



# EXHIBITS INCORPORATED

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

**SUBJECT: RICHMOND ASSOCIATION OF REALTORS - REALTORfest 2012  
GREATER RICHMOND CONVENTION CENTER, RICHMOND, VA  
OCTOBER 23, 2012**

**DEAR EXHIBITOR:**

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

EXHIBITS, INC. will provide the following for each 10' wide x 10' deep booth:

- \*8 ft. high pipe & flame resistant fabric backdrops
- \*3 ft. high pipe & flame resistant fabric siderails
- \*one 6 ft. draped table
- \*two folding chairs

If you require additional furnishings for your booth, fill in the enclosed Rental Order Form along with the Payment Policy Form and return promptly to **EXHIBITS, INC.**

If you are shipping material for this event or you have labor needs please read and complete the enclosed Drayage and/or Labor Service Order Forms. Rates and instructions are included. To ensure proper receiving and placement of your freight, you must return forms promptly to **EXHIBITS, INC.**

**PLEASE READ ALL ENCLOSED INSTRUCTIONS CAREFULLY.**

We look forward to being of service to you and assure you of our full cooperation in all matters pertaining to the event.

Sincerely,

EXHIBITS, INC.



# Exhibits, Inc.

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

XhibitsInc.com



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

# RENTAL ORDER FORM

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

### CANCELLATION POLICY:

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

7/2011

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

### CARPET

Qty.	Advance Price	Show Price	Amount
_____ 10'x 10' Carpet	\$142.00	\$169.00	_____
_____ 10'x 20' Carpet	\$273.00	\$336.00	_____
_____ 10'x 30' Carpet	\$412.00	\$504.00	_____
_____ ft. x _____ ft. Carpet	2.84/sq.ft.	4.15/sq.ft.	_____

**Carpet Color:**  
 Red  Blue  Hunter Green  Gold  Grey  
 Burgundy  Teal  Plum  Black

### SEATING

_____ Upholstered Arm Chair	\$57.00	\$71.00	_____
_____ Upholstered Side Chair	\$53.00	\$64.00	_____
_____ Molded Plastic Side Chair	\$47.00	\$55.00	_____
_____ Molded Plastic Folding Chair	\$33.00	\$38.00	_____
_____ High Back Stool	\$53.00	\$57.00	_____
_____ High Stool	\$28.00	\$38.00	_____

### ACCESSORIES

_____ Waste Basket with Liner	\$22.00	\$28.00	_____
_____ Floor Easel	\$33.00	\$38.00	_____
_____ Chrome Stanchions	\$47.00	\$57.00	_____
_____ 8 Ft. Red Velour Ropes	\$37.00	\$47.00	_____
_____ Corner Table-24"x24"x15"high	\$47.00	\$57.00	_____
_____ Cocktail Table-Round x 15" high	\$51.00	\$64.00	_____
_____ 22"x 28" Chrome Sign Holder	\$64.00	\$83.00	_____

### PEGBOARD/DISPLAY PANELS

_____ 4'x 8' Pegboard (Vert. or Horiz.)	\$114.00	\$144.00	_____
_____ 4'x 8' Grey Cloth Display Panel	\$148.00	\$183.00	_____

### TABLE WITH DRAPE

Qty.	Advance Price	Show Price	Amount
_____ 4'x 2' Standard 30" High	\$80.00	\$99.00	_____
_____ 6'x 2' Standard 30" High	\$91.00	\$111.00	_____
_____ 8'x 2' Standard 30" High	\$102.00	\$127.00	_____
_____ 4'x 2' Raised 42" High	\$102.00	\$128.00	_____
_____ 6'x 2' Raised 42" High	\$114.00	\$143.00	_____
_____ 8'x 2' Raised 42" High	\$126.00	\$154.00	_____

**Draped tables include vinyl top and pleated skirt on three sides**  
**Drape Color:**  
 Red  White  Blue  Hunter Green  Plum  Expo Green  
 Gold  Black  Grey  Burgundy  Teal  Beige

