



49th Annual Navy and Marine Corps  
Public Health Conference  
March 19 - 25, 2010  
Hampton Roads Convention Center  
Hampton, VA

## Welcome Exhibitors!

DUNMAR EXHIBIT SERVICES (DES) is pleased to serve as the Official Service Contractor for the 49th Annual Navy and Marine Corps Public Health Conference.

**BOOTH PACKAGE:** Booths (10 x 10) will be set with 8' high back drape and 3' high side rails in the show colors Blue and White. The booth package includes:

- One (1) 6' Skirted Table
- Two (2) Chairs
- One (1) Wastebasket
- One (1) ID Sign

The above items are provided by Show Management and will be placed in your booth prior to your arrival.

### THE EXHIBIT HALL IS FULLY CARPETED

<b>Exhibitor Move-In:</b>	<b>Sunday, March 21, 2010</b> <b>Monday, March 22, 2010</b>	<b>12:00 p.m.</b> <b>10:00 a.m.</b>
<b>Exhibit Hours:</b>	<b>Monday, March 22, 2010</b> <b>Tuesday, March 23, 2010</b>	<b>10:30 a.m. – 2:30 p.m.</b> <b>9:30 a.m. – 2:00 p.m.</b>
<b>Box Lunch in Exhibit Hall:</b>	<b>Monday and Tuesday</b>	<b>11:00 a.m. – 1:00 p.m.</b>
<b>Exhibitor Move-Out:</b>	<b>Tuesday, March 23, 2010</b>	<b>After 2:00 p.m.</b>
<b>Freight Handling:</b>	Due to space restrictions, <b>the convention facility <u>may not</u> be able to receive advance freight. Please ship any advance freight to our Norfolk location by 3/15/2010.</b> A form is enclosed. Your freight will be placed in your booth prior to your arrival for exhibitor set-up. To have your freight forwarded at the close of the show, you will need to complete an outbound shipping bill of lading and return shipping labels. A Dunmar representative will be on site to assist you and collect your completed bill of lading. You will incur additional costs if you abandon your freight or exhibit. <b>DES will have priority on loading docks at all times.</b>	
<b>Electrical &amp; Phone:</b>	Electrical, Phone, & Internet service is provided by Hampton Roads Convention Center and will be charged separately. For your convenience, their form(s) have been provided in our show kit. You must return these orders directly to the Hampton Roads Convention Center for processing.	

*Please call Kathy Starnes at 757-461-8888 ext 214 if you have any questions.*

**See you at the show!**

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## **PAYMENT POLICY**

**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.**

- **DES** requires payment in full at the time services are ordered. **DES requires that you provide a credit card authorization with your initial order.** For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.
- **DISCOUNT PRICES:** To qualify for discount pricing, orders and FULL PAYMENT by a check drawn on U.S. Funds or a credit card must accompany your order and be received by the discount price deadline.
- **SHOW SITE ORDERS:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from DES the payment policy stated above applies. Payment must be received from the Third party prior to the contract date or such charges become the responsibility of the exhibiting firm.
- **METHOD OF PAYMENT:** Dunmar Exhibit Services accepts MasterCard, Visa, Discover, American Express, check and bank wire transfer. **Credit Card authorization is still required even if you pay by check.** Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. bank. Exhibitors will be charged a \$29.00 fee for returned NSF checks.
- **SALES/RENTAL TAX:** Sales & rental taxes (6%) will be added to all rentals and materials. If you are tax exempt, a copy of your Tax Exempt Certificate for Virginia must accompany your order. **ONLY** the 5% sales tax is exempt. The 1% rental tax is **MANDATORY** regardless of your organization.
- **CANCELLATIONS:** Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

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## PAYMENT & CREDIT CARD AUTHORIZATION

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

### CREDIT CARD CHARGE AUTHORIZATION (Please provide Security Code and Expiration date)

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS															
ACCOUNT NUMBER															
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE											CITY	STATE	ZIP	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL	
CARDHOLDER'S SIGNATURE								CARDHOLDER'S NAME - PRINT							
SECURITY CODE								EXPIRATION DATE							

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check however, we require your credit card authorization to be on file with DES. 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.

