

EXHIBITOR SERVICE KIT

Information and
Order Forms



Mailing Address:
P. O. Box 7001
Roanoke, Virginia 24019

Street Address:
7615 Williamson Road, N.W.
Roanoke, Virginia 24019

Phone: (540) 362-3940
Fax: (540) 362-8698

www.hollins-expo.com



Association of Correctional Food Service Affiliates
September 23-24, 2019
Graceland Soundstage A
Memphis, TN

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**General
Information**



HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the **Association of Correctional Food Service Affiliates** annual meeting. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

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

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

Official Show Contacts

► Registration/Booth Assignment:

Association of Correctional Food Service Affiliates
818-843-6608
www.acfsa.org

► Carpet - Cleaning - Furniture - Labor - Plants

Signs - Shipping - Storage
HOLLINS Exposition Services
Exhibitor Services
540-362-3940
service@hollins-expo.com

► Custom Furniture

HOLLINS Exposition Services
Exhibitor Services
540-362-3940
service@hollins-expo.com

► Audio-Visual

HOLLINS Exposition Services
Exhibitor Services
540-362-3940
service@hollins-expo.com

► Electric Service

Graceland Event Services
901-332-3322
www.graceland.com/eventsatgraceland

► Internet

Graceland Event Services
901-332-3322
www.graceland.com/eventsatgraceland

► Official Show Carrier

HOLLINS Exhibit Transportation
540-362-3940

Venue

► Graceland Soundstage A

3734 Elvis Presley Boulevard
Memphis, TN 38116
901-332-3322
www.graceland.com/eventsatgraceland

Booth Equipment

Each booth will be 10 ft. wide x 8 ft. deep and provided with:

- 8 ft. high back wall drape (Royal Blue and Silver)
- 3 ft. high side divider drape (Royal Blue)
- one 7 in. x 44 in. identification sign
- one 2 ft. x 6 ft. skirted table (Silver)
- two chairs
- one wastebasket

The exhibit hall is carpeted in a multi-color pattern. For your comfort and to better decorate your booth, you may elect to order carpeting for your booth using the enclosed order forms or on our web site.

Important Dates

► Advance Shipments (NO REFRIGERATED OR FROZEN PRODUCT) may begin arriving at Warehouse:

August 20, 2019

► Exhibitor Appointed Contractor (EAC) Deadline Date:

August 20, 2019

► Deadline Date to order materials at Discount Rate with payment:

September 7, 2019

► Last day for Advance Shipments to arrive without surcharge:

September 20, 2019

► Direct Shipments (INCLUDING REFRIGERATED OR FROZEN PRODUCT) may begin arriving at Show Site:

Monday, September 23, 2019 8:00 a.m. - 5:00 p.m.

► Exhibitor move-in:

Monday, September 23, 2019 1:00 p.m. - 10:00 p.m.
Tuesday, September 24, 2019 6:30 a.m. - 8:30 a.m.

► Show Hours:

Tuesday, September 24, 2019 10:00 a.m. - 1:00 p.m.

► Exhibitor Move-out:

Tuesday, September 24, 2019 1:00 p.m. - 5:00 p.m.

Tax

Tax (9.25%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Tennessee, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.



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General Information



Material Handling

To facilitate a safe and orderly move-in and move-out, HOLLINS is the exclusive handler of exhibitor freight and will be the sole authority on all matters in the dock area. This will include, but not be limited to, controlling access to the loading area, the assignment of space, and the unloading or reloading of all exhibit related materials. HOLLINS claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers, with one exception: An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Advance Receiving at the Warehouse - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 4:30 PM. Freight arriving at the advance warehouse AFTER September 20 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

Refrigerated/Frozen Product - Graceland will accept crated, boxed or skidded material refrigerated/frozen product ONLY from September 23-24 at the address shown below. **DO NOT send refrigerated/frozen product shipments to the advance warehouse.** Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT (DRY GOODS, DISPLAY MATERIAL) TO GRACELAND. Graceland is under no obligation to receive advance freight, has no storage facilities for advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the venue, including any shipments addressed to hotel guests, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional convention center fees.

Direct Shipments to the Show Site - HOLLINS will receive direct shipments to the show site beginning at **8:00 a.m. Monday, September 23.** All show site shipments must arrive no later than 5:00 PM.

POV and Truck Unloading at the Show Site - Unloading space at the show site is limited. **We urge you to ship your materials (dry goods, display materials only) in advance, to the HOLLINS warehouse.**

Shipping Addresses - Displays and Dry Goods Only

► ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm's Name and Booth Number)
FOR: **ACFSA**
C/O: HOLLINS EXPOSITION SERVICES/HICKS
935 Rayner Street
Memphis, TN 38114

Shipments must arrive by Friday, September 20.

► DIRECT SHIPMENTS TO SHOW SITE

TO: (Your Firm's Name and Booth Number)
FOR: **ACFSA**
C/O: HOLLINS EXPOSITION SERVICES
Graceland Exhibition Center
1078 Craft Road
Memphis, TN 38116

Shipments will be accepted beginning Monday, September 23.

Shipping Address - REFRIGERATED/FROZEN PRODUCT ONLY!

► ADVANCE SHIPMENTS TO COLD STORAGE WAREHOUSE

TO: (Your Firm's Name and Booth Number)

FOR: **ACFSA**

C/O: HOLLINS EXPOSITION SERVICES

Graceland Exhibition Center

Attn: Mollie Malone / F&B

1078 Craft Road

Memphis, TN 38116

Shipments accepted September 23-24, 2019 ONLY.

Graceland will receive product for cold storage from September 23-24, 2019 ONLY. Use the shipping labels provided in this exhibitor service kit. Shipments requiring refrigerator/freezer space must be clearly identified on the shipping Bill of Lading and that the correct color coded labels are used on the product containers. HOLLINS accepts no responsibility for improper paperwork or mislabeling. Do not send displays/dry goods and refrigerated/frozen product on the same pallet; separate shipments by type and use the appropriate shipping label.

At show site, exhibitors will sign out refrigerated/frozen product from the refrigerated/frozen storage as needed. Product will not be delivered by a forklift or motorized cart to the booths during show hours.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by September 7, 2019, unless otherwise indicated. Orders received after September 7, orders without payment and orders placed at the show will be processed at Standard Rates.

Utilities (Electric)

Utility services for this event are provided by Graceland Event Services and must be ordered directly from Graceland Event Services. See the enclosed forms for more information.

Labor

Labor is for the installation and dismantling (I&D) of your exhibit or display. Labor may be ordered using the enclosed order forms. Exhibitors may install and dismantle their own displays, provided they use their own full time company employees to do so.

Exhibitor Appointed Contractors

Exhibitors may hire the services of "Exhibitor Appointed Contractor" (EAC) labor to install and dismantle your exhibit or display. Please refer to the Exhibitor Appointed Contractor Labor information in this exhibitor service kit for information and instructions.

- HOLLINS must be notified of your intent to hire EAC labor prior to the deadline date.
- EAC must provide HOLLINS with a certificate of insurance prior to the deadline date.

Failure to meet these requirements will result in the exhibitor hiring I&D labor from HOLLINS; the EAC will provide supervision only.



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**General
Information**



Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/ or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

Equipment Use

HOLLINS does not lend equipment to exhibitors. Ladders, carts and other equipment are for HOLLINS use only. If you require assistance or equipment for the installation or dismantle of your booth, you must order labor using the enclosed order forms. If you require assistance moving materials to/ from your booth, these materials are subject to material handling fees at the published rates.

Safety

In order to minimize the risk of fire and to keep exhibit halls as safe as possible, **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage may be available for additional items. Please see the HOLLINS Service Desk for assistance.

Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight. HOLLINS will not be responsible for falls or injuries caused by improper use.

Security

Exhibitors are responsible for safeguarding their exhibits, displays, materials and equipment. HOLLINS will not responsible for unattended items left in booths.

Rentals

All materials and equipment are on a rental basis, and remain the property of HOLLINS Exposition Services. Rental items not ordered but found in booths will be invoiced to the exhibitor at Standard Rates.

Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than January 20, 2019; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees - refer to the order form for details. Any unpaid invoices at the close of the show will be billed to the credit card on file.

Fees

- NSF Check: \$35.00
- Credit Card Chargeback: \$35.00



To order on-line, visit the Hollins Exposition Services web site at www.hollins-expo.com

If you require additional assistance, please contact Exhibitor Services at (540) 362-3940.



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Payment Policy & Credit Card Authorization



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

PAYMENT POLICY

A signed credit card authorization form must accompany your order.

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

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 you or your representative for this event.