### FOURTH SIDE TABLE DRAPE

_____ 30" High Table	\$20.00	\$39.00	_____
_____ 42" High Table	\$26.00	\$46.00	_____

### ROUND TABLES & LINENS

_____ 4' Round Table	\$57.00	\$70.00	_____
_____ 5' Round Table	\$69.00	\$84.00	_____
_____ 24" Round Pedestal Table	\$43.00	\$51.00	_____
_____ 90" Round White Table Linen	\$36.00	\$57.00	_____

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

### TABLE TOP RISERS & DRAPING

_____ 4'x 1'x 12" Table Top Riser	\$22.00	\$30.00	_____
_____ 4'x 1'x 12" Riser / Draped	\$47.00	\$57.00	_____
_____ 6'x 1'x 12" Table Top Riser	\$36.00	\$43.00	_____
_____ 6'x 1'x 12" Riser / Draped	\$57.00	\$70.00	_____

**Drape Color:**  
 Red  White  Blue  Hunter Green  
 Gold  Black  Grey  Burgundy

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

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

**FULL PAYMENT MUST ACCOMPANY ALL ORDERS  
 US FUNDS ONLY**

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

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

Authorized By (Print name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event **Richmond Assn. of Realtors - REALTORfest 2012**

**Greater Richmond Convention Center, Richmond, VA  
 October 23, 2012**

Telephone No. \_\_\_\_\_

Fax \_\_\_\_\_

Title \_\_\_\_\_

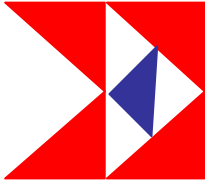
E-mail \_\_\_\_\_

Booth No. \_\_\_\_\_

### TOTAL YOUR ORDER HERE

Sub-Total	\$	_____
5% Sales Tax (Required)	\$	_____
<b>TOTAL DUE</b>	\$	_____





# EXHIBITS, INC.

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



# DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

XhibitsInc.com

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

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

## SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

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

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

<b>ADVANCE SHIPPING ADDRESS</b> Receiving Hours: Monday - Friday, 8:30am - 4:00pm <b>Advance Shipments must be received by Friday, October 19, 2012!</b>	YOUR COMPANY NAME _____ BOOTH# _____ REALTORfest 2012 c/o EXHIBITS, INC. 2505 GLEN CENTER STREET RICHMOND, VA 23223
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## SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

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

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

<b>DIRECT SHIPPING ADDRESS</b> <b>Direct Shipments will only be Received During Exhibitors Set Date/Times!</b>	YOUR COMPANY NAME _____ BOOTH# _____ REALTORfest 2012 Greater Richmond Convention Center c/o EXHIBITS, INC. 403 N. 3rd Street Richmond, VA 23219
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NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND "bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Exhibits, Inc. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, models, machinery, etc....

## SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

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

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

Your Company _____	Telephone No. _____
Street Address _____	Fax No. _____
City _____ Stat _____	Zip _____
Authorized By (Print name) _____	Signature _____
Weight _____ No. of pieces _____	Estimated Arrival _____
_____ (# of CWT's) x \$ _____ (Rate)	<b>TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____</b>
<b>ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER</b>	<b>TOTAL AMOUNT SPECIAL SERVICES: \$ _____</b>
	<b>GRAND TOTAL DUE THIS ORDER: \$ _____</b>

Name of Event *Richmond Assn. of Realtors - REALTORfest 2012*  
*Greater Richmond Convention Center, Richmond, VA*  
*October 23, 2012*

