SEASONS HOTEL GREENSBORO
1321 High Point Road
Greensboro, NC 27407
Phone: (336) 292-9161
Fax: (336) 292-9350

ADVANCE RECEIVING WAREHOUSE:

(Receiving and Storage of Exhibit Materials)
UPS LTL Freight Services
121 North Chimney Rock Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220

GROUND CARRIER:

(On Site Show Carrier)
UPS LTL FREIGHT COMPANY
Trade Show Specialist Division
Phone: (800) 988-9889
Fax: (804) 291-5353
ltl.upsfreight.com

UPS LTL Freight Company is the on site show carrier, offering special rates and services. For information call UPS's Trade Show Specialists at 800-988-9889.

To Order Online:

1. Log on to the Hollins Exposition Services website at
<https://gsohollins-expo.boomerEcommerce.com>
2. Enter the **User Name** and **Password** you have been assigned.
If you do not have your User Name and/or Password, please call Exhibitor Services at (336) 315-5225 or email sspano@hollins-expo.com for assistance
3. Once you are logged in, click the "Shop Now" tab. Use the menu tabs to select the appropriate category for the items you wish to order.
4. Enter the desired quantity for each item you wish to order, and click "**Add to Cart**".
5. Repeat steps 5 and 6 for each item you wish to order.
6. When you have completed your order, click "**View Cart**" at the top right to review your order. Once you are satisfied with your order, click "**Secure Checkout**".
7. Complete the required credit card information and click "**Apply Payment**".
8. Click "**Accept Terms and Conditions**" to proceed.
9. Once your order is processed, you will receive an email confirmation of your order. You may also print a copy of your order.
To print, click "**Your Acct**" at the top right. This will display your order history. Right click, and print the page.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at:

(voice) 336-315-5225 ext: 1



Mailing Address:
121 N. Chimney Rock Rd.
Greensboro, NC 27409
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ORDER FORM FOR FURNISHINGS AND CARPET

**Deadline Date For Discount Rate
August 11, 2016**

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	\$20.00	\$30.00
_____	Upholstered Arm Chair	32.00	48.00
_____	Upholstered Stool (30" High)	34.00	51.00

ACCESSORIES

_____	Pedestal Table (With Spandex Cover) (30" Round x 30" High)	\$35.00	\$52.50
_____	(30" Round x 42" High)	40.00	60.00
_____	(36" Round x 30" High)	40.00	60.00
_____	(36" Round x 42" High)	44.00	66.00
_____	Cocktail Table (White Laminate Top) (24" Round x 18" High)	30.00	45.00
_____	Cocktail Table (White Laminate Top) (36" x 20" x 115" High)	30.00	45.00
_____	Coat Tree	26.00	39.00
_____	Wastebasket	15.00	22.50
_____	Tripod Floor Easel	18.00	27.00

DISPLAY PANELS

_____	Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$85.00	\$127.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel (4' x 8' Double Sided / Vertical)	85.00	127.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	55.00	71.50

CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	\$ 85.00	\$ 127.50
_____	9' x 20' Carpet	170.00	255.00
_____	9' x 30' Carpet	255.00	382.50
_____	9' x 40' Carpet	340.00	510.00
_____	ft. x _____ft. Custom Cut Carpet - per sq. ft.	2.00	3.00
_____	ft. x _____ft. Carpet Padding - per sq. ft.	.65	.98
_____	ft. x _____ft. Visqueen Covering - per sq. ft.	.35	.53
_____	ft. Additional Taping - per linear ft.	.80	1.20

Carpet Color Preferred:

Red Blue Seafoam Silver Gray Hunter Green Black

SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	\$6.00/LF	\$9.00/LF
_____	Linear Feet of 3' High Drapery	4.00/LF	7.00/LF

WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
Standard Height (30" High)			
_____	2' x 4' Table - Draped	\$65.00	\$97.50
_____	2' x 4' Table - No Drape	35.00	39.00
_____	2' x 6' Table - Draped	75.00	52.50
_____	2' x 6' Table - No Drape	40.00	60.00
_____	2' x 8' Table - Draped	85.00	127.50
_____	2' x 8' Table - No Drape	45.00	67.50
_____	Drape Exhibitor Table	35.00	52.50
Counter Height (42" High)			
_____	2' x 4' Table - Draped	\$75.00	\$112.50
_____	2' x 4' Table - No Drape	40.00	60.00
_____	2' x 6' Table - Draped	85.00	127.50
_____	2' x 6' Table - No Drape	45.00	67.50
_____	2' x 8' Table - Draped	95.00	142.50
_____	2' x 8' Table - No Drape	50.00	75.00
_____	Drape Exhibitor Table	45.00	67.50

Draping Color Preferred:

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

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

* Optional 4th side draped: _____ ft. @ \$3.50 per linear ft. = _____

WOOD TABLE TOP RISERS & DRAPING

_____	1' x 4' Table Top Riser 12" High Riser - Draped	\$30.00	\$45.00
_____	Riser - No Drape	20.00	30.00
_____	1' x 6' Table Top Riser 12" High Riser - Draped	38.00	57.00
_____	Riser - No Drape	25.00	37.50

Draping: White Only

SUB TOTAL \$	_____
6.75% Sales Tax \$	_____
TOTAL \$	_____

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

NAME OF EVENT **SE Region WOCN Society** PLEASE TYPE OR PRINT

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address:
 121 N. Chimney Rock Rd.
 Greensboro, NC 27409
 Phone: (336) 315-5225
 Fax: (336) 315-5220

**ORDER FORM FOR
 CLEANING SERVICES**

**Deadline Date
 For Return of This Form
 August 11, 2016**

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

PLEASE TYPE OR PRINT

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning service required within your exhibit space, including disposal of debris generated during set-up, is the responsibility of the exhibitor.
 Note: All rental carpets ordered from Hollins Exposition Services are installed in clean condition.

PLEASE INDICATE SERVICE DESIRED

**BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA
 (100 Sq. Ft. Minimum Per Day)**

Rates

- DAILY — Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter. \$.36 per sq. ft. per day
- ONCE — Vacuum, empty wastebaskets and general cleaning ONCE before initial opening of exhibit. .40 per sq. ft.
- SHAMPOO — Shampoo ONCE before initial opening of exhibit. .80 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

SIZE OF BOOTH _____ x _____ = _____ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = \$ _____

NO CREDITS will be considered for service unless the exhibitor notifies the Service Desk that the service was not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

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.

NAME OF EVENT SE Region WOCN Society PLEASE TYPE OR PRINT

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (_____) _____ DATE _____



Mailing Address:
121 N. Chimney Rock Rd.
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220

ORDER FORM FOR INSTALLATION / DISMANTLE LABOR

**Deadline Date
For Return of This Form
August 11, 2016**

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

PLEASE TYPE OR PRINT

RATES:

Straight Time	\$75.00/HR	Overtime	\$100.00/HR	Doubletime	\$120.00/HR
8:00 AM to 5:00 PM Monday through Friday		5:00 PM to Midnight Monday through Friday		Midnight to 8:00 AM Monday through Sunday and all Holidays	
		8:00 AM to Midnight Saturday and Sunday			

— RATES ARE PER MAN PER HOUR — ONE HOUR MINIMUM PER MAN —

PLEASE INDICATE SERVICE DESIRED:

PLAN A - SUPERVISION BY HOLLINS EXPOSITION SERVICES
This plan is offered to have exhibits set prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Hollins Exposition Services. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 30% of the total labor bill, with a minimum of \$35.00 on installation and \$35.00 on dismantle.

To complete your exhibit to your satisfaction, we must receive the following information:

Total No. of: Crates _____ Cartons _____ Fiber Cases _____
Carpet: With Exhibit _____ Ordered from Hollins _____ Color _____ Size _____
Set-Up Plan/Photo: Attached _____ In Crate _____ Exhibit Shipped To: Warehouse _____ Show Site _____
Please provide an emergency contact: Name _____ Telephone No. (____) _____

Return shipping instructions are as follows:

Ship to: _____ Via: Common Carrier Air Freight
_____ Other _____
_____ Prepaid Collect

Please Note: Hollins Exposition Services will not be responsible for materials improperly packed and labeled by exhibitor personnel.

PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL
Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.
It is important that exhibitor check in at service desk to pick up men ordered. Exhibitor must also check men out at service desk upon completion of work. All work to be done under the supervision of exhibitor or exhibitor representative. If no date and time is indicated, no men will be assigned until exhibitor checks in at service desk. Supervisor will be: _____

NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED UNLESS A WRITTEN CANCELLATION ORDER IS RECEIVED BY 11:00 AM PRIOR TO THE DAY LABOR IS REQUESTED.

	No. of Men	X	Approx. Hrs.	X	Rate	=	PLAN B	+	SUPERVISION	=	PLAN A
					\$		\$		\$		\$
INSTALLATION											
DISMANTLE											
							TOTAL				TOTAL
							\$				\$

	Date	Start Time		Date	Start Time
INSTALLATION				DISMANTLE	

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

NAME OF EVENT SE Region WOCN Society PLEASE TYPE OR PRINT

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

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

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

PHONE (____) _____ DATE _____

IMPORTANT PLEASE READ

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

TO: (Exhibitor's Firm Name and Booth Number)
FOR: SE Region WOCN Society
C/O: Hollins Exposition Services
121 North Chimney Rock Road
Greensboro, NC 27409

**DO NOT SHIP ANY ADVANCE FREIGHT TO THE
KOURY CONVENTION CENTER. IT WILL BE REFUSED.**

Should any freight be received by the Koury Convention Center, it will be consigned to HOLLINS EXPOSITION SERVICES and subject to the prevailing drayage rate **plus an additional fee charged by the Koury Convention Center for handling.**

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.