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

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

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

CREDIT CARD AUTHORIZATION <i>(Information Must Be Provided)</i>				<small>VERIFICATION CODE (back of card)</small>	<small>EXPIRATION DATE</small>																						
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express																									
Account Number				<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal																						
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PRINT CARDHOLDER NAME				SIGNATURE OF CARDHOLDER																							

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

Calculation of Orders

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

	TOTAL
Carpet and Padding	\$
Display Tables and Risers	\$
Seating and Accessories	\$
Display Panels	\$
Special Drapery	\$
Custom Signs and Graphics	\$
Audio Visual Rental	\$
Cleaning Services	\$
Installation and Dismantle Labor	\$
Material Handling	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



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Roanoke, VA 24019
Phone: (540) 362-3940

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3rd Party Billing Request



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Return of this Form: September 7, 2019

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

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

Exhibiting Firm PLEASE TYPE OR PRINT

(Exhibiting Firm) _____

(Address) _____

(City) _____ (State) _____ (Zip) _____

(Phone) _____ (Fax) _____

(Authorized By - Please Type or Print) _____

X (Authorized Signature) _____

Third Party PLEASE TYPE OR PRINT

(Third Party) _____

(Address) _____

(City) _____ (State) _____ (Zip) _____

(Phone) _____ (Fax) _____

(Authorized By - Please Type or Print) _____

X (Authorized Signature) _____

Credit Card Charge Authorization
(Information Must Be Provided)

EXPIRATION DATE

MasterCard
 VISA
 American Express

Corporate
 Personal

VERIFICATION CODE (back of card)

Account Number

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

(Cardholder Name - Please Type or Print) _____

(Cardholder Billing Address) _____ (City) _____

(State) _____ (Zip) _____ (Country) _____

Credit Card Charge Authorization
(Information Must Be Provided)

EXPIRATION DATE

MasterCard
 VISA
 American Express

Corporate
 Personal

VERIFICATION CODE (back of card)

Account Number

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(Cardholder Name - Please Type or Print) _____

(Cardholder Billing Address) _____ (City) _____

(State) _____ (Zip) _____ (Country) _____

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

Carpet and Padding
 Display Tables and Risers
 Seating and Accessories
 Display Panels
 Special Drapery

Custom Signs & Graphics
 Audio Visual Rental
 Cleaning Services
 Installation & Dismantle Labor
 Material Handling

Other (Please Specify) _____

X (Cardholder Signature) _____

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

Carpet and Padding
 Display Tables and Risers
 Seating and Accessories
 Display Panels
 Special Drapery

Custom Signs & Graphics
 Audio Visual Rental
 Cleaning Services
 Installation & Dismantle Labor
 Material Handling

Other (Please Specify) _____

X (Cardholder Signature) _____

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates BOOTH NO. _____



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Payment & Labor Terms & Conditions



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE METHOD OF PAYMENT FORM IS SIGNED**
- **AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS**
- **WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS**

DEFINITIONS

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to HOLLINS for its services, as an offset

against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction, and shall be resolved on its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO HOLLINS'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED.



Linear Booths

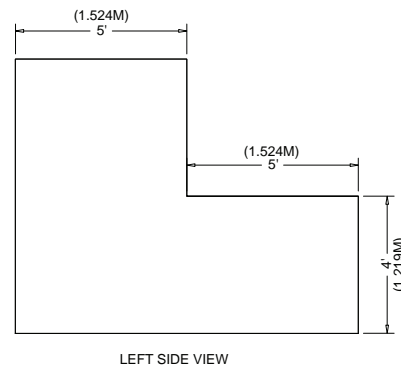
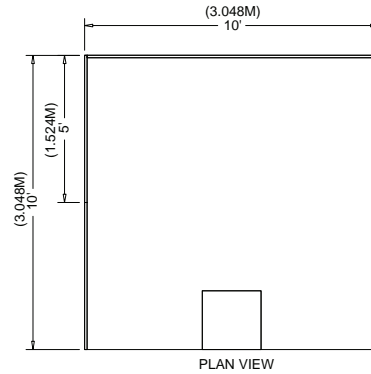
Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10 ft. (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10 ft. (3.05m) wide and 10 ft. (3.05m) deep, i.e. 10 ft. x 10 ft. (3.05m x 3.05m). A maximum back wall height limitation of 8 ft. (2.44m) is generally specified.

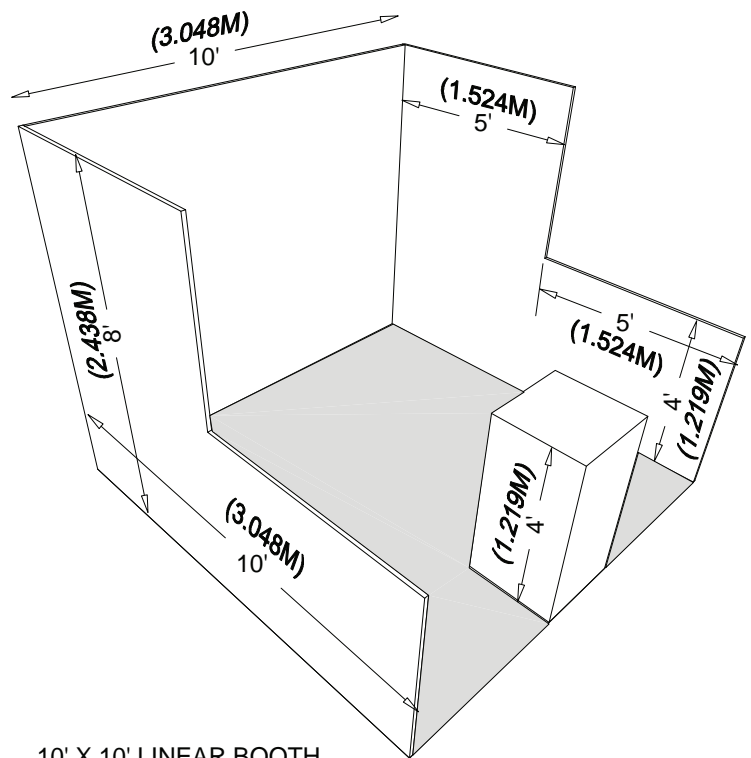
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10 ft. x 20 ft. (3.05m x 6.10m), 10 ft. x 30 ft. (3.05m x 9.14m), 10 ft. x 40 ft. (3.05m x 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. (2.44m) is allowed only in the rear half of the booth space, with a 4 ft. (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line of Sight exception). Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. (1.22m) height limitation is applied only to that portion of exhibit space which is within 10 ft. (3.05m) of an adjoining booth.