Booth No \_\_\_\_\_

## **LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY**

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

# **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

## **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

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

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

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

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

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

## **SERVICE B - EXHIBIT SITE MATERIAL HANDLING**

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

## **WHEN USING SERVICE A and/or SERVICE B:**

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

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

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

## **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

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

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

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

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

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

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

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

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

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

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

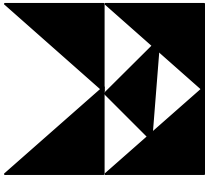
**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW**

will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

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



# Exhibits, Inc.

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

XhibitsInc.com

# EXHIBIT LABOR ORDER FORM

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



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

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

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

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

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

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

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

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

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

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

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_

(Print Name)

Name of Event

*Richmond Assn. of Realtors - REALTORfest 2012  
Greater Richmond Convention Center, Richmond, VA  
October 23, 2012*

Booth No. \_\_\_\_\_



# **ATTENTION**

## **DO NOT SEND**

**the forms that follow this page to**

***EXHIBITS, INC.***

If you are ordering any of the following services, please send the appropriate form(s) to the address/fax # indicated on each of the order forms.



# Utility Services Connection Order Form

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY FORM.**

## A. ELECTRICAL CONNECTION(S)

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Qty	Description	Advance	Floor	Total	24 hr. Power
<b>STANDARD CONNECTION</b>					
_____	20 amp 110v	\$ 60.00	\$ 80.00	_____	<input type="checkbox"/>
<b>SINGLE PHASE 208V</b>					
_____	30 amp 208v 1 phase	\$ 160.00	\$ 205.00	_____	<input type="checkbox"/>
_____	60 amp 208v 1 phase	\$ 330.00	\$ 425.00	_____	<input type="checkbox"/>
_____	100 amp 208v 1 phase	\$ 535.00	\$ 695.00	_____	<input type="checkbox"/>
_____	200 amp 208v 1 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	400 amp 208v 1 phase #	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
<b>THREE PHASE 208V</b>					
_____	30 amp 208v 3 phase	\$ 255.00	\$ 325.00	_____	<input type="checkbox"/>
_____	60 amp 208v 3 phase	\$ 445.00	\$ 575.00	_____	<input type="checkbox"/>
_____	100 amp 208v 3 phase	\$ 640.00	\$ 830.00	_____	<input type="checkbox"/>
_____	200 amp 208v 3 phase	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
_____	400 amp 208v 3 phase #	\$ 910.00	\$ 1,185.00	_____	<input type="checkbox"/>
<b>THREE PHASE 480V #</b>					
_____	30 amp 480v 3 phase	\$ 275.00	\$ 350.00	_____	<input type="checkbox"/>
_____	60 amp 480v 3 phase	\$ 450.00	\$ 585.00	_____	<input type="checkbox"/>
_____	100 amp 480v 3 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	200 amp 480v 3 phase	\$ 1,070.00	\$ 1,390.00	_____	<input type="checkbox"/>
<b>RENTAL ITEMS **</b>					
_____	power strip	\$ 15.00	\$ 25.00	_____	
_____	extension cords	\$ 10.00	\$ 20.00	_____	
<b>LABOR FOR CUSTOM ELECTRICAL</b>					
_____	On-Site Electrician	\$42.00 per hour		_____	
_____	Overtime/Holiday/Weekend	\$63.00 per hour		_____	
<b>24-Hour Power: Add 50% to that service</b>					
<b>Subtotal Electrical:</b>					_____

\*\* Rental Items remain property of GRCC.  
 On-site orders are subject to equipment availability and additional labor charges.

## B. MECHANICAL CONNECTION(S)

Compressed Air: Exhibitor must supply own drier or regulator for critical

Qty	Description	Advance	Floor	Total	
_____	Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00	_____	
_____	Water/Drain (fill)	\$ 125.00	\$ 150.00	_____	
_____	Water/Drain (fill) over 1000 gal.	<b>Call for Details and Price</b>			
_____	Labor - Maintenance (per hour)	\$ 33.00	\$ 49.50	_____	
_____	Labor - Electric (per hour)	\$ 42.00	\$ 63.00	_____	
<b>Subtotal Mechanical:</b>					

\* Exhibit booths requiring air, water/drain need to be located next to a column.