### CALCULATION OF ORDERS

	TOTAL FROM EACH FORM
Freight Handling	
Installation - Dismantle Labor	
Standard Furnishings	
Standard Carpet	
Booth Cleaning	
Audio Visual Equipment	
Plants	
Other Items (Specify)	
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

To simplify payments, send one check payable to Dunmar Exhibit Services for the entire amount or note the amount to be charged to your credit card.

<b>Charge My Credit Card in the Amount of</b>	<b>\$</b>
<b>Check Enclosed in the Amount of</b>	<b>\$</b>

Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502  
Tel (757) 461-8888 ext. 214 Fax (757) 461-5192

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**FREIGHT HANDLING  
ORDER FORM**

**ALL SHIPMENTS MUST BE PREPAID - COD SHIPMENTS WILL NOT BE ACCEPTED**

(Weight is based on incoming weight only – no allowance will be made for attrition during the show)

**Shipments received at advance warehouse:** Unloaded, stored up to 30 days, delivered to the unloading area of the exhibit facility; taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines, or common carrier at the show facility or returned to Warehouse for forwarding.

**Shipments received at exhibit facility:** Unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines or common carrier at the show facility or returned to Warehouse for forwarding.

**Overtime Surcharges** apply if shipments are handled before 8:00 AM or after 4:30 PM Monday through Friday, all day on Saturday, Sunday and Holidays or if shipments are handled during overtime hours due to scheduling conflicts beyond Dunmar's control. This surcharge will also apply to shipments that received past the Advance Shipment Deadline unless late shipping is cleared with a Dunmar representative.

**Storage:** In the event that only storage services is needed for empty crates or cartons rates are \$12.00 per small crate, \$32.00 per large crate and \$4.00 per carton with a \$24.00 minimum

<b>HANDLING IN &amp; OUT AT WAREHOUSE Advance Shipments To Warehouse &amp; Returned For Forwarding After Show</b>	<b>Incoming Weight Only Rounded Up to next 100 lbs.</b>		200 lb Minimum per Shipment	Estimated Charges
	Shipment Weight x LBS	Rate/100		
Crated, Cases, Cartons – Skidded ONLY	lbs.	47.50	95.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	30.00	30.00	
<b>Shipment Returned to Warehouse for Forwarding</b>	lbs.	15.00	30.00	
<b>HANDLING IN &amp; OUT AT SHOWSITE (Rec'd during installation period only!)</b>				
Crated, Cases, Cartons – Skidded ONLY	lbs.	45.00	90.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	20.00	20.00	
<b>Shipment Handled Out at Show Facility</b>	lbs.	10.00	20.00	
<b>SPECIAL SERVICES</b>				
Pallet Jack with Operator	hr.	35.00 per hr		
Forklift Service	hr.	55.00 per hr		
<b>Pick up &amp; Del. rates/late warehouse deliveries</b>				
Local Hauling – Van & 1 Man – Straight Time	hr.	65.00 per hr.		
Local Hauling – Van & 1 Man – Overtime	hr.	97.50 per hr.		
Other – Please call for information and prices				
<b>TOTAL ESTIMATED CHARGES</b>				<b>\$</b>

**WAREHOUSE SHIPPING ADDRESS:** To: Exhibitor's Firm Name  
For: Tradeshow Name  
C/o: Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502

**Freight must arrive by 3/15/2010**

**Dunmar Exhibit Services  
130 S. Military Highway  
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# FREIGHT HANDLING INFORMATION & POLICY

EXHIBITOR				<b>Advance Shipment DEADLINE 3/15/2010</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT		DATE	

### INBOUND SHIPMENT INFORMATION (Attach a separate sheet for multiple shipment)

Shipper (Name) \_\_\_\_\_ Shipped From (City) \_\_\_\_\_  
 Shipped Via (Truck Line, Airline Name) \_\_\_\_\_ Pro No. \_\_\_\_\_  
 Shipped On (Date) \_\_\_\_\_ Estimated Arrival Date \_\_\_\_\_  
 Total No. of Shipments \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

Inbound and Outbound traffic schedules are the responsibility of the Official Drayage Contractor. To ensure prompt handling of exhibit material in and out of the exhibit hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor.

**IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SHIPPING ARRANGEMENTS**, unless you elect to use the show Preferred Carrier. If electing to use the Preferred Carrier, please leave that space blank on the bill of lading. DES will forward all shipments to the carriers specified on the Bill of Lading you prepare, or by our preferred carrier within two business days.

**Outbound Shipping Instructions:** Information should be given to DES prior to, during the show or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Do not abandon your exhibit until a bill of lading has been prepared and turned into the Dunmar representative. **The materials must have shipping labels on them.** Freight remaining on the exhibit floor without proper instructions for disposition will be removed by DES and shipped with the information available at the time. Under no circumstances will DES be liable for shipping errors or costs subsequent to the show.

### Outbound Shipment Information:

Ship From:  Show Site if applicable (**Exhibitor must make shipping arrangements**)  
 Warehouse No. Pcs. \_\_\_\_\_ Weight \_\_\_\_\_ lbs.  
 Consigned to \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Ship By:  Dunmar Preferred Carrier  Other \_\_\_\_\_ Account No. \_\_\_\_\_

### Liability

DES will not be responsible for damage to uncrated or improperly packed materials, or concealed damage, loss or theft after items are placed in exhibitor's booth, or before we have removed items from the exhibit hall. DES will not be responsible for any loss, damage or delay resulting from acts of God, fire, strikes, lockouts, or work stoppages of any kind. Liability for any damage caused by Dunmar will be limited to 0.30 per pound, per article, not to exceed \$50.00 per article, and a maximum of \$1,000.00 per shipment. Please be sure all your exhibit equipment is properly insured against all hazards, including fire and theft, while in transit to and from the show and while at the show.

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# EXHIBIT INSTALLATION & DISMANTLE ORDER FORM

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

**SUPERVISION SERVICES**

**DES SUPERVISED (OK to Proceed)**      **Set Up Instructions should be included in shipment**

DES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.

A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision

**EXHIBITOR SUPERVISED (Do not Proceed)**

Exhibitor will supervise:

- Installation  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_
- Dismantle  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please confirm other starting times prior to the beginning of the show. Labor cancelled without 24 hours notice will be charged a one (1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

**EXHIBIT LABOR RATES**

**Times**

**Hourly Rates**

Straight Time	Between 8:00 AM and 4:30 PM Weekdays	\$48.00
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Saturday, Sunday & Holidays	\$58.00

A minimum of one (1) hour will be charged for each worker ordered. Labor will then be charged in one-half (1/2) hour increments. Gratuities in any form are prohibited.

Please estimate the number of workers and hours per worker needed below. Final charges will be calculated according to actual hours worked.

	No. Workers	x	Hours/Worker	=	Total Worker Hours	@ Rate	Total
Installation							
Dismantle							
Total Services Ordered							
Add 25% DES Supervision							
<b>Total Payment Enclosed</b>						<b>\$</b>	

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**Furniture & Accessories  
Order Form**