**UPS LTL Freight Company is the on site show carrier, offering special rates and services.
For information call UPS's Trade Show Specialists at 800-988-9889.**



Mailing Address:
 121 N. Chimney Rock Rd.
 Greensboro, NC 27409
 Phone: (336) 315-5225
 Fax: (336) 315-5220

SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
 FOR: SE Region WOCN Society
 C/O: Hollins Exposition Services
 121 North Chimney Rock Road
 Greensboro, NC 27409

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
 FOR: SE Region WOCN Society
 C/O: Hollins Exposition Services
 Sheraton Four Seasons
 3121 Gate City Blvd.
 Greensboro, NC 27407

**Deadline for receiving advance shipments at warehouse:
August 23, 2016**

**Shipments to show site will not be accepted prior to:
August 25, 2016**

The show site HAS NO PROVISIONS TO ACCEPT SHIPMENTS PRIOR TO EXHIBITOR SET-UP PERIOD.

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

Receive shipments at the show site during set-up period only. 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 - THIS INCLUDES UPS GROUND AND FEDEX SHIPMENTS - WAREHOUSE

For all van lines and specialized carriers. 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 - THIS INCLUDES UPS GROUND AND FEDEX SHIPMENTS - SHOW SITE

For all van lines and specialized carriers with uncrated or specialized equipment. 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.

LATE SHIPMENTS

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

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$75.00 per 100 lbs.	200 lbs.
\$75.00 per 100 lbs.	200 lbs.
\$80.00 per 100 lbs.	200 lbs.
\$80.00 per 100 lbs.	200 lbs.
25%	25%

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. Minimum charge **\$50.00**.

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.

\$50.00 for the first carton

\$25.00 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 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:
 121 N. Chimney Rock Rd.
 Greensboro, NC 27409
 Phone: (336) 315-5225
 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			

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 **SE Region WOCN Society**

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 _____



R U S H
DO NOT DELAY

DEADLINE DATE: August 23, 2016

TO: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: SE Region WOCN Society

BOOTH NO. _____ **NO.** _____ **OF** _____ **PCS.**

CARRIER: _____



R U S H
DO NOT DELAY

CANNOT ARRIVE UNTIL: August 25, 2016

TO: _____
(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
Sheraton Four Seasons
3121 Gate City Blvd.
Greensboro, NC 27407

SHOW SITE

EVENT: SE Region WOCN Society

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.*

ELECTRICAL/TELEPHONE/INTERNET SERVICE ORDER FORM

Please complete and return with payment to:

Sheraton Greensboro Hotel

3121 W. Gate City Blvd.

Greensboro, NC 27407

Attn: Accounting

Fax: (336)292-9530

ALL ORDERS must be received 14 days prior to move-in to receive the advance price
For questions regarding additional services, please contact Sales and Catering (336-292-9161)

Event: _____

Event _____ Date: _____
Booth Number: _____

Exhibitor/Firm: _____

Address: _____

Telephone: _____

Authorized By: _____

Signature: _____ Date: _____

DESCRIPTION	Advance Rate	QUANTITY	Floor rate	TOTAL
ELECTRICAL*				
120 Volt Outlet (1 connection)	\$69.39* / each		\$96.08	
120 Volt Outlet (with use of powerstrip)	\$138.78* / each		\$165.46	
208 Single Phase 30 Amp	\$138.78* / each		\$165.46	
208 Three Phase 60 Amp	\$624.49* / each		\$651.18	
Additional electrical service used above ordered amount will result in additional charges as outlined to be paid prior to event closing. Electrical Service Note: If service above does not meet your specifications, list your full requirements on a separate sheet and submit with this form. Additional fees will apply and be quoted upon receipt.				
TELEPHONE				
Unrestricted House Phone – Access Fee <i>(9 plus number dialed)</i>	\$64.05* / per line		\$80.06	
INTERNET				
High Speed Wired Internet Access Email address to have Wired Internet access code sent to: _____ <small>*complimentary wireless for registered hotel guests</small>	\$250.00 / per line, per day		\$275.00	
TOTAL AMOUNT DUE			\$	

***NC State Sales Tax of 6.75% is applicable and has been added to the prices show above.**

PAYMENT: Payment must be included with this order form. Payment may be made by cash, check or credit card. **Note: A credit card guarantee is required for ALL telephone service.**

Amount Due: _____ Payment Method: Cash Check Credit Card

Credit Card Type _____ Number _____ Exp _____ Security Code _____

Order and pre-payment for requested service must be received 14 business days prior to show date in order to guarantee services at ADVANCE rate.

Do you need a receipt emailed/faxed to you? Please provide email address/fax _____