Advance service orders and payment in full must be received a minimum of 14 days prior to the first scheduled move-in date before the show. Otherwise, Floor rates will apply.

## C. SPECIAL INSTALLATION REQUEST

Install Date/Time: \_\_\_\_\_ AM/PM  
 Remove Date/Time: \_\_\_\_\_ AM/PM

## D. SERVICES GRAND TOTAL (from sections A & B)

\$ \_\_\_\_\_

**Please have your payment fourteen (14) days prior to move-in of the event to receive advance price rates.**

## E. PAYMENT INFORMATION

Method of Payment (circle): CHECK VISA MC AMEX

Checks Payable -Greater Richmond Convention Center

The CSV Code is required to process credit card transactions but for security reasons should not be submitted on this form. Please email this 3 digit code on the back of your card to [utilityservices@greaterrichmondcc.com](mailto:utilityservices@greaterrichmondcc.com)

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

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

Print Name on Card \_\_\_\_\_

Authorized Signature for Payment \_\_\_\_\_

I hereby authorize the Greater Richmond Convention Center to charge the above credit card for the services ordered on this form. Additionally, I acknowledge receipt of and will abide by the Utility Services Connection Order Form Conditions and Regulations.

Check here to receive copy of credit card receipt.

## Sending Payments and Order Form

**By Mail** Greater Richmond Convention Center  
 Attn: Utility Service Desk  
 403 N 3rd Street  
 Richmond, VA 23219

**By Fax** Send order form with credit card information to (804) 225-0508. The CSV Code is required to process payment.

## For In-House Use Only

Total \$ Received: \_\_\_\_\_ Date \_\_\_\_\_  
 Method of Payment: \_\_\_\_\_  
 CC Authorization #: \_\_\_\_\_ Initials \_\_\_\_\_

# Greater Richmond Convention Center

## Utility Services Order Form Conditions & Regulations

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### 1. PAYMENT INFORMATION

- a. We can accept company checks, money orders, Visa, MasterCard and American Express for payment. Acceptance of checks and credit cards is subject to verification. A service charge of \$25.00 will be administered for each returned check.
- b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

### 2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. All prices are based on current wage rates and are subject to change without notice.

### 3. INSTALLATION OF SERVICES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
- c. All materials and equipment furnished by the Greater Richmond Convention Center for any services ordered shall remain the Greater Richmond Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
- d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

### 4. CANCELLATION POLICY

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

### 5. SERVICE GUIDELINES

- a. Electrical
  - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle.
  - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned off thirty (30) minutes after closing. Only GRCC house electricians are permitted to service connections and overload protection to equipment.
    - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
  - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
  - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
  - Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

# Greater Richmond Convention Center

## Utility Services Order Form Conditions & Regulations

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- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Greater Richmond Convention Center house electricians.
  
- b. Mechanical
  - **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
  - **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by Greater Richmond Convention Center for this service order shall remain Greater Richmond Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
  - **NOTICE:** Exhibitor assumes responsibility for any damage to Greater Richmond Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

# PROJECTION

## RENTAL PRICE SCHEDULE

Audio-Visual, Video and Computer Services



403 N. Third Street  
Richmond, VA 23219  
(804) 783-7323  
(804) 225-0508 Fax  
[www.projection.com](http://www.projection.com)



WHERE VIRGINIA MEETS THE WORLD



# Video & Data Display Equipment



## VIDEO PLAYERS-RECORDERS

1/2" VHS Videocassette Player/Recorder .....	\$70.00
DVD Player .....	\$70.00
Mini DVD Tape Stock .....	\$15.00

## VIDEO/DATA PROJECTORS

LCD Projector (XGA) 1024x768, 3300 Lumen .....	\$350.00
LCD Projector (XGA) 1024x768, 5000 Lumen .....	\$450.00
LCD Projector (XGA) 1024x768, 10,000 Lumen .....	\$1250.00
High-End or Long Throw Projectors .....	CALL

## VIDEO/DATA MONITORS

27" Video Monitor .....	\$90.00
20" LCD Flat Panel Monitor .....	\$175.00
32" LCD Monitor (1024x768) 4:3 Ratio .....	\$250.00
42" Plasma Monitor (1024x768) 16:9 Ratio .....	\$400.00
Plasma Stands (Specify Table, Wall or Floor) .....	CALL
Plasma Speakers (Pair) For 42" and Above .....	CALL

## VIDEO/DATA SWITCHING AND DISTRIBUTION

Video Distribution Amplifier .....	\$50.00
Video Switcher (6x1 Active) .....	\$50.00
RGBHV Data Interface .....	\$50.00
Audio/Video Distribution Amp .....	\$50.00
Scan Converter .....	\$450.00
Folsom Presentation Pro .....	\$450.00
RGBHV Switcher (4x1) .....	\$50.00
RGBHV Distribution Amp (1x4) .....	\$80.00

## VIDEO CAMERA EQUIPMENT

Digital Video Camera (Mini DV) .....	\$250.00
Fluid Head Tripod .....	\$50.00
Overhead Visualizer .....	\$300.00
Sony D 50 Video Camera .....	CALL

## VIDEO LIGHTING

Professional Stage Lighting Packages .....	CALL
Leko Podium Lighting Kit .....	CALL
Spotlight .....	\$125.00
Fully Rigged Show and Event lighting, Pyrotechnics and set dressing available .....	CALL

## SHOW ACCESSORIES

Control Area Pipe and Drape .....	\$40/panel
Clearcom Power Supply .....	\$75.00
Clearcom Belt Pack and Headset .....	\$30.00

# Labor

Set & Strike Labor .....	\$56/hour
Audio Visual Technician .....	\$61/hour
Computer/Video Technician .....	\$71/hour

8am – 5pm Monday Through Friday .....	- Standard Time
5pm – 8am Monday Through Friday .....	- Time and One Half
7am – 5pm Saturday and Sunday .....	- Time and One Half
5pm – 7am Saturday and Sunday .....	- Time and One Half
Holidays .....	- Double Time

Labor Charges are NOT subject to Sales Tax.

All Rentals are on a per day per room basis.

Rental Prices do not include Set, Strike, and Operating Labor.

Requests made less than one business day can be subject to being billed at full price.

Any equipment or technician cancelled within one business day of function's start will be billed at full price.

All Equipment Rentals are subject to an applicable VA Sales Tax.

Prices are subject to change without notice due to availability and market conditions.

**Due to space limitations, only our most frequently requested items are listed.**

**Please call for pricing and availability on more extensive sound, lighting, video, and computer requirements.**

# Projection Equipment



## OVERHEAD PROJECTORS

Overhead Transparency Projector with dual lamp	\$30.00
Hi-Intensity Overhead Projector	\$75.00

## PROJECTION CARTS/STANDS

34" cart with skirt	\$30.00
42" - 54" cart with skirt	\$40.00
56" Safelock Stand	\$30.00

## PRESENTATION ACCESSORIES

Pen Style Laser Pointer	\$25.00
Digital Speaker Timer	\$45.00
Flipchart with Markers	\$30.00
Flipchart with Post-It Pad	\$45.00

## PROJECTION SCREENS

6' x 6' Tripod Screen	\$55.00
7' x 7' Tripod Screen	\$55.00
8' x 8' Tripod Screen	\$55.00

<b>Square Format Screens</b>	Front	Rear	w/Drape Kit
8' x 8' Fastfold Screen	\$60.00	\$60.00	\$120.00
10' x 10' Fastfold Screen	CALL	CALL	CALL
12' x 12' Fastfold Screen	CALL	CALL	CALL
15' x 15' Fastfold Screen	CALL	CALL	CALL
20' x 20' Fastfold Screen	CALL	CALL	CALL

<b>Horizontal Format Screens</b>	Front	Rear	w/Drape Kit
6' x 8' Fastfold Screen	\$50.00	\$50.00	\$100.00
7.5' x 10' Fastfold Screen	\$85.00	\$85.00	\$135.00
9' x 12' Fastfold Screen	\$100.00	\$100.00	\$200.00
10.5' x 14' Fastfold Screen	\$110.00	\$110.00	\$220.00
12' x 16' Fastfold Screen	CALL	CALL	CALL
15' x 20' Fastfold Screen	CALL	CALL	CALL

Bottom Skirts Included at no charge.

# Microphones & Audio Systems



## MICROPHONES

Shure Dynamic Microphones (Lectern, floor, handheld)	\$45.00
Lavalier Microphone	\$50.00
PZM Microphone	\$50.00
UHF Wireless Microphone Set	\$130.00
Conference Microphone Systems (Push-to-Talk)	Call
Wireless Headset Microphone	\$145.00
Professional Thin Gooseneck Microphone	\$60.00

## MIXERS AND MIXER/AMPLIFIER

4-Channel Microphone Mixer	\$40.00
6 Channel Mic Mixer	\$55.00
Professional 16-Channel Stereo Mixer	\$165.00
Professional 24-Channel Stereo Mixer	\$250.00
200w 6-Channel Mono Mixer/Amplifier	CALL
300w 12-Channel Stereo Mixer/Amplifier	CALL
500w Professional Stereo Amplifier	CALL

## SPEAKERS/SOUND SYSTEMS

JBL EON Self Powered Speaker W/Stand	\$80.00
Audio Snake	\$50.00
Professional Keynote Sound System	CALL

## CASSETTE/CD AND DAT PLAYERS/RECORDERS

3-Head Cassette Player/Recorder	\$40.00
Stereo Cassette Recorder	\$50.00
Compact Disc Player (Multi-Disc)	\$80.00

## COMMUNICATIONS EQUIPMENT

ClearCom Inter-Com Base Station	\$50.00
ClearCom Inter-Com Beltpack/Headset	\$35.00
Telephone Audio Interface	\$125.00
Direct Box	\$25.00
Walkie-Talkie	\$40.00/per day multi-day discount available
Walkie-Talkie Repeater	CALL

## CONFERENCE MICROPHONE SYSTEMS

Push-to-talk Delegate Microphone	\$50.00
Push-to-talk Chairman's Microphone	\$60.00
Power Supply	\$110.00

## ACCESSORIES

1x6 Audio Distribution Amplifier	\$55.00
1/3 octave EQ's, Compressor Limiters, Digital Processors and Delays, Crossovers, and Power Conditioners	CALL

# Computers, Printers & Peripherals

## PC COMPUTER SYSTEMS

All systems come with Windows XP Professional, Office 2003 Professional and Norton Anti-Virus Corporate Edition. (Please call for specific configurations)

Core 2 Duo 2.16 Ghz, 2GB RAM, 17" LCD Display  
.....\$450.00 per week /\$250 per day

Pentium 4, 3 Ghz, 1GB RAM, 17" LCD Display  
.....\$300.00 per week/ \$150 per day

Laptop Computer, 15" LCD .....\$450.00 per week / \$225 per day

## MACINTOSH COMPUTER SYSTEMS

Please call with your specifications

## COMPUTER MONITORS

17" LCD Flat Panel Monitor .....\$100.00/day

20" LCD Flat Panel Monitor .....\$175.00/day

24" LCD Flat Panel Monitor .....\$200.00/day

## PRINTERS

LaserJet Printer ( 8.5 x 11) .....\$150.00/week

LaserJet Printer ( 11 x 17) .....\$400.00/week

Network Color Laser Printer .....CALL

## PERIPHERALS

8 Port Ethernet switches 10/100 .....\$30.00/week

24 Port Ethernet hub 10/100 .....\$50.00/week

Presentation Remote .....\$25.00/week

Wireless USB Mouse .....\$25.00/week

Computer Speakers (Pair) .....\$25.00/week

Computer Speakers with Subwoofer (Pair) .....\$50.00/week

External Keyboard/Mouse PS2/USB (Black Available) .....\$25.00/week

# Audience Response System, Webcasting, Simultaneous Interpretation

## Audience Response System

Don't leave full minds empty handed. Keep your audience engaged and involved with Wireless Audience Response Systems.