EXHIBITOR								<b>Discount Price Deadline 3/15/2010</b>	
ADDRESS				CITY	STATE		ZIP		
TELEPHONE				FAX					
EMAIL ADDRESS									
QUANTITY		REGULAR	DISCOUNT	TOTAL	QUANTITY		REGULAR	DISCOUNT	TOTAL
<b>Skirted Display Tables- 24"W x 30"H</b>					<b>Draped Risers</b>				
	4' Long Table	\$50.00	\$45.00			4' x 12" x 12"	\$35.00	\$30.00	
	6' Long Table	\$60.00	\$55.00			6' x 12" x 12"	\$45.00	\$40.00	
	8' Long Table	\$70.00	\$65.00		<b>Special Draping</b>				
<b>Skirted Display Tables- 24"W x 42"H</b>						3'H Linear ft.	\$3.50	\$3.00	
	4' Long Table	\$60.00	\$55.00			8'H Linear ft.	\$4.50	\$4.00	
	6' Long Table	\$75.00	\$70.00			12'H Linear ft.	\$6.50	\$6.00	
	8' Long Table	\$90.00	\$85.00		Special Drape / Riser Color (Circle One) Beige Black Blue Burgundy Hunter Green Silver Red White				
Table Skirt Color (circle one) Beige Black Blue Burgundy Hunter Green Silver Red White					<b>Carpet</b>				
<b>Furniture (and Round Tables with Cloths)</b>						9' x 10'	n/a	\$95.00	
	30" or 36" Round Table	\$60.00	\$55.00			9' x 20'	n/a	\$190.00	
	30" Cocktail Table 42"H	\$70.00	\$65.00			9' x 30'	n/a	\$285.00	
	Padded Counter Stool	\$50.00	\$45.00		<b>Custom Cut Carpet</b>				
	Black Folding Chair	\$22.00	\$15.00		_____ ft x _____ ft = _____ sq. ft				
	Easel	\$45.00	\$35.00		_____ sq.ft @ \$1.75 per sq. ft. installed = <input type="text"/>				
	Bag Holders	\$55.00	\$45.00		<b>Carpet Padding</b>				
	Wastebasket	\$11.00	\$8.00		_____ ft x _____ ft = _____ sq. ft				
	Stanchions & Chain	\$40.00	\$25.00		_____ sq.ft @ \$.75 per sq. ft. installed = <input type="text"/>				
Table Cloth Color (circle one) Red White Blue Black					Carpet Color (circle one) Blue Gray Red Teal Black				
<b>Display Panels</b>					<b>ALL CARPET AND PADDING MUST BE ORDERED IN ADVANCE</b>				
	Velcro Boards 4'x8'	\$90.00	\$75.00		SUBTOTAL				
	Custom Wood Frame Velcro Board 4'x8'	\$150.00	\$125.00		5% SALES TAX				
	Peg Boards w/ Pegs	\$150.00	\$125.00		1% RENTAL TAX				
	Peg Boards Circle One: _____ Horizontal or Vertical								
	Table Top Displays	\$150.00	\$125.00						
	Pop Ups Available – Call for Quote								
<b>TOTAL OF ALL ITEMS ORDERED WITH PAYMENT ENCLOSED</b>								<b>\$</b>	

**PRICE INCLUDES INSTALLATION, RENTAL AND REMOVAL**

Cancellation Policy: Items cancelled will be charged at 50% of the original price after move-in begins and 100% of the original price after installation

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**CLEANING  
ORDER FORM**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT		DATE	

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Cost of vacuuming will be invoiced on the total area of your booth based on **100 square foot minimum**.

**Please Note** – DES reserves the right to retract this service in the event there are less than five (5) orders. Exhibiting companies requesting this service will be notified if this occurs.

**BOOTH CLEANING SERVICES**      *PLEASE MARK YOUR SELECTIONS*

- Vacuum, Dust, Empty Wastebasket** Regular (No Discounts)
- Daily\* cost per square foot per day \$.25
- One Time (Prior to Show) cost per square foot \$.21

**Other** – Please Specify (Rates available upon request)

\_\_\_\_\_

**CALCULATION OF ORDER**

\* Calculate  days when ordering daily service    Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

	SQ. FT.	x	RATE	x	NO. DAYS	TOTAL
Vacuuming						
<b>Total All Lines</b>						\$
<b>Total Payment Enclosed</b>						\$

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## PLANT & FLORAL ORDER FORM

EXHIBITOR				<b>ORDER DEADLINE 3/15/2010</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT		DATE	

All plants are for rent only and **must be ordered in advance**. Rates are based on a standard 3-day show or less. To avoid substitutions, large orders should be placed as soon as possible. Dunmar Exhibit Services reserves the right to retract this service in the event there are less than 5 Exhibitors requesting this service. If this occurs, Exhibitors will be notified prior to show set-up.