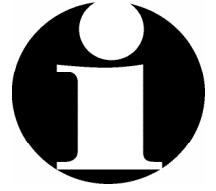


Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



10' X 10' LINEAR BOOTH

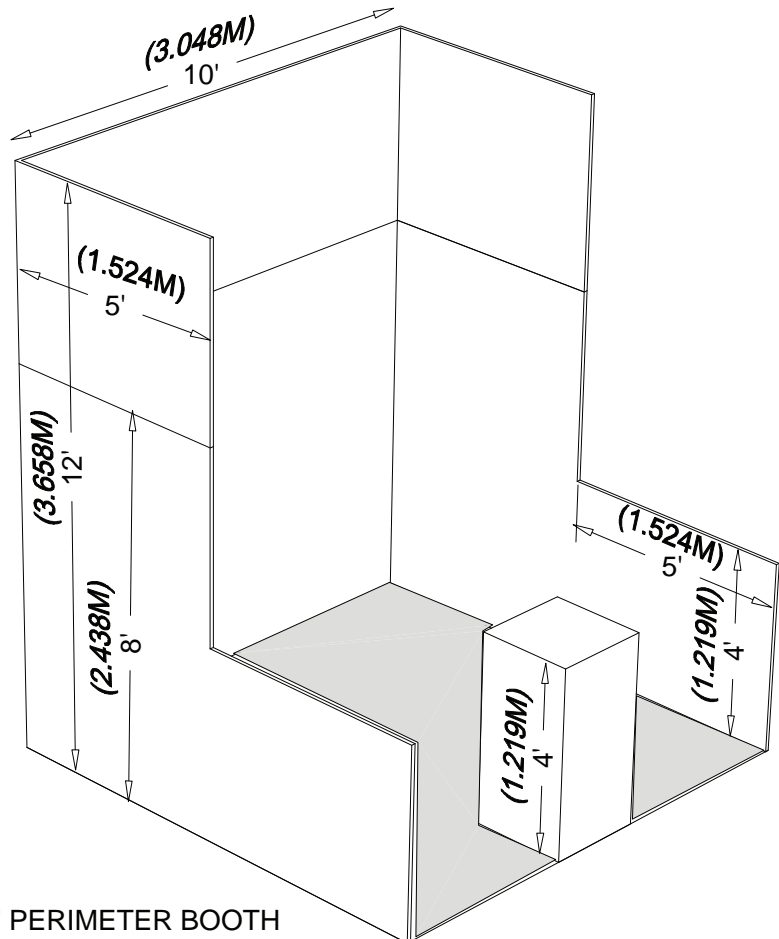
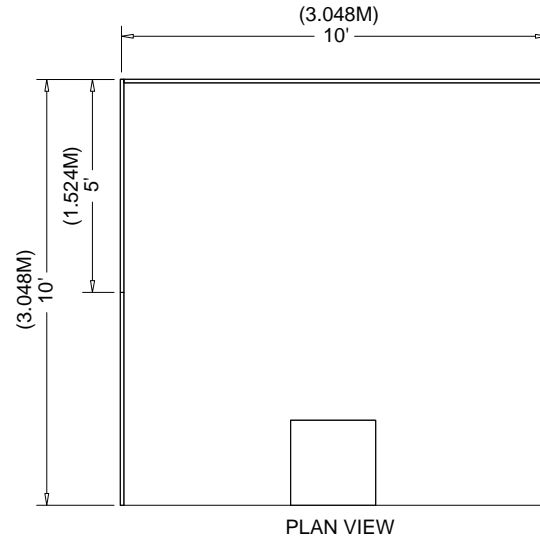
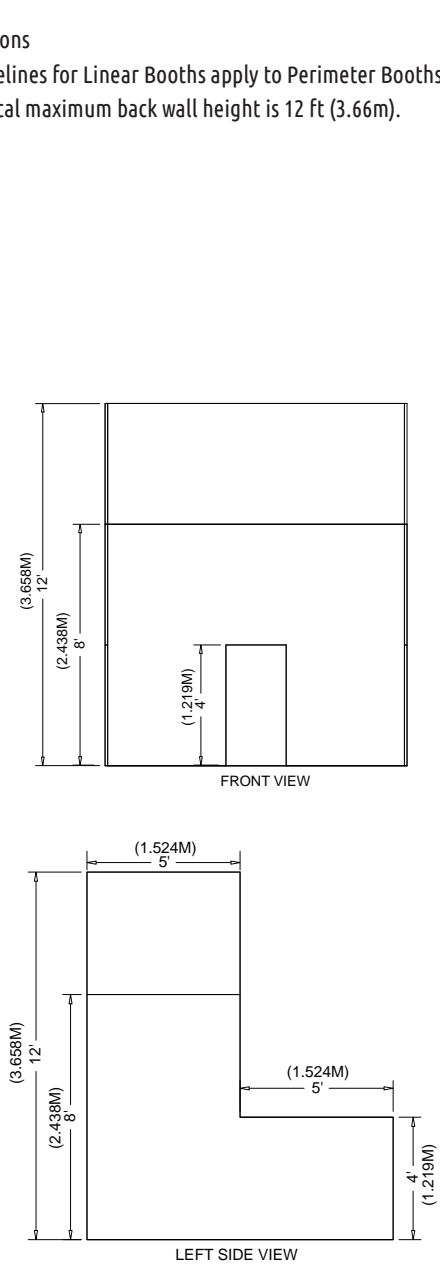


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs up to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft (3.66m).





Island Booth

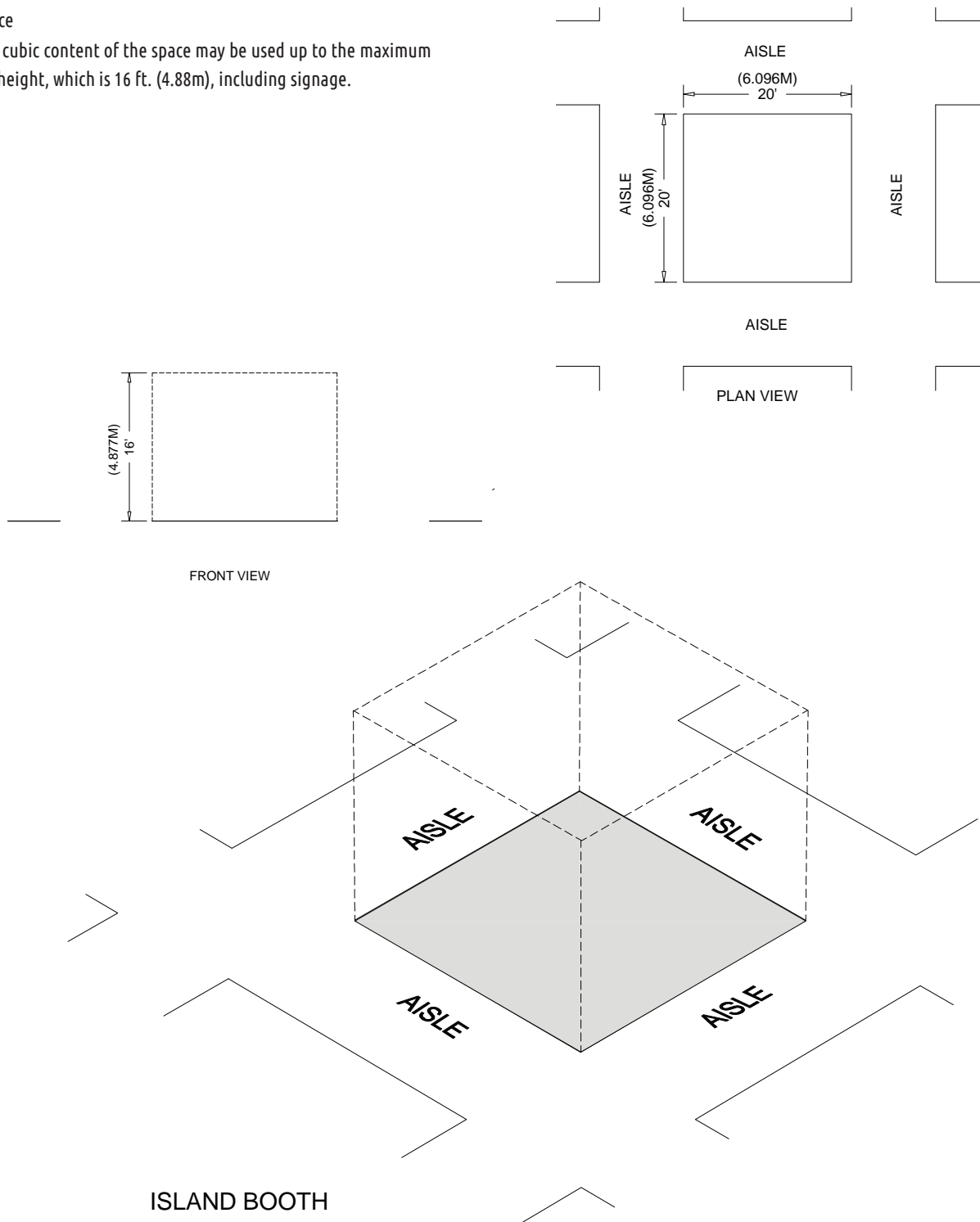
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20 ft. x 20 ft. (6.10m x 6.10m) or larger, although it may be configured differently.

