

Exhibits, Inc.

2505 Glen Center Street
Richmond, VA 23223

Phone: (804) 788-4400 Fax: (804) 788-0186

xhibitsinc.com

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

ACFSA 2011 VENDOR SHOW

A promotional graphic for the ACFSA 2011 Vendor Show. The top half shows a street view of a brick building on the left and a large white and blue ferry boat on the water on the right. The bottom half features a night cityscape of Norfolk, Virginia. The text 'August 14-17, 2011' is written in a white, cursive font across the middle. Below that, 'Norfolk, Virginia' is written in a white, serif font, followed by '2011 Annual International Conference' and 'Save the Date!' in a smaller white font. The ACFSA logo is in the bottom left corner, and the City of Norfolk seal is in the bottom right corner.



EXHIBITS INCORPORATED

2505 Glen Center St. Richmond, VA 23223 (804) 788-4400 - Phone (804) 788-0186 - Fax XhibitsInc.com

ACFSA 2011 VENDOR SHOW

NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA - AUGUST 14-17, 2011

October 18, 2010

DEAR EXHIBITOR:

EXHIBITS, INC. is pleased to advise that we have been appointed the Official Service Contractor for the above named event.

The following pages in this exhibitor kit contain very important information and order forms for the upcoming Vendor Show. Please make sure that you read and understand all pages, as well as complete and return any necessary forms for services needed.

The following will be provided for each booth:

- *8 ft. high pipe & flame resistant fabric backdrops
- *3 ft. high pipe & flame resistant fabric siderails
- *(1) 6 ft. x 2 ft. x 29" high draped table
- *(2) chairs
- *(1) wastebasket with liner
- *(1) 7" x 44" booth identification sign

Please note that the exhibit area IS carpeted. If you would like to order additional furnishings, other than what is provided, for your booth, please complete the enclosed Rental Order Form and return to Exhibits, Inc. along with the Payment Policy Form.

Exhibits, Inc. is the official drayage and material handling provider for the Vendor Show. If you are shipping in material(s) for the event, please familiarize yourself with the Drayage & Material Handling Forms. These contain information regarding advance and direct shipping addresses, shipping deadlines and terms and conditions for handling of your materials. Please make sure that you complete the form, along with the Payment Policy Form and return to Exhibits, Inc. prior to your material(s) arriving. Address labels have also been included with in this kit for your convenience.

If you will require labor services, please read and complete the enclosed Labor Order Form. This form needs to be returned to Exhibits, Inc. along with the Payment Policy Form.

If you will require electrical, telecommunications and or Internet/Wireless services, please read and complete the appropriate form and return promptly to the facility/company listed on each form. Please note that these forms are not to be returned to Exhibits, Inc.

And finally, we would like to thank you for allowing us to be a part of your event. If you have any questions or concerns, please contact our office. We are all proud to serve you and are eager to help make this event a HUGE success!

See you at the Show -

Exhibits, Inc.



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223

Phone (804) 788-4400

Fax (804) 788-0186

XhibitsInc.com



Orders must be received one week prior to show date in order to receive the advance price.

RENTAL ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**

CANCELLATION POLICY:

Items cancelled after move-in begins will be charged 50% of original price.

6/2008

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

PLEASE NOTE: THE EXHIBIT AREA IS CARPETED - ONLY ORDER IF YOU PREFER A SOLID COLOR LISTED BELOW!

| CARPET | | | |
|------------------------------|---------------|-------------|--------|
| Qty. | Advance Price | Show Price | Amount |
| 10'x 10' Carpet | \$135.00 | \$161.00 | |
| 10'x 20' Carpet | \$260.00 | \$320.00 | |
| 10'x 30' Carpet | \$392.00 | \$480.00 | |
| ____ft. x ____ft. Carpet | 2.70/sq.ft. | 3.95/sq.ft. | |
| ____ft. x ____ft. Green Turf | 1.38/sq.ft. | 2.69/sq.ft. | |

Carpet Colors

Red Blue Hunter Green Gold Grey
 Burgundy Teal Plum Black

| SEATING | | | |
|------------------------------|---------|---------|--|
| Upholstered Arm Chair | \$54.00 | \$68.00 | |
| Upholstered Side Chair | \$50.00 | \$61.00 | |
| Molded Plastic Side Chair | \$45.00 | \$52.00 | |
| Molded Plastic Folding Chair | \$31.00 | \$36.00 | |
| High Back Stool | \$50.00 | \$54.00 | |
| High Stool | \$27.00 | \$36.00 | |