### PLANTS (RENTAL) Add 1% Rental Tax to All Orders

Quantity	Item	Price	Total
	2' Green Plant	\$45.00	
	3' Green Plant	\$55.00	
	4' Green Plant	\$65.00	
	5' Green Plant	\$75.00	
	Large Fern	\$55.00	
	Mums (or Similar Flowering Plant)	\$45.00	
	<b>Custom Floral Arrangement (SALE ONLY)</b>	\$125.00	
		.	
		.	
		1% Rental Tax	
		<b>Total Payment Enclosed</b>	<b>\$</b>

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**AUDIO VISUAL &  
SOUND EQUIPMENT**

EXHIBITOR				<b>ORDER DEADLINE 3/15/2010</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

Audio Visual and Sound Equipment is available on an as needed basis. Equipment will be procured from local vendors at the best available rates and the vendor will install the equipment in your booth space. Damage to or loss of the equipment will be the responsibility of the exhibitor.

**AV Equipment (Special Order)**

**DAILY RATE**

Description	Qty.	Price per Day	No. of Days	Total
<b>19" LCD Computer Monitor</b> – includes table stand / input for computer video display only		\$145.00		
<b>26" LCD Computer Monitor</b> – includes table stand / adaptable for any video source		\$185.00		
<b>26" LCD Computer Monitor with Built in DVD &amp; Speakers</b> - includes table stand adaptable for any video source		\$225.00		
<b>32" LCD Computer Monitor</b> – includes table stand / adaptable for any video source		\$350.00		
<b>32" LCD Computer Monitor w/ attached speakers</b> – includes table stand adaptable for any video source		\$425.00		
<b>42" Plasma Video Monitor</b> – includes table stand / adaptable for any video source		\$495.00		
<b>50" Plasma Video Monitor</b> – includes table stand / adaptable for any video source		\$595.00		
<b>2000 Lumen LCD Projector</b>		\$300.00		
<b>8'x8' "Pop-Up" Screen</b> – front projection only		\$100.00		
<b>DVD Player</b>		\$115.00		
				<b>5% Sales Tax</b>
				<b>1% Rental Tax</b>
				<b>Total</b> \$

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# Dunmar Exhibit Services

Deliver by 3/15/2010

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibitor Services  
130 S. Military Hwy  
Norfolk, VA 23502

**WAREHOUSE**

Event: 49th Annual Navy and Marine Corps  
Public Health Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

# Dunmar Exhibit Services

Deliver by 3/15/2010

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibitor Services  
130 S. Military Hwy  
Norfolk, VA 23502

**WAREHOUSE**

Event: 49th Annual Navy and Marine Corps  
Public Health Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

**The above labels are provided for your convenience.  
Please place one on each piece shipped to ensure proper delivery.  
If you do not have your booth number you may leave that line blank.  
If more labels are needed copies are acceptable.**

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# Dunmar Exhibit Services

Do Not Deliver Before 3/18/2010

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibitor Services  
1610 Coliseum Drive  
Hampton, VA 23666

SHOW SITE

Event: 49th Annual Navy and Marine Corps  
Public Health Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

# Dunmar Exhibit Services

Do Not Deliver Before 3/18/2010

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibitor Services  
1610 Coliseum Drive  
Hampton, VA 23666

SHOW SITE

Event: 49th Annual Navy and Marine Corps  
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Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

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# EVENT SERVICES ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

**FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE**

Event Name: \_\_\_\_\_ Room/Booth #: \_\_\_\_\_


Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_


Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

UTILITIES	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
2000 watt Receptacle, 110 Volt, 18 Amps	\$ 50.00	\$ 70.00		
Extension Cord*	\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip*	\$ 20.00	\$ 20.00		
1 Phase, 208 Volt, 30 Amps	\$ 175.00	\$ 225.00		
1 Phase, 208 Volt, 60 Amps	\$ 250.00	\$ 300.00		
1 Phase, 208 Volt, 100 Amps	\$ 350.00	\$ 400.00		
1 Phase, 208 Volt, 200 Amps	\$ 475.00	\$ 525.00		
3 Phase, 208 Volt, 30 Amps	\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps	\$ 375.00	\$ 450.00		
3 Phase, 208 Volt, 100 Amps	\$ 425.00	\$ 500.00		
3 Phase, 208 Volt, 200 Amps	\$ 575.00	\$ 625.00		
Water Connection, 45 PSI, 1/2" Line	\$ 100.00	\$ 120.00		
Drain Connection, 2" Line	\$ 60.00	\$ 80.00		
 <b>Total Utility Order</b>				\$

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Analog Phone Line	\$ 150.00	\$ 175.00		
Standard Desk Telephone	\$ 25.00	\$ 25.00		
Basic Internet Connection Fee per day	\$ 200.00	N/A		
Internet Connection to External Host Server per day (includes one port open & one port close)	\$ 350.00	N/A		
Each Additional IP Address per event	\$ 100.00	N/A		
Each Additional Port Open or Port Close per event	\$ 100.00	N/A		
 <b>Total Telecommunications Order</b>				\$

\*Add 5% Tax to all Equipment Orders \$

<b>Total Utilities + Telecommunications+Tax</b>	<b>\$</b>
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### METHOD OF PAYMENT

PAYMENT METHOD:  CHECK  AMERICAN EXPRESS  MASTERCARD  VISA

Credit Card Holder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make Checks Payable To: **Hampton Roads Convention Center** • Our Tax ID Number is 54-6001336

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM**

# IMPORTANT CONDITIONS AND REGULATIONS

## Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

## Schedule

1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call (757) 315-1623 to confirm receipt.

2. Services ordered within 48 hours of event commencement may not be available. **PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.**

3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an additional cost.

## Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

## Utilities Notes:

1. Only one outlet will be provided for each power line ordered.
2. Power cannot be shared between booths.
3. Power is located in the most convenient location unless noted on form (see below).
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.
6. Exhibitors should provide their own power conditioning for sensitive equipment.
7. Any motor larger than 1/2 hp must have a safety switch.
8. HRCC is not responsible for voltage or frequency variances.
9. Rates Quoted cover bringing of service to the booth and does not include connection of equipment.
10. All power is provided from the floor.
11. All exhibits must be wired in accordance with the National Electric Code.
12. Any changes in power location after installation will reflect a one hour labor charge.
13. All electrical and plumbing work must be performed by the HRCC staff.
14. All wiring or electrical work done on exhibitor equipment will be charged on a time and material basis.
15. **Tagging of equipment for proper voltage, phase, connections, etc. is the responsibility of the exhibitor.**

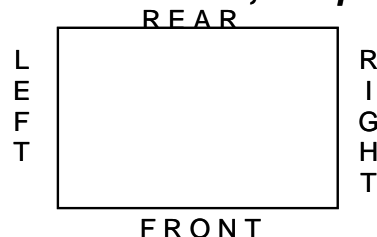
## Telecommunications Notes:

1. Phone services consist of tone dialing, analog lines with high speed data switching capabilities.
2. Dialing restrictions are enforced for all other than local, toll-tree, and credit card calls (i.e. there is no charge for local and/or toll-free calls).
3. An acceptable credit card is required for any service other than local. Your credit card will be charged for all long-distance calls at a rate of \$0.20 per minute.

**It is ESSENTIAL that you indicate your booth number for service. Thank you!**

**Indicate location of service below, if required.**

Booth# \_\_\_\_\_





# Credit Card Form

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Dollar Amount: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, give SMG / Hampton Roads Convention Center authorization to charge the dollar amount as indicated above to my credit card as listed below.

Please check the appropriate form of payment:

American Express

Visa

MasterCard

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Card Holder Name:

\_\_\_\_\_  
Card Holder Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Billing Address: City State Zip Code

\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
Fax Number: