

Exhibits, Inc.

2505 Glen Center Street
Richmond, VA 23223

Phone: (804) 788-4400

Fax: (804) 788-0186

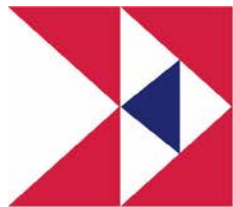
xhibitsinc.com

OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

ACFSA 2018 VENDOR SHOWCASE





EXHIBITS INCORPORATED

2505 Glen Center Street Richmond, VA 23223 / 5770 Thurston Ave., Suite 106 Virginia Beach, VA 23455
(804) 788-4400 - Phone (804) 788-0186 - Fax www.Xhibitsinc.com

ACFSA 2018 VENDOR SHOWCASE

NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA - SEPTEMBER 16-19, 2018

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.

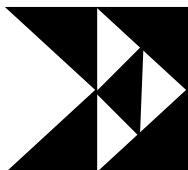
If you will require labor services, please read and complete the enclosed Labor Order Form. This form needs to be returned to Exhibits, Inc. along with the Payment Policy Form.

If you will require electrical, telecommunications and or Internet/Wireless services, please read and complete the appropriate forms 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.



XhibitsInc.com

Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223

Phone (804) 788-4400

Fax (804) 788-0186



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.

Email customer_service@xhibitsinc.com

1/2018

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

PLEASE NOTE: 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	\$149.00	\$177.00	
10'x 20' Carpet	\$289.00	\$353.00	
10'x 30' Carpet	\$433.00	\$529.00	
____ ft. x ____ ft. Carpet	3.00/sq.ft.	4.50/sq.ft.	
____ ft. x ____ ft. Carpet Padding	.80/sq.ft.	1.00/sq.ft.	

Carpet Colors

☐ Red ☐ Blue ☐ Hunter Green ☐ Gold ☐ Grey
☐ Burgundy ☐ Teal ☐ Plum ☐ Black

SEATING

Upholstered Arm Chair	\$60.00	\$75.00	
Upholstered Side Chair	\$56.00	\$67.00	
Molded Plastic Side Chair	\$49.00	\$58.00	
Molded Plastic Folding Chair	\$35.00	\$40.00	
High Back Stool	\$56.00	\$60.00	
High Stool	\$30.00	\$40.00	

ACCESSORIES

Waste Basket with Liner	\$23.00	\$29.00	
Floor Easel	\$35.00	\$40.00	
Chrome Stanchions	\$49.00	\$60.00	
8 Ft. Red Velour Ropes	\$39.00	\$49.00	
22"x 28" Chrome Sign Holder	\$67.00	\$87.00	

PEGBOARD/DISPLAY PANELS

4'x 8' Pegboard (Vert. or Horiz.)	\$120.00	\$151.00	
4'x 8' Grey Cloth Display Panel	\$155.00	\$198.00	

TABLE WITH DRAPE

Qty.	Advance Price	Show Price	Amount
4'x 2' Standard 30" High	\$84.00	\$104.00	
6'x 2' Standard 30" High	\$96.00	\$117.00	
8'x 2' Standard 30" High	\$107.00	\$133.00	
4'x 2' Raised 42" High	\$107.00	\$133.00	
6'x 2' Raised 42" High	\$120.00	\$150.00	
8'x 2' Raised 42" High	\$132.00	\$162.00	

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	\$21.00	\$41.00	
42" High Table	\$27.00	\$48.00	

ROUND TABLES & LINENS

4' Round Table	\$60.00	\$73.00	
5' Round Table	\$72.00	\$88.00	
24" Round Pedestal Table	\$45.00	\$54.00	
90" Round White Table Linen	\$38.00	\$57.00	

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	\$23.00	\$31.00	
4'x 1'x 12" Riser / Draped	\$49.00	\$60.00	
6'x 1'x 12" Table Top Riser	\$38.00	\$45.00	
6'x 1'x 12" Riser / Draped	\$60.00	\$73.00	

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!

TOTAL YOUR ORDER HERE

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

Please print or type below:

Your Company _____

Address _____

City _____ State _____ Zip _____

Authorized By (Print name) _____

Signature _____

Name of Event **ACFSA 2018 VENDOR SHOWCASE**

Telephone No. _____

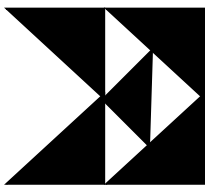
Fax _____

Title _____

E-mail _____

Booth No. _____

**NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
SEPTEMBER 16-19, 2018**



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223

Phone (804) 788-4400

Fax (804) 788-0186

XhibitsInc.com

Email: customer_service@xhibitsinc.com

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!

★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★

NAME OF EVENT: ACFSA 2018 VENDOR SHOWCASE
EVENT LOCATION: NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
EVENT DATE: SEPTEMBER 16-19, 2018

YOUR BOOTH #

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY EXHIBITS, INC. FOR THE EVENT LISTED ABOVE.

• TERMS •

DISCOUNT PRICES only apply to advance orders with payment IN FULL, including 6% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 6% VA sales tax.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL AND/OR TELECOMMUNICATION ORDERS SHOULD BE MAILED AND PAID TO THE FACILITY ON THE ORDER FORM FOR THAT SERVICE.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: _____ DATED: _____ CHECK TOTAL: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) ☐ MasterCard ☐ Visa ☐ American Express

EXPIRATION DATE

ACCOUNT NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CVC 3 (or) 4 DIGIT CODE

--	--	--	--

MONTH

YEAR

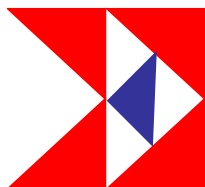
SIGNATURE: _____

PLEASE PRINT CLEARLY: Cardholders Name: _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



EXHIBITS, INC.

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



XhibitsInc.com

DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

Email customer_service@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: 58.00 PER CWT per shipment. 2 CWT MINIMUM OR \$116.00 per shipment.

ADVANCE SHIPPING ADDRESS

Receiving Hours: Monday - Friday, 8:30am - 4:00pm

**Advance Shipments must be received
by Friday, September 14, 2018!**

YOUR COMPANY NAME BOOTH# _____
ACFSA 2018 VENDOR SHOWCASE
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: \$55.00 PER CWT per shipment. 2 CWT MINIMUM OR \$110.00 per shipment.

DIRECT SHIPPING ADDRESS

**Direct Shipments will only be Received
on Monday, September 17, 2018 between 7:00 am - 8:00 pm & on
Tuesday, September 18, between 6:30 am - 8:30 am**

YOUR COMPANY NAME BOOTH# _____
ACFSA 2018 VENDOR SHOWCASE
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)

1. 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
2. Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$37.00 per CWT - Minimum charge \$111.00 Please list carrier that will be picking up: _____
3. 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
4. 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.
5. Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
6. 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)

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

TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____
TOTAL AMOUNT SPECIAL SERVICES: \$ _____
GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event **ACFSA 2018 VENDOR SHOWCASE** Booth No. _____
NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
SEPTEMBER 16-19, 2018

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, SEPTEMBER 14, 2018

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

**ACFSA 2018 VENDOR SHOWCASE
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455**

Piece # _____ of _____

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

**ACFSA 2018 VENDOR SHOWCASE
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455**

Piece # _____ of _____

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

**ACFSA 2018 VENDOR SHOWCASE
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455**

Piece # _____ of _____

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

**ACFSA 2018 VENDOR SHOWCASE
C/O EXHIBITS, INC.
5770 THURSTON AVE., SUITE 106
VIRGINIA BEACH, VA 23455**

Piece # _____ of _____

DIRECT SHIPPING LABELS

WILL ONLY BE RECEIVED ON MONDAY, SEPTEMBER 17, 2018, BETWEEN 7:00AM - 8:00PM & ON
TUESDAY, SEPTEMBER 18, 2018, BETWEEN 6:30AM - 8:30AM!

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

ACFSA 2018 VENDOR SHOWCASE
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

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

ACFSA 2018 VENDOR SHOWCASE
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

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

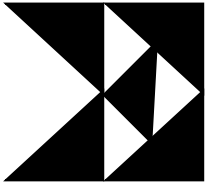
ACFSA 2018 VENDOR SHOWCASE
NORFOLK WATERSIDE MARRIOTT
C/O EXHIBITS, INC.
235 E. MAIN STREET
NORFOLK, VA 23510

Piece # _____ of _____

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

ACFSA 2018 VENDOR SHOWCASE
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

Email customer_service@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 \$63.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$97.00 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. _____

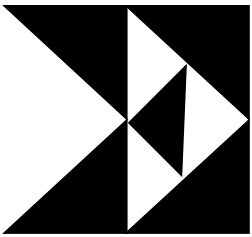
Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____

(Print Name)
 Name of Event ACFSA 2018 VENDOR SHOWCASE Booth No. _____

**NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
 SEPTEMBER 16-19, 2018**



Exhibits, Inc.

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

BOOTH CLEANING ORDER FORM

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

XhibitsInc.com

Email customer_service@xhibitsinc.com

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets before the initial opening of the event and/or daily there after.

☐ **DAILY** - Before initial opening of event and daily there after

☐ **ONCE** - Before initial opening of event **ONLY**

Please compute cost below:

ADVANCE PRICE \$.65 PER SQUARE FOOT

SHOW PRICE \$.85 PER SQUARE FOOT
--

NOTE: MINIMUM 100 SQUARE FEET PER DAY

_____ SQ.FT. x \$ _____ PER SQ.FT. DAILY = _____ /COST PER DAY x _____ # OF DAYS = \$ _____ **TOTAL
AMOUNT
DUE**

Please return one copy to Exhibits, Inc. and retain a copy for your files

Please print or type below:

Your Company _____

Address _____ Telephone # _____

City _____ State _____ Zip _____ Fax # _____

Authorized By (Print Name) _____ Title _____

Signature _____

Name of Event ACFSA 2018 VENDOR SHOWCASE Booth Number _____

**NORFOLK WATERSIDE MARRIOTT, NORFOLK, VA
SEPTEMBER 16-19, 2018**

Norfolk Waterside Marriott
ELECTRICAL/ UTILITY/ TELEPHONE / INTERNET SERVICES ORDER FORM

Group Name:

Connect Date:

Disconnect Date:

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**. The Hotel reserves the right to refuse and requests for service that is deemed unsafe or ill advised.

EXHIBITOR INFORMATION:

Name of Company:	Company Address:
Name of Person Requesting Service:	On-Site Contact (if different from requestor):
Telephone Number:	E-Mail Address:
Fax Number:	Booth #:

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

	# of Circuits	Price per Day/Per Outlet	# of Days	Cost
7amps-110/120Volts		\$40.00		=
20 Amps Dedicated – 110/120 Volts		\$140.00		=

**** Guest must supply rated cable and rated male and female plugs. Booths requiring 60 amps service must be located against the service aisle wall in Norfolk I, III, IV or Norfolk VI. If power requirements exceed the above listed please contact the on-site AV Department for pricing and availability within a minimum 14 days prior to the event. Hotel AV Dept: (757) 628-6482**

AUDIO VISUAL REQUEST:

Item	Quantity	Price per Day	# of Days	Cost
32" Widescreen LCD Monitor		\$225.00		=
55" Widescreen LED Monitor		\$600.00		=
Laptop or PC Computer		\$220.00		=
Tripod Screen 5', 6' or 8'		\$80.00		=

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 rights to refuse any requests for service that are deemed unsafe or ill advised.

Type	Quantity	Access			# of Days	Cost
\$100 Per Line Per Day		House Line	In	Out		
Phone Line						=
Credit Card Swipe						=
Fax Line						=

INTERNET: 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

Wired or Wireless	# of Lines Needed	Price per Day	# of Days	Cost
Booth to Booth (Cat5)		\$50 per connection		=
Booth to Demo (Cat 5)		\$50 per connection		
Wireless or Wired Internet Connection		\$50 per connection		

Cancellation Policy: If you wish to cancel, cancellation notice must be received at 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 (6%) = \$ _____

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: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number:	Exp. Date:
Print Cardholder Name	Signature
Company Requesting Service (if different from above):	
Address:	
Phone:	Fax: Email:

Please return form with payment via mail or fax to:

Norfolk Waterside Marriott
235 East Main Street, Norfolk, Virginia 23510
Fax: (757) 628-6498
ATTN: Accounting Department
ajenkins@commonwealthlodging.com



ACFSA 2018 Annual International Conference & Vendor Showcase

Norfolk Waterside Marriott
Norfolk, VA
September 16-19, 2018



Order Online: <http://shop.bartizan.com/ACFSA.html>

Fax Order: 914 -965 -7746

Modernize Your Booth Marketing

iLeads Cloud-Based Lead Retrieval

What is the iLeads App?

Improve Your Show Efficiency and Close More Deals Faster

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the barcode when available.

Supported devices:

- ✓ iPod touch®, iPhone®, iPad®
(Minimum Operating System required is 9.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 4.2.X)



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Follow up instantly by tapping attendee's telephone # or email address
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.

Marketing Extras, included, no extra charge

• Attendee Notification

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

• Lead Management Software

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

• Exhibitor Education

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.



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Order Online: <http://shop.bartizan.com/ACFSA.html>

Fax Order to: 914-965-7746

Mobile Lead Management Packages



All Lead App Packages Include:

- ✓ iLeads App Data Licenses for Your Booth
- ✓ Exhibitor Education: Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- ✓ Attendee Notification: E-mail with the list of booth visited.

Lead Retrieval Options

Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.

Booth Price Packages:

1 License:

2 Licenses:

3 Licenses:

Additional Licenses available for \$50.00 per license

QTY	ORDER BY 8/17/2018	ORDER BY 8/31/2018	ONSITE	TOTAL
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	\$199.00	\$209.00	\$219.00	_____
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	\$299.00	\$309.00	\$319.00	_____
--	----------	----------	----------	-------

	\$349.00	\$359.00	\$369.00	_____
--	----------	----------	----------	-------

☐

iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.

☐

\$299.00	\$319.00	N/A	_____
----------	----------	-----	-------

iPad® Rental: Includes iLeads lead retrieval app pre-loaded.

☐

\$399.00	\$429.00	N/A	_____
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Company Name _____

→ GRAND TOTAL _____

Please Note: Upon placing this order you agree to the full Terms & Conditions on the attached document.

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click the link in the email you will receive to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.



ACFSA 2017 Annual International
Conference & Vendor Showcase
Norfolk Waterside Marriott
Norfolk, VA
September 16-19, 2018



CONTACT INFORMATION

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

Email:

ORDER ONLINE:

<http://shop.bartizan.com/ACFSA.html>

Mail Checks to:

Bartizan Connects,
Attn: Customer Service
P.O. Box 327
Jefferson Valley, NY 10535

Phone: 800.899.2278 **Order by Fax:** 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

My Tradeshow Connections:

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click on the link you will receive by email to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number

TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. **Limitation of Liability:** Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.

PAYMENT



Check# _____

Cardholder Name

Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

Card Number

Expiration Date

Security Code