| ACCESSORIES | | | |
|---------------------------------|---------|---------|--|
| Waste Basket with Liner | \$21.00 | \$27.00 | |
| Floor Easel | \$31.00 | \$36.00 | |
| Chrome Stanchions | \$45.00 | \$54.00 | |
| 8 Ft. Red Velour Ropes | \$35.00 | \$45.00 | |
| Corner Table-24"x24"x15"high | \$45.00 | \$54.00 | |
| Cocktail Table-Round x 15" high | \$49.00 | \$61.00 | |
| 22"x 28" Chrome Sign Holder | \$61.00 | \$79.00 | |

| PEGBOARD/DISPLAY PANELS | | | |
|-----------------------------------|----------|----------|--|
| 4'x 8' Pegboard (Vert. or Horiz.) | \$109.00 | \$137.00 | |
| 4'x 8' Grey Cloth Display Panel | \$141.00 | \$174.00 | |

| TABLE WITH DRAPE | | | |
|--------------------------|---------------|------------|--------|
| Qty. | Advance Price | Show Price | Amount |
| 4'x 2' Standard 30" High | \$76.00 | \$94.00 | |
| 6'x 2' Standard 30" High | \$87.00 | \$106.00 | |
| 8'x 2' Standard 30" High | \$97.00 | \$121.00 | |
| 4'x 2' Raised 42" High | \$97.00 | \$122.00 | |
| 6'x 2' Raised 42" High | \$109.00 | \$136.00 | |
| 8'x 2' Raised 42" High | \$120.00 | \$147.00 | |

Draped tables include vinyl top and pleated skirt on three sides.

Drape Colors

Red White Blue Hunter Green Plum Expo Green
 Gold Black Grey Burgundy Teal Beige

| FOURTH SIDE TABLE DRAPE | | | |
|-------------------------|---------|---------|--|
| 30" High Table | \$19.00 | \$37.00 | |
| 42" High Table | \$25.00 | \$44.00 | |

| ROUND TABLES & LINENS | | | |
|-----------------------------|---------|---------|--|
| 4' Round Table | \$54.00 | \$67.00 | |
| 5' Round Table | \$66.00 | \$80.00 | |
| 24" Round Pedestal Table | \$41.00 | \$49.00 | |
| 90" Round White Table Linen | \$34.00 | \$54.00 | |

Round Tables do not come with a linen unless a linen is ordered.

| TABLE TOP RISERS & DRAPING | | | |
|-----------------------------|---------|---------|--|
| 4'x 1'x 12" Table Top Riser | \$21.00 | \$29.00 | |
| 4'x 1'x 12" Riser / Draped | \$45.00 | \$54.00 | |
| 6'x 1'x 12" Table Top Riser | \$34.00 | \$41.00 | |
| 6'x 1'x 12" Riser / Draped | \$54.00 | \$67.00 | |

Drape Colors

Red White Blue Hunter Green
 Gold Black Grey Burgundy

*Show colors will be used if no color is indicated where required.
(i.e. carpet, table draping)

PLEASE RETURN ONE COPY TO EXHIBITS, INC.
AND RETAIN A COPY FOR YOUR FILES.

FULL PAYMENT MUST ACCOMPANY ALL ORDERS
US FUNDS ONLY!

Please print or type below:

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event: **ACFSA 2011 VENDOR SHOW
NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
AUGUST 14-17, 2011**

Telephone No. _____

Fax _____

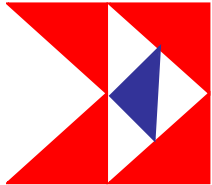
Title _____

E-mail _____

Booth No. _____

TOTAL YOUR ORDER HERE

| | | |
|-------------------------|-----------|--------------|
| Sub-Total | \$ | _____ |
| 5% Sales Tax (Required) | \$ | _____ |
| TOTAL DUE | \$ | _____ |



EXHIBITS, INC.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186



DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

XhibitsInc.com

If you will be shipping freight, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, including storage of up to 30 days prior to the show. Delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. **ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT**

RATES: 55.00 PER CWT per shipment. 2 CWT MINIMUM OR \$110.00 per shipment.

| | |
|---|---|
| ADVANCE SHIPPING ADDRESS Receiving Hours: Monday - Friday, 8:30am - 4:00pm Advance Shipments must be received by Friday, August 12, 2011! | YOUR COMPANY NAME BOOTH# _____ ACFSA 2011 Vendor Show c/o EXHIBITS, INC. 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23455 |
|---|---|

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during installation period ONLY! Includes unloading freight and delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock. **ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT**

RATES: \$52.00 PER CWT per shipment. 2 CWT MINIMUM OR \$104.00 per shipment.

| | |
|---|---|
| DIRECT SHIPPING ADDRESS Direct Shipments will only be Received on Monday, August 15, 2011 between 7:00am - 8:00 pm & on Tuesday, August 16, 2010, between 6:30am - 8:30am! | YOUR COMPANY NAME BOOTH# _____ ACFSA 2011 Vendor Show Norfolk Waterside Marriott c/o EXHIBITS, INC. 235 E. Main Street Norfolk, VA 23510 |
|---|---|

NOTE: Billed weight is based on incoming weight only. The weight 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 Exhibits, Inc. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, models, machinery, etc....

SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.
Rate \$87.00 per hour S.T. AND/OR \$128.00 per hour O.T. - - 1 hour minimum charge per each Forklift pick-up
- Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$35.00 per CWT - Minimum charge \$105.00 Please list carrier that will be picking up: _____
- When crate and carton storage only are needed
Rates \$17.00 per small crate, \$36.00 per large crate, \$8.00 per carton - - \$30.00 minimum
- Truck and driver rates for special pickup and deliver/late warehouse deliveries
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$50.00 per pallet.

(*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)

Your Company _____ Telephone No. _____
Street Address _____ Fax No. _____
City _____ State _____ Zip _____
Authorized By (Print name) _____ Signature _____
Weight _____ No. of pieces _____ Estimated Arrival _____
(# of CWT's) x \$ _____ (Rate) = TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____

| | |
|--|---|
| ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER | TOTAL AMOUNT SPECIAL SERVICES: \$ _____ GRAND TOTAL DUE THIS ORDER: \$ _____ |
|--|---|

Name of Event: **ACFSA 2011 VENDOR SHOW
NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
AUGUST 14-17, 2011**

Booth No. _____

LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY

- A. Exhibits, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Exhibits, Inc. by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Exhibits, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Exhibits, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Exhibits, Inc. maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Exhibits, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Exhibits, Inc. reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Exhibits, Inc. will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!

THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES FOR RECEIVING OR STORING MATERIALS.

Materials to arrive prior to set-up days must be shipped to Exhibits, Inc. (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

WHEN USING SERVICE A and/or SERVICE B:

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to the Exhibits, Inc. service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Exhibits, Inc. can not make these arrangements.

The consignment or delivery of a shipment to EXHIBITS, INC. by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Exhibits, Inc. is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Exhibits, Inc. reserves the right to reassign shipments to another air freight company.

EXHIBITS, INC. RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, EXHIBITS, INC. WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Exhibits, Inc. prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Exhibits, Inc. is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.
All rates as quoted are based upon prevailing rates and are subject to change without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

EXHIBITS, INC. RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.

ADVANCE SHIPPING LABELS

Must be RECEIVED on or before FRIDAY, AUGUST 12, 2011

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455

Piece # _____ of _____

DIRECT SHIPPING LABELS

WILL ONLY BE RECEIVED ON MONDAY, AUGUST 15, 2011, BETWEEN 7:00AM - 8:00PM & ON
TUESDAY, AUGUST 16, 2011, BETWEEN 6:30AM - 8:30AM!

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

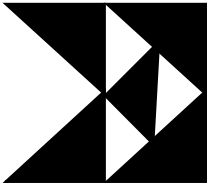
ACFSA 2011 VENDOR FAIR
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ACFSA 2011 VENDOR FAIR
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

XhibitsInc.com

EXHIBIT LABOR ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**



All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. The provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost.

Straight time rate of \$60.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$92.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$50.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HALF HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor will furnish supervision or if Exhibits, Inc. is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Exhibits, Inc. cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

| LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM | | | | | | | |
|--|------|----------|---------|----------|-------------|--------------------|-------|
| DESCRIPTION | DATE | # OF MEN | TIME IN | TIME OUT | TOTAL HOURS | RATE | TOTAL |
| INSTALLATION LABOR | | | | | | | |
| DISMANTLING LABOR | | | | | | | |
| | | | | | | SUB-TOTAL | |
| | | | | | | SUPERVISION CHARGE | |
| | | | | | | GRAND TOTAL | |

Exhibitor will furnish supervision for Installation Dismantling
Exhibits, Inc. to furnish supervision for Installation Dismantling

Exhibitor supervisor: His/Her name is: _____ Telephone No. _____

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____

(Print Name)

Name of Event _____ Booth No. _____

**ACFSA 2011 VENDOR SHOW
NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
AUGUST 14-17, 2011**

Norfolk Waterside Marriott

235 East Main Street
Norfolk, VA 23510
Fax: 757-628-6452

ELECTRICAL/ UTILITY / TELEPHONE / INTERNET SERVICES ORDER FORM

Group Name: _____
Show Date(s): _____

Please indicate the type of service(s) needed. All requests for service must be received at least 10 days prior to the event. All requests received after this will include a \$25.00 late fee. (NOTE: Charges are on a per day basis)