Use of Space

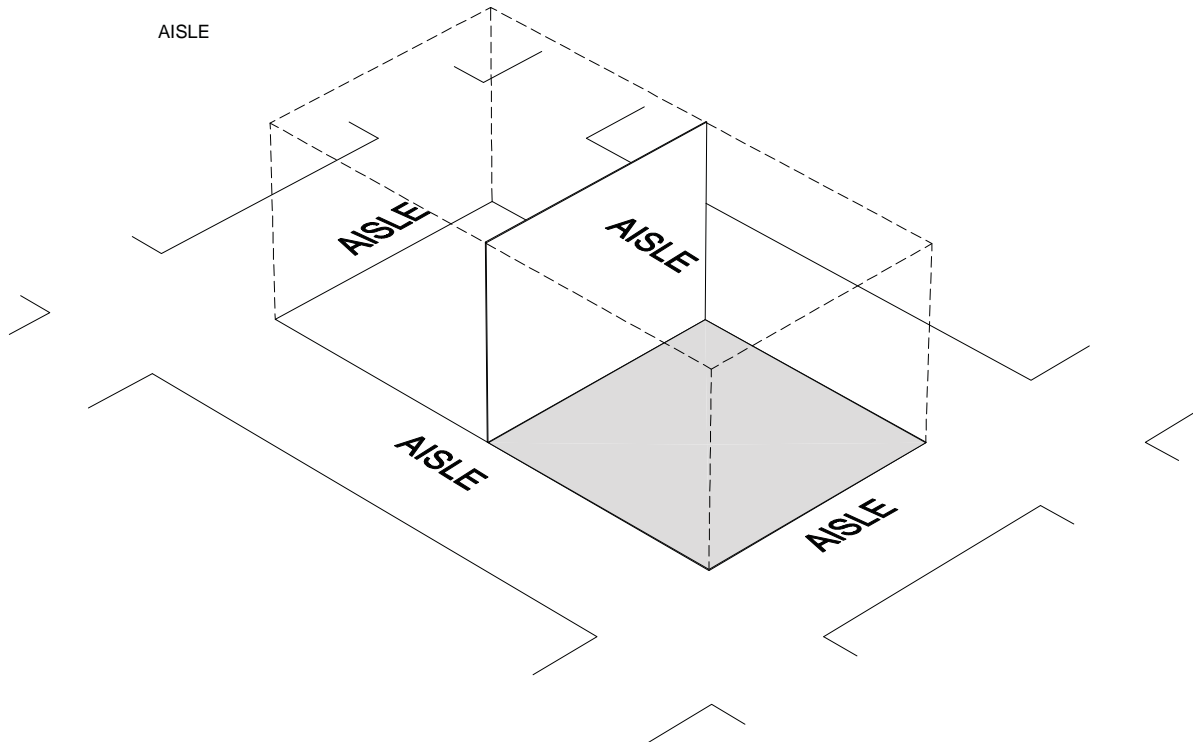
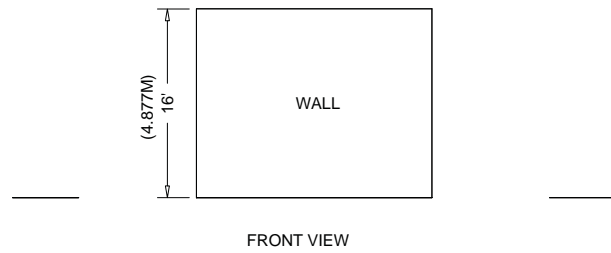
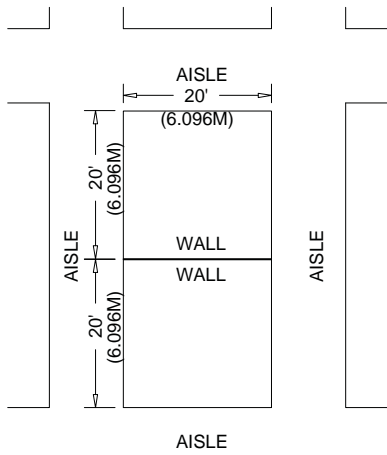
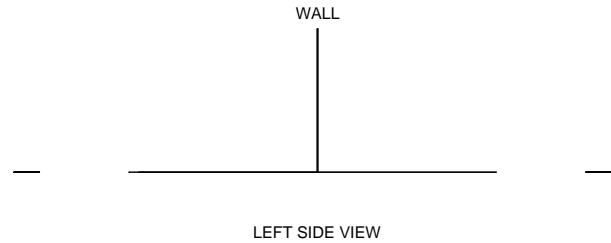
The entire cubic content of the space may be used up to the maximum allowable height, which is 16 ft. (4.88m), including signage.

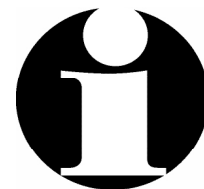




Peninsula/Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line of Sign restrictions. A typical maximum height range is 16 ft. to 20 ft. (4.88m to 6.10m), including signage. Double-sided signs, logos and graphics shall be set back 10 ft. (3.05m) from adjacent booths.





Issues Common to All Booth Types

Americans with Disabilities Act (ADA)

All Exhibiting Companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800-514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length).
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.
- To avoid heavy fines by the U. S. Department of Labor, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20 ft. x 20 ft. (6.10m x 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ", which is rated for "hard usage".
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights, or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theatre areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.



Issues Common to All Booth Types

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

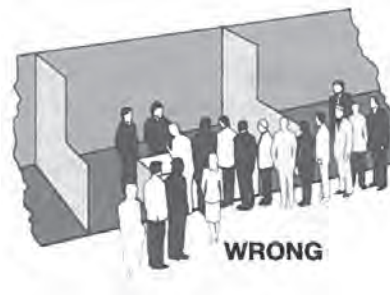
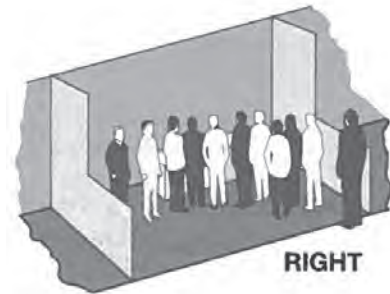
Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth, rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Vehicles

Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.





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Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Carpet and
Padding**



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: September 7, 2019



Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' x 10'	\$ 121.00	\$ 157.30	\$
		8' x 20'	242.00	314.60	\$
		8' x 30'	363.00	471.90	\$

Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Available Colors: (Silver will be provided if no color is indicated above)

- Red Royal Blue Green Grey Black Tuxedo Cayenne

Custom Cut Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	2.45	3.19	\$

Booth Dimensions: ft. x ft. = Square Feet

Carpet is cut to your booth dimensions. Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Available Colors: (Silver will be provided if no color is indicated above)

- Red Royal Blue Green Grey Black Tuxedo Cayenne

Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	.95	1.23	\$
		Visqueen Covering - per square foot	.56	.73	\$
		Additional Taping - per linear foot	.95	1.33	\$

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Sub Total	\$
9.25% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

Tables



Pedestal Table - 30 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Pedestal Table - 42 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Cocktail Table
18 in. high



Corner Table
18 in. high



Skirted Display Table, 30 in. high
(2 ft. x 6 ft. Table shown)



Skirted Display Counter, 42 in. high
(2 ft. x 4 ft. Counter shown)
Shown with 1 ft. x 4 ft. Skirted Riser

Skirt Colors



Please Note:
Actual Colors may appear different due to variations of computer monitors, lighting, and dye lots.
Scale of items is approximate.

Display Cases

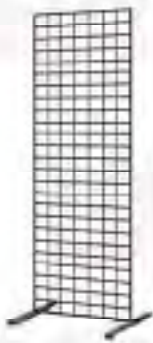


Display Case
20 in. deep x 5 ft. wide, Full View



Display Case
20 in. deep x 5 ft. wide, Half View

Display Panels and Stands



Wire Grid
2 ft. x 6 ft.



Tack/Velcro Panel
4 ft. x 8 ft.
(May also be used
Horizontally)



Perforated Peg Board
4 ft. x 8 ft.
(May also be used
Horizontally)



Literature Rack
Silver
4 Acrylic Pockets



Aluminum Tripod
Easel



Sign Holder
Chrome
Holds 22 in. x 28 in.
Sign

Miscellaneous Accessories



Coat Tree
Chrome
70 in. high



Bag Stand
Chrome
48 in. high



Waterfall Garment
Rack
Chrome
48 in. high



Stanchion
Chrome (2 shown)
40 in. high
with Rope, Black Velvet



Ticket Tumbler
Brass
15 in. diameter



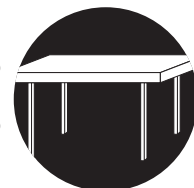
Wastebasket



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Phone: (540) 362-3940

Street Address:
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Fax: (540) 362-8698

Display Tables and Risers



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: September 7, 2019

Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Table (skirted 4 sides)	\$ 79.00	\$ 102.70	\$
		2' d x 6' w Skirted Table	98.50	128.05	\$
		2' d x 8' w Skirted Table	118.00	153.50	\$
		4th side skirted	37.50	48.75	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

Red Royal Blue Kelly Green Hunter Green Gold White Black Orange Burgundy Silver Teal Beige Plum Berry Dusty Rose

Display Counters 42" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Counter (skirted 4 sides)	98.50	128.05	\$
		2' d x 6' w Skirted Counter	118.00	153.50	\$
		2' d x 8' w Skirted Counter	137.50	144.38	\$
		4th side skirted	50.00	65.00	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

Red Royal Blue Kelly Green Hunter Green Gold White Black Orange Burgundy Silver Teal Beige Plum Berry Dusty Rose

Risers 12" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	37.50	48.75	\$
	White	1' d x 6' w Skirted Riser	50.00	65.00	\$