Exhibitor Information:

| | | |
|---|---------------|------------------|
| Name of Company: | | |
| Name of Person Requesting Service: | | |
| Telephone Contact Number: | Fax Number: | |
| E-mail Address: | | |
| Company Address: | | |
| Booth # | Connect Date: | Disconnect Date: |
| On- Site Contact if different from requestor: | | |

ELECTRICAL/UTILITY

The City of Norfolk requires that no electrical equipment or apparatus be connected unless it conforms to the Norfolk electrical code. All electrical apparatus and splices must be installed in a metal enclosure to prevent the emission of sparks. All metal raceways, metal lighting fixtures, and metal housings of electrically powered equipment must be grounded. Flexible cords and cables less than #14 gauge are not permitted.

110/120V: Guest must supply rated cable and rated male and female plugs.

| Amps | # of Outlets Needed | Price per Day | # of Days | Cost |
|-------------------|---------------------|---------------|-----------|------|
| 7 Amps | x | \$40.00 | X | = |
| 20 Amps Dedicated | x | \$120.00 | X | = |

220 VOLTS-SINGLE PHASE: Guest must supply rated cable and rated male and female plugs.

| Amps | # of Outlets Needed | Price per Day | # of Days | Cost |
|---------|---------------------|---------------|-----------|------|
| 60 Amps | x | \$250.00 | X | = |

Note: Booths requiring this service must be located against the service aisle wall in Norfolk I or Norfolk VI

3-Phase: Guest must supply rated cable and rated male and female plugs.

| Amps | # of Outlets Needed | Price per Day | # of Days | Cost |
|----------|---------------------|---------------|-----------|------|
| 100 Amps | x | \$300.00 | X | = |
| 250 Amps | x | \$450.00 | X | = |

Audio Visual Requests

| Item | Quantity | Price Per Show | | Cost |
|------------------------|----------|----------------|---|------|
| 20" Widescreen LCD | x | \$225.00 | X | = |
| 37" Widescreen LCD | x | \$295.00 | X | = |
| 42" Widescreen LCD | X | \$395.00 | X | = |
| Laptop Computer | X | \$225.00 | X | = |
| Tripod Screen 5' or 6' | X | \$55.00 | X | = |
| | X | | X | = |
| | X | | X | = |
| | | | | |

TELEPHONE

Important Notice: Telephone lines cannot be ordered without the necessary pre-payment. Request must be received a minimum of 10 days prior to installation to ensure availability! The Hotel/Convention Center reserves the right to refuse and requests for service that is deemed unsafe or ill advised.

Type of Service Requested: **Telephone Line Installation: \$100.00 per line per day

| Type | Quantity | Access | | |
|----------------------|----------|------------|----|-----|
| | | House Line | In | Out |
| 1. Telephone Line | | | | |
| 2. Credit Card Swipe | | | | |
| 3. Fax Line | | | | |

INTERNET

| Wireless or Wireless | # of Lines Needed | Price per Day | # of Days | Cost |
|----------------------|-------------------|------------------------|-----------|------|
| | x | \$350.00 then \$150.00 | x | = |

PRICING:

\$350.00 for first line for the first day and **\$150.00** each additional day used. **\$150.00** for each additional line that is needed-per day.

Please note you must bring hubs, routers, cables, (Only one Cat 5 connection cable will be provided by the hotel) and any additional equipment if you are connecting numerous computers.

Cancellation Policy:

If you wish to cancel, cancellation notice must be received by E-Mail at , nneary@marriottnorfolk.com least 48 hours in advance. If you cancel upon less than 48 hours notice, you will be obliged to pay 50% of the fees.

Total Services = \$ _____
Plus Tax (5%)
TOTAL AMOUNT DUE WITH TAX: \$ _____

Note: Credit Cards will be charged before service is provided. Must provide Front & Back Copy of the CC.

| |
|--|
| Type of Payment: _____ Check _____ Visa _____ MasterCard _____ American Express _____ Discover _____ |
| Credit Card Number: _____ Exp. Date: _____ |
| Print Cardholder Name _____ Signature _____ |
| Company Requesting Service: _____ |
| Address: _____ |
| Phone Number: _____ Fax Number: _____ Email _____ |

Please return form with payment to: Norfolk Waterside Marriott

| |
|--|
| <p>Attn: Event Planner Assistant 235 East Main St. Norfolk, VA 23510 TEL. (757) 628-6436 FAX (757) 628-6452</p> |
|--|