Pedestal Table White Formica top, chrome post, star base

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	Pedestal Table - 24" dia. x 30" h	66.25	86.25	\$
	White	Pedestal Table - 24" dia. x 42" h	66.25	86.25	\$
	White	Pedestal Table - 36" dia. x 30" h	72.50	94.25	\$
	White	Pedestal Table - 36" dia. x 42" h	72.50	94.25	\$
	Black	Spandex Table Cover	27.00	35.10	\$

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Sub Total	\$
9.25% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

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NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



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P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Seating
and
Accessories**



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: September 7, 2019

Seating Chrome frame, padded seat and back

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Lounge Chair (white)	\$ 59.00	\$ 76.70	\$
	Upholstered Arm Chair (white)	52.50	68.25	\$
	Upholstered Side Chair (white)	46.00	59.80	\$
	Upholstered Stool with Back (white - 30" h)	59.00	76.70	\$

Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	46.00	59.80	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	46.00	59.80	\$
	Coat Tree (chrome - stands 70" h)	46.00	59.00	\$
	Sign Holder (chrome - stands 60" h - displays two 22" w x 28" h signs back to back)	59.00	76.70	\$
	Wastebasket (dove gray)	15.00	19.50	\$
	Easel (floor standing - aluminum tripod)	26.25	34.13	\$
	Bag Stand (chrome - stands 48" h)	39.50	51.35	\$
	Waterfall Garment Rack (chrome - stands 60" h)	39.50	51.35	\$
	Literature Rack (silver base - four acrylic pockets)	59.00	76.70	\$
	Stanchion (chrome - stands 40" h)	39.50	51.35	\$
	Rope (black velvet) - per linear ft.	7.50	9.75	\$
	Chain (white plastic) - per linear ft.	4.50	5.85	\$
	Ticket Tumbler (brass color - 15" dia.)	59.00	76.70	\$
	Display Case (5' w x 38" h - half view)	350.75	455.98	\$
	Display Case (6' w x 38" h - full view)	405.75	527.48	\$

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Sub Total	\$
9.25% State Tax	\$
TOTAL	\$

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ADDRESS _____

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

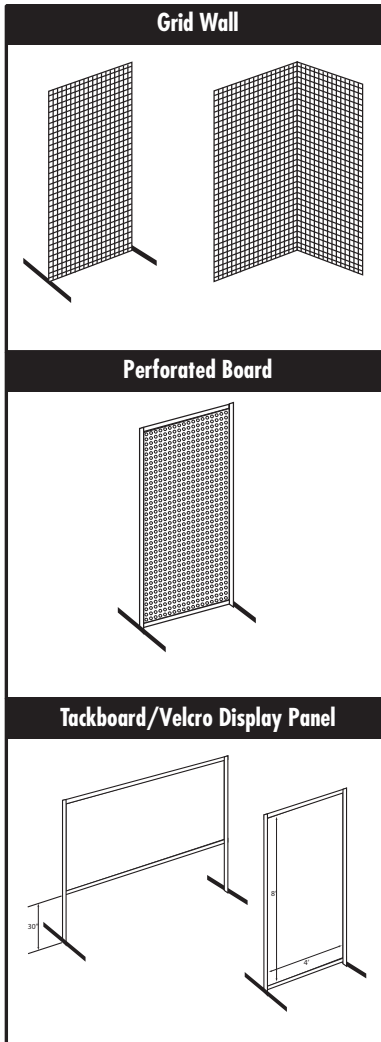
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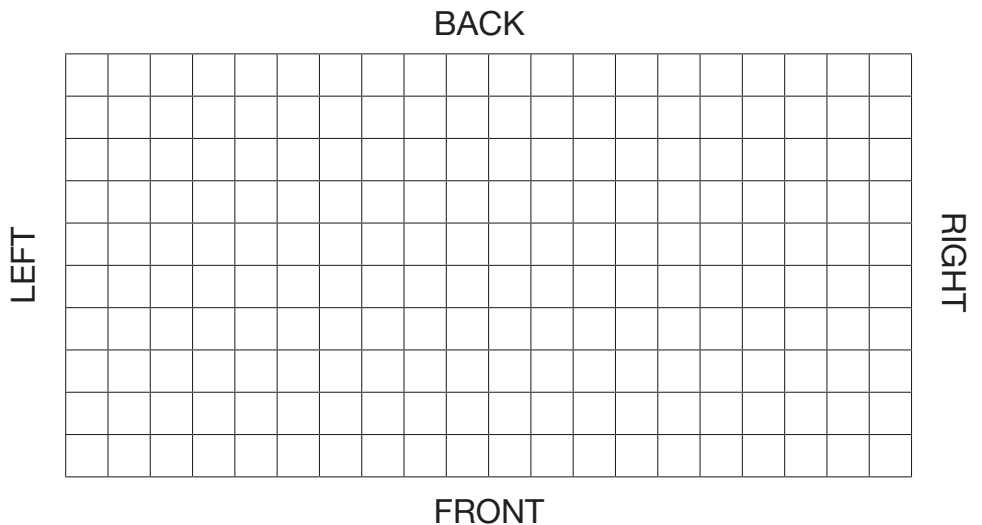
Deadline Date For Discount Rate: September 7, 2019



Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 80.50	\$ 104.75	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (white, 1/4" hole, stands 96" h)	111.75	145.28	\$
	Perforated Board - 96" w x 48" h -Horizontal (white, 1/4" hole, stands 78" h)	111.75	145.28	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	111.75	145.28	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	111.75	145.28	\$

Display Panel Placement in Booth



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TOTAL	\$

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AUTHORIZED BY _____ X _____ (Signature)

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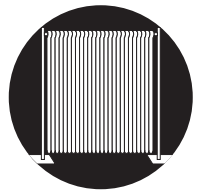


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Phone: (540) 362-3940

20

Street Address:
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Roanoke, VA 24019
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**Special
Drapery**



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Deadline Date For Discount Rate: September 7, 2019

Available colors: (Show colors will be provided if no color is indicated below.)

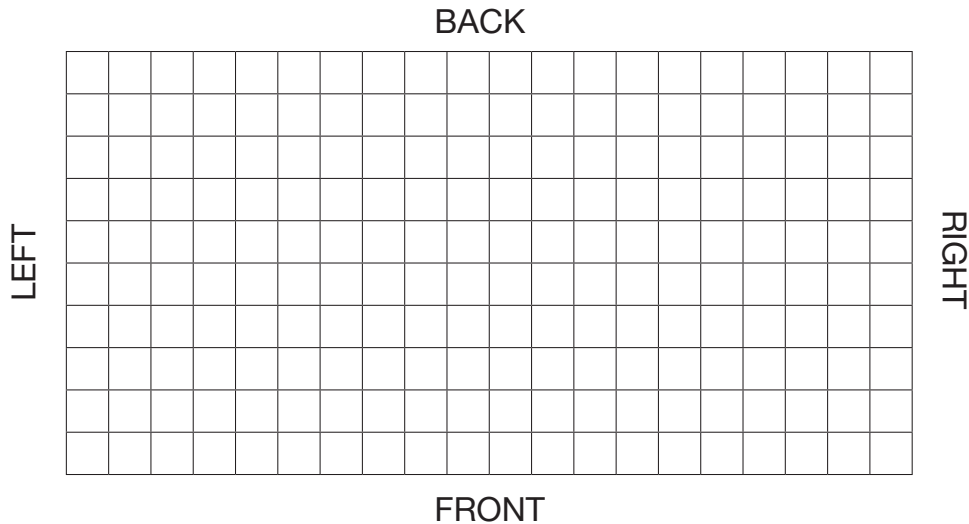
- Red Royal Blue Kelly Green Hunter Green Gold White Black Orange Burgundy Silver Teal Beige Plum Berry Dusty Rose

Special Drapery

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 9.90	\$ 12.87	\$
		3' high drape, per linear foot	7.25	9.42	\$

All orders for special drapery are subject to show management approval.

Special Drapery Placement in Booth



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Sub Total	\$ _____
9.25% State Tax	\$ _____
TOTAL	\$ _____

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: September 7, 2019

Signs with Digital Printing. Rate includes printing, mounting, and delivery to booth. Other sizes and substrates quoted on request.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	7" x 44" (Replacement ID Sign only)	\$ 39.00	\$ 54.60	\$
	11" x 14" Vertical	45.25	63.35	\$
	11" x 14" Horizontal	45.25	63.35	\$
	14" x 22" Vertical	51.00	71.40	\$
	14" x 22" Horizontal	51.00	71.40	\$
	22" x 28" Vertical	67.50	94.50	\$
	22" x 28" Horizontal	67.50	94.50	\$
	24" x 36" Vertical	87.75	122.85	\$
	24" x 36" Horizontal	87.75	122.85	\$
	28" x 44" Vertical	123.20	160.16	\$
	28" x 44" Horizontal	123.20	160.16	\$
	36" x 90.75" Meter Board	432.00	605.00	\$

Vinyl Banners with Digital Printing - Minimum 2' x 8'

Quantity	Description	Discount Rate	Standard Rate	TOTAL
SF	With Grommets, Vertical - per square foot	16.75/SF	23.45/SF	\$
SF	With Grommets, Horizontal - per square foot	16.75/SF	23.45/SF	\$
SF	With Pockets (top and bottom), Vertical - per square foot	18.00/SF	25.20/SF	\$
SF	With Pockets (top and bottom), Horizontal - per square foot	18.00/SF	25.20/SF	\$

- Please specify color for lettering:**
- Red Royal Blue Green Yellow
 Light Blue White Black Orange

Note on signage substrates: HOLLINS will choose the best substrate based on the design, size and type of sign ordered. If you want a specific substrate, please contact us as it may incur a slightly higher charge.

- Please specify color for background:**
- Red Royal Blue Green Yellow
 Light Blue White Black Orange

Sign Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cardboard Easel Back	7.00	10.00	\$
	Foamcore Arrow	7.00	10.00	\$
	Blank Foamcore - 48" x 96" sheet	46.00	64.50	\$
	Velcro (Male and Female) - per linear foot (5 ft. minimum)	1.50	2.25	\$

Indicate sign copy on next page. Attach additional pages if necessary. Artwork file submission instructions on next page.

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

Sub Total	\$
9.25% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Orders must be received by deadline date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS: (Attach all logos, trademarks, color samples, etc.)

SUBMITTING ARTWORK

ON DISK: Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

VIA E-MAIL: (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to:
service@hollins-expo.com

FILE TYPES: We can accept the following file types ONLY:

.eps	(Encapsulated Post Script)
.jpg	(JPEG)
.psd	(Photoshop Document)
.sit	(Stuffit)
.tif	(Tagged Image Format)
.zip	(WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

HARD COPY:

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

ORDERING TIPS

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number and email address is available.
- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.
- Include a printed color copy of artwork and PMS colors.
- All files should be scaled proportionately to the final output size.
- All text should be converted to curves, or embed fonts if possible.
- Indicate output size(s) and quantity of each.
- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.
- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".
- Should you need any additional assistance, please call our Exhibitor Services Department.



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Audio-Visual Rental



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. CANCELLATION POLICY: Items must be cancelled 72 hours prior to delivery. No refunds for items cancelled less than 72 hours prior to delivery.**

Deadline Date For Discount Rate: September 7, 2019

High-Definition Video Displays (CALL for other sizes not shown)

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	\$ 415.00	\$ 539.50	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: <input type="checkbox"/> Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other (Specify) _____	520.00	676.00	\$

Computer Data Displays

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	\$ 110.25	\$ 143.35	\$
	AVCD-24 24 in. Widescreen Monitor	160.75	209.00	\$

Video

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 105.00	\$ 147.00	\$
	AVBR-1 Blue-Ray DVD Player	153.00	214.20	\$

Monitor Accessories

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	\$ 98.00	\$ 137.20	\$
	AVMA-2 HDMI Splitter, 2-way	98.00	137.20	\$
	AVMA-3 VGA Cable, 25 ft.	45.00	63.00	\$
	AVM4-4 HDMI Cable, 25 ft.	90.00	126.00	\$

Audio

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	\$ 670.00	\$ 938.00	\$
	AVBR-1 Computer Speakers [2 tabletop]	62.00	86.80	\$

Rental Rates: See Discount Rates, Discount Deadline, and Standard Rates shown above. Rental rates are for the entire length of the show.

Venue Charges: Carpenter/electrician labor will be billed directly to the exhibitor. Electrical services are not included in equipment rental rates.

Installation/Delivery/Pickup: A representative from your company must be present at time of delivery to sign for equipment. Equipment will be picked up at time of show closing. At the close of the show, a representative of your company must remain with the equipment until it is picked up.

Optional Damage Waiver: Exhibitor is responsible for the actual cost to repair any equipment damaged during the rental period. At the exhibitor's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contact. This does not cover lost or stolen equipment. The cost of the damage waiver is 15% of the equipment rental cost.

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

Sub Total	\$
9.25% State Tax	\$
Equipment Total	\$
Optional Damage Waiver	\$
(15% of Equipment Total)	
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Cleaning
Services**



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

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

Deadline Date For Discount Rate: September 7, 2019

Booth Cleaning - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day)

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.
NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day.
Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
/SF	DAILY - Vacuum, empty wastebaskets, and general cleaning before opening of show and DAILY thereafter - PER 100 SF	\$.39	\$.51	\$
/SF	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show	.44	.57	\$

Shampoo - All Rates Based on Gross Booth Area (100 sq. ft. minimum per day)

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.
NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day.
Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
/SF	SHAMPOO - Shampoo ONCE before opening of show	\$.65	\$.85	\$

Cleaning Order

Labor	Booth Length	X	Booth Width	=	Square Feet	X	Rate	X	# of Days	Total
Cleaning - Daily		X		=		X	\$	X	1	\$
Cleaning - Once		X		=		X	\$	X	1	\$
Shampoo		X		=		X	\$	X		\$
										\$

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

Sub Total	\$
9.25% State Tax	\$ N/A
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Installation and Dismantle Labor ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this kit.

PLAN A - Labor Supervised by HOLLINS

HOLLINS will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to show opening
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

HOLLINS will proceed with the exhibitor's approval and without the exhibitor present. **A "supervision fee" will be charged (in addition to the published labor rate) at 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.** Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

HOLLINS will not unpack or re-pack exhibitor "product/merchandise" without the exhibitor present.

👉 IMPORTANT: Complete and return the "Install & Dismantle Critical Information Form" with your Plan A Labor Order.

PLAN B - Labor Supervised by Exhibitor

HOLLINS will provide labor to install and dismantle your exhibit, and will proceed ONLY with your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

Exhibitor MUST check in at the HOLLINS Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one (1) hour per worker requested, unless cancelled in writing, twenty-four (24) hours prior. Orders for labor received at show site will be processed after advance orders.

Upon completion of work, an exhibitor or exhibitor's representative must return to the HOLLINS Service Desk to review the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Please Note:

1. **Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by HOLLINS.**
2. **HOLLINS will not be responsible for any loss or damage as the result of exhibits improperly packed by the exhibitor.**
3. **Invoices for labor charges will be calculated according to actual hours worked.**

👉 Please use the following pages to order Installation and Dismantle Labor.



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Discount Rate: September 7, 2019

Hours	Times	Discount Rate	Standard Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday	\$ 72.25	\$ 97.54
Overtime	4:30 PM to 8:00 AM Monday through Friday, 8:00 AM to 4:30 PM on Saturday and Sunday and observed holidays	\$ 108.38	\$ 146.31

- Standard Rates will apply to all labor orders placed at show site.
- Rates are per worker per hour - one (1) hour minimum per worker - labor thereafter is charged in one-half (1/2) hour increments.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Hollins supervised jobs will be completed prior to show opening and before the hall must be cleared.

PLAN A - SUPERVISION BY HOLLINS (Please complete this form AND the "Install & Dismantle Critical Information Form").
 The charge for this service is 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.

PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

It is important that you check in at the HOLLINS Service Desk to pick up workers ordered. You must also check workers out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time are indicated, no workers will be assigned until you check in at the HOLLINS Service Desk.

PLEASE TYPE OR PRINT

Supervisor will be: _____

If you fail to pick up workers at time ordered, a ONE HOUR PER WORKER NO-SHOW FEE will be charged unless a written cancellation notice is received in writing, twenty-four (24) hours prior to the day labor is requested.

Labor Order

Service	Date	Start Time (AM or PM)	No. of Workers	x	Approx. Hrs.	x	Rate	=	Plan B	+	Supervision	=	Plan A
Installation				x		x	\$	=	\$	+	\$	=	\$
Installation TOTAL									\$				
Dismantle				x		x	\$	=	\$	+	\$	=	\$
Dismantle TOTAL									\$				

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

Sub Total	\$	
9.25% State Tax	\$	N/A
TOTAL	\$	

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ (Please Type or Print) DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Return of this Form: September 7, 2019

Inbound Freight Information

Carrier		Ship Date	
# Pieces		Target Date	
Weight		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
PRO Number		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated

Set-Up Instructions for Installation

Booth Size?		Carpet is?	<input type="checkbox"/> Rented from HOLLINS <input type="checkbox"/> Owned
Set-Up Drawings?	<input type="checkbox"/> With this document <input type="checkbox"/> Packed in exhibit	Padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
# Workers Needed		Shipped to?	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site
Approx. Hours		Packaging	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Forklift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Did You Order?

Electric Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Drawings	<input type="checkbox"/> With this document <input type="checkbox"/> Packed in exhibit
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	Utility Placement	<input type="checkbox"/> Under carpet <input type="checkbox"/> Other
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Instructions:	
A/V Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone/Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Outbound Freight Information

Freight Charges?	<input type="checkbox"/> Collect <input type="checkbox"/> Prepaid	Ship To:
Bill To:		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

Going to Another Show? Show Name _____ Booth Number _____

Method: Show Carrier Common Carrier Van Line Air Freight Other _____

Outbound Carrier

Carrier?		Telephone	
----------	--	-----------	--

Show Site Contact

Name		Arrival Date/Time	
Title		Hotel	
Telephone		Purchasing Authorization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cell			

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ **X** _____

(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Exhibitor
Appointed
Contractor**



Official Service Provider Information

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition
- Assure the distribution of labor to all Exhibitors according to need
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself
- See that the proper type and limits of insurance are in force
- Avoid any conflict with local union and/or exhibit hall regulations and requirements

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder

In both such instances, HOLLINS shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and HOLLINS Exposition Services (HOLLINS) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name HOLLINS Exposition Services (HOLLINS) (Official Service Provider), PHMA (Show Management), GHC Trade Show (Show) and Town and Country Resort and Convention Center (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with HOLLINS or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
- b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc., should be placed in the center of the booth.
- c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to HOLLINS at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and HOLLINS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to HOLLINS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with HOLLINS.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. HOLLINS must provide labor.
7. All information must be received in the HOLLINS office in Roanoke, Virginia no later than 10 days prior to the show.



Mailing Address:
 P. O. Box 7001
 Roanoke, VA 24019
 Phone: (540) 362-3940

Street Address:
 7615 Williamson Rd. N.W.
 Roanoke, VA 24019
 Fax: (540) 362-8698



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

Deadline Date For Return of this Form: September 7, 2019

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

COMPANY NAME	E-MAIL ADDRESS	BOOTH NUMBER
--------------	----------------	--------------

An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply HOLLINS Exposition Services (HOLLINS) with all necessary information by the deadline date indicated above.

Association of Correctional Food Service Affiliates

PLEASE TYPE OR PRINT
Exhibitor Appointed Contractor _____
Street Address _____
(City, State, Zip) _____
Phone (area code _____) _____ Fax (area code _____) _____
Contact: _____
Description of Proposed Service for Exhibitor _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractor shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractor shall be prepared to show evidence it has authorization from the Official Service Provider.
5. The Exhibitor agrees that he or she is ultimately responsible for all services in connection with his or her exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must do so no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with HOLLINS. (Based upon Exhibitor Appointed Contractor not number of booths).
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or HOLLINS Management.

11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and HOLLINS Exposition Services (HOLLINS) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service guide must be used exclusively for services such as:			
Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling
No exceptions will be made.			

Tips to Exhibitor Appointed Contractors

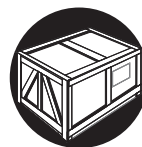
1. Order services required from HOLLINS and the Exhibit Hall in advance. Ordering labor or services on-site which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If HOLLINS is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with HOLLINS, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the HOLLINS Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MMDDYY) 01/01/2019	
1. PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDDYY)	POLICY EXPIRATION DATE (MMDDYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/12	01/01/13	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIBRID AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>	SKLS-029499S	01/01/12	01/01/13	COMBINED SINGLE LIMIT	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/12	01/01/13	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	X WC STATO-DRY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/12	01/01/13	Each Occurrence & Aggregate	\$3,000,000
5. HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), and (Show) are hereby named as additional insured, except for Workers' Compensation. HOLLINS Exposition Services (HOLLINS) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of HOLLINS Exposition Services (HOLLINS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by HOLLINS shall be excess and non-contributory.						
6. CERTIFICATE HOLDER <input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 33 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS.				
HOLLINS EXPOSITION SERVICES P. O. Box 7001 Roanoke, Virginia 24019		AUTHORIZED REPRESENTATIVE John Smith, CIC				

- PRODUCER: Insurance Agent/Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Service Provider Information in this Exhibitor Service Kit.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), (Show), as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be : HOLLINS Exposition Services (HOLLINS)
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information in this Exhibitor Service Kit.
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698



As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How are material handling rates calculated?

MATERIAL HANDLING RATES are calculated based on the Show Move-in and Move-out Times, as follows:

ST/ST: If freight is handled into and out of the show during straight time hours.

ST/OT: If freight is handled one way during straight time hours and one way during overtime hours.

OT/OT: If freight is handled into and out of the show during overtime hours.

DT/OT: If freight is handled one way during double time hours and one way during overtime hours.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, contact Exhibitor Services at (540) 362-3940.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivering carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "CWT" (one hundred weight). All shipments are subject to reweigh.
- On the Calculation Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to your booth during the overtime period stated in the forms "General Information". This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated in the forms "General Information".
- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Desk at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Desk.
- Call your designated carrier with pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

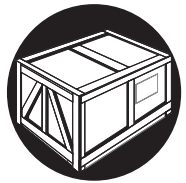
- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.
- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by HOLLINS are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Security storage at show site
- Exhibit transportation services
- Local pick-up and delivery
- Priority empty return
- Short-term and long-term warehouse storage



Deadline for receiving Advance Shipments to the Warehouse: September 7, 2019

Show site shipments may arrive beginning: September 23, 2019

Refrigerated/Frozen Product Accepted: September 23-24, 2019

**SHIPMENTS MUST BE PREPAID.
COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

CRATED - Material that is in any type of shipping container or skidded so that it can be unloaded at the dock by forklift or pallet jack with no additional handling required. **SPECIAL HANDLING** (See "Special Handling Definitions" form) - Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or restricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, labor or equipment to unload, sort and deliver. Federal Express and UPS are included in this category due to their delivery procedures. **UNCRATED OR PAD WRAPPED** - Material that is not in any type of shipping container, unskidded, shipped loose or pad wrapped. Includes carpet/padding rolls. **STRAIGHT TIME** - 8:00 AM to 4:30 PM Monday through Friday. **OVERTIME** -- 4:30 PM to 8:00 AM Monday through Friday -- **ALL DAY** Saturday, Sunday & Holidays.

BASE RATES & CLASSIFICATIONS (A)		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
Warehouse Shipment delivered on or before September 20, 2019 (200 lb. minimum)		
Crated Shipment	\$ 74.00	\$ 148.00
Special Handling Shipment	82.00	164.00
Show Site Shipment (200 lb. minimum)		
Crated Shipment	74.00	148.00
Special Handling Shipment	82.00	164.00
Uncrated, Pad-Wrapped or Carpet Shipment	90.00	180.00
Small Package (1 to 35 lbs.)		
Small Package. per piece	35.00	
Refrigerated/Frozen Product Shipment		
Special Handling Shipment, per piece	60.00	
Special Handling Shipment, per skid	122.85	

ADDITIONAL SURCHARGES (A)		
All freight delivered to booths and/or outbound shipments after 4:30 PM Monday through Friday and ALL DAY Saturday, Sunday & Holidays will be assessed overtime charges.		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
Shipment Delivered after Deadline Date (in addition to Base Rates)		
Warehouse Shipment after Sept. 20, 2019	\$ 11.00	\$ 22.00
Show Site Shipment after Show opening	\$ 22.00	\$ 44.00
Overtime Charge - Inbound OR Outbound (in addition to Base Rates) - if required		
Crated Shipment	\$ 11.00	\$ 22.00
Special Handling Shipment	\$ 15.00	\$ 30.00
Uncrated or Pad Wrapped Shipment	\$ 19.00	\$ 38.00
Loading of outbound material will begin at 3:30 PM on Tuesday, September 24, 2019		

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. 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 HOLLINS. This estimate will prevail.

CLASSIFICATION	ESTIMATED HANDLING CHARGES (A) - Calculate in increments of 100 only. - Round up to the next 100 mark. - 200 lb. minimum per shipment.												
	Weight (lb.)	÷100	=	CWT	x	OT In / ST Out	ST In / ST Out	ST In / OT Out	OT In / OT Out	or	If Late	=	Charges (A)
Warehouse - Crated		÷100	=		x		\$ 74.00			or	\$ 85.00	=	\$
Warehouse - Special Handling		÷100	=		x		\$ 82.00			or	\$ 93.00	=	\$
Show Site - Crated		÷100	=		x		\$ 74.00			or	\$ 96.00	=	\$
Show Site - Special Handling		÷100	=		x		\$ 82.00			or	\$ 104.00	=	\$
Show Site - Uncrated or Pad Wrapped		÷100	=		x		\$ 90.00			or	\$ 112.00	=	\$
Small Package			=		x		\$ 35.00			or		=	\$
Refrigerated/Frozen - per piece			=		x		\$ 60.00			or		=	\$
Refrigerated/Frozen - per skid			=		x		\$ 122.85			or		=	\$
200 lb. minimum charge applies to each shipment - Example 1: You shipped two boxes together weighing seventy-five pounds each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound charge. - Example 2: You shipped the same two boxes weighing seventy-five pounds each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound charges.												TOTAL (A)	\$

• Shipments returned to the Warehouse will be charged an additional \$15.00 per 100 lb. ~ \$250.00 minimum. • Storage fees prior to 30 days before the Show, and/or after 4 days following the Show will be an additional \$1.50 per 100 lb. per day ~ \$50.00 minimum • Show Site storage for containers not brought in by HOLLINS will be \$25.00 per piece. • Shrink Wrap: \$55.00 per skid (includes 30 mins. labor). • Banding: \$1.95 per foot (includes 30 mins. labor).

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

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ (Please Type or Print) _____ DATE _____

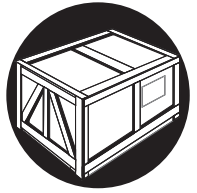
FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Special Handling Definitions



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks such as; U-hauls, drop deck flat bed trailers, drop floor van trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit, or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. HOLLINS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

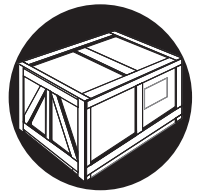
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Material Handling
Shipping Addresses
and Notification**



Please Type or Print Mail one copy to us at the address above. Retain a copy for your files.

Advance Shipments to HOLLINS Warehouse: Use the following address.

To: Company Name and Booth #
For: Association of Correctional Food Service Affiliates
c/o: HOLLINS Exposition Services/HICKS
935 Rayner Street
Memphis, TN 38114

◀ **Deadline date for Advance Shipments:
September 20, 2019**

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						

Show Site Shipments: Use the following address.

To: Company Name and Booth #
For: Association of Correctional Food Service Affiliates
c/o: HOLLINS Exposition Services
Graceland Soundstage A
3734 Elvis Presley Blvd.
Memphis, TN 38116

◀ **Show Site shipments will be accepted beginning:
September 23, 2019**

List show site shipments below. Attach separate forms for additional shipments.

Show Site Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						

Shipments of REFRIGERATED OR FROZEN PRODUCT ONLY: Use the following address.

To: Company Name and Booth #
For: Association of Correctional Food Service Affiliates
c/o: HOLLINS Exposition Services
Graceland Exhibition Center
Attn: Mollie Malone / F&B
1078 Craft Road
Memphis, TN 38116

◀ **REFRIGERATED or FROZEN shipments will be
accepted September 23-24 ONLY:**

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						

PLEASE TYPE OR PRINT

NAME OF EVENT Association of Correctional Food Service Affiliates

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

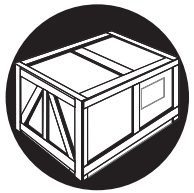
TELEPHONE NO. _____ DATE _____



Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Material Handling
Shipping Labels -
Displays and Dry Goods



Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. *Please Type or Print*



R U S H

Advance Warehouse

DEADLINE DATE: September 20, 2019

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS EXPOSITION SERVICES/HICKS**
935 Rayner Street
Memphis, TN 38114

Event: _____ **ACFSA**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Advance Warehouse

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C/O: **HOLLINS EXPOSITION SERVICES/HICKS**
935 Rayner Street
Memphis, TN 38114

Event: _____ **ACFSA**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Show Site

NOT BEFORE: September 23, 2019

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Soundstage A
3734 Elvis Presley Blvd
Memphis, TN 38116

Event: _____ **ACFSA**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



R U S H

Show Site

NOT BEFORE: September 23, 2019

TO: _____
(Name of Exhibiting Company)

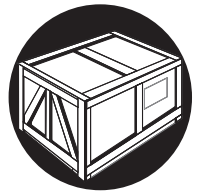
C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Soundstage A
3734 Elvis Presley Blvd
Memphis, TN 38116

Event: _____ **ACFSA**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. *Please Type or Print*

HOLLINS
EXPOSITION SERVICES

**R RUSH!
REFRIGERATED
PRODUCT**
ACCEPTED: September 23-24, 2019

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Exhibition Center
Attn: Mollie Malone / F&B
1078 Craft Road
Memphis, TN 38116

Event: _____ *ACFSA*

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

**R RUSH!
REFRIGERATED
PRODUCT**
ACCEPTED: September 23-24, 2019

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Exhibition Center
Attn: Mollie Malone / F&B
1078 Craft Road
Memphis, TN 38116

Event: _____ *ACFSA*

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

**F RUSH!
FROZEN
PRODUCT**
ACCEPTED: September 23-24, 2019

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Exhibition Center
Attn: Mollie Malone / F&B
1078 Craft Road
Memphis, TN 38116

Event: _____ *ACFSA*

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

HOLLINS
EXPOSITION SERVICES

**F RUSH!
FROZEN
PRODUCT**
ACCEPTED: September 23-24, 2019

TO: _____
(Name of Exhibiting Company)

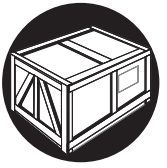
C/O: **HOLLINS EXPOSITION SERVICES**
Graceland Exhibition Center
Attn: Mollie Malone / F&B
1078 Craft Road
Memphis, TN 38116

Event: _____ *ACFSA*

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to HOLLINS's warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

1. DEFINITIONS. For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.

2. PACKAGING/CRATES AND STORAGE. HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. **HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. **HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** HOLLINS recommends the securing of security services from Facility or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.

5. DELIVERY TO THE CARRIER FOR RELOADING. HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. HOLLINS's performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS **more than two (2) years** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, HOLLINS's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** **IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.**

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier **ONLY**, and are in no way an extension of HOLLINS's maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**

10. JURISDICTION / VENUE. **THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.**

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. **IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.**

ATTENTION

DO NOT return the forms following this page to HOLLINS Exposition Services.

Should you desire any of these services, please return the form to the appropriate vendor(s).

Thank you.



ELECTRICAL & INTERNET ORDER FORM

Association of Correctional Food Service Affiliates - September 24, 2019

CHARGE AUTHORIZATION FORM - PLEASE PRINT CLEARLY OR TYPE.

Complete, sign and return this form with your order to: Mrs. Erika Mattox, Special Events Facilitator, at emattox@graceland.com – Soundstage at Elvis Presley’s Memphis Entertainment Complex located at 3717 Elvis Presley Blvd. or call direct #: 901-332-3322 Ex: 2606. Please return completed form by Monday, September 22, 2019.

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
Phone		Email Address

Please Print Clearly Or Type: Check the appropriate box, list card number and expiration date.

American Express Master Card Visa V-Code _____

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_____ Expiration Date Signature: _____

Electrical Services:

Quantity	Description	Price
<input style="width: 40px; height: 20px;" type="text"/>	Electrical Power Hookup	\$55.00 each

Internet Services:

Quantity	Description	Price
<input style="width: 40px; height: 20px;" type="text"/>	WiFi Internet Connection	\$15.00 each

Total Purchase: _____



ACFSA 2019 Annual International Conference & Vendor Showcase

The Guest House at Graceland
Memphis, TN
September 22-25, 2019



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 10.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 6.0)



- ✓ 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.



ACFSA 2019 Annual International Conference & Vendor Showcase

The Guest House at Graceland
 Memphis, TN
 September 22-25, 2019



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	QTY	ORDER BY 8/23/2019	ORDER BY 9/6/2019	ONSITE	TOTAL
------------------------	-----	-----------------------	----------------------	--------	-------

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

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

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

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 2019 Annual International
Conference & Vendor Showcase**
The Guest House at Graceland
Memphis, TN
September 22-25, 2019



CONTACT INFORMATION

COMPANY: _____ BOOTH #: _____	<p><u>iLeads Only:</u></p> <p>Please provide First Name, Last Name and Email address of person to receive the Event Access Code.</p> <p>Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.</p> <p>Name:</p> <p>_____</p> <p>Email:</p> <p>_____</p>
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____	
PHONE#: _____ FAX #: _____	
ORDER CONTACT: _____ EMAIL: _____	
ONSITE CONTACT: _____ CELL #: _____	

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