Meeting attendees respond to questions from the meeting facilitator by pressing the appropriate key on individual wireless keypads. Charts and result graphics are then projected instantly on large screens for further discussion. Responses can be tracked for each audience member (up to 4,000), allowing for individual answers, team answers, and a variety of demographic comparisons.

## Webcasting

We can deliver your presentations to an expanded audience either live or on-demand. Archiving your live meeting event using webcast technology allows your organization the ability to repackage and re-purpose content over and over as the need arises.

Since sessions can be delivered via CD-ROM or on the internet, viewers can conveniently move at their own pace, navigating backward and forward for maximum understanding and impact. The uses for enduring material solutions are endless.

## Simultaneous Interpretation

Getting your message across in more than one language calls for the best equipment and support. We offer wireless infrared systems for simultaneous interpretation for up to 14 languages. Let Global Interpretation Systems equip you for your next international event. We provide:

- State-of-the-art interpretation equipment
- Push to talk conference microphone systems
- Wireless infrared systems
- Coordination of interpreters
- Portable equipment for small groups or tours
- Fully enclosed soundproof booths

We've also simplified the search for qualified interpreters. Our database of experienced language professionals lets us deliver the total solution for your interpretation needs. Interpreters must convey not just the

From sales rep trivia to boardroom strategy sessions, Audience Response is the perfect tool for a variety of data gathering opportunities.

The Audience Response System is priced per event. Information needed to provide a price quote is:

- Number of Audience Response System keypads needed for event
- Number of usage days
- Location of event
- Date(s) of event

## Possibilities include:

- Member sessions, annual meetings, Continuing Education, medical symposia
- Client education, product releases and training, recruitment
- Sales meetings, corporate communications, product introductions.

*Samples available. Call for Quote!*

## Conference CD-ROM development

We can digitize your show handouts including session descriptions, speaker bios, session handouts, abstracts, presentation materials and include them on a CD-ROM or online. Delivery options include; having the disks waiting for you at the show, hosting and delivering the content for web delivery; or even handling the complete fulfillment (duplication and mailing) to attendees.

*Samples available. Call for Quote!*

words, but the speakers' thoughts and ideas in another language. We hire interpreters who hold certifications from the State Department, The American Association of Language Specialists and/or the International Association of Conference Interpreters.

Interpretation systems and interpreters are priced per event. Information needed to provide a quote is:

- Will you require both equipment and interpreters?
- How many languages and what are they?
- What is the topic? (general, medical or technical)
- Is interpretation one-way or bi-directional?
- How many attendees?
- What days, times and how many rooms?
- What city and facility?

*Call for a Meeting Planners Guide to Simultaneous Interpretation*





**Commonwealth of Virginia**  
*Department of Taxation*

**TEMPORARY SALES TAX CERTIFICATE/RETURN --- ST-50**

THIS FORM APPLIES TO ALL VENDORS AND MUST BE COMPLETED EVEN IF NO TAX IS DUE

The Virginia Sales and Use Tax Act requires the collection of 5% tax on all retail sales made in the Commonwealth of Virginia except those exempt by law. (§58.1-603, 604)

You are required to provide us with your name and registration number if you are permanently registered in Virginia. Virginia registration number is \_\_\_\_\_. If you are permanently registered in a locality other than the one where the show was held, you must file and pay tax collected at the show using this form. Returns are due and payable on or before the 20<sup>th</sup> of the month following the show/event. If you attend 3 or more shows a year you must have a Virginia sales tax number. Please call 804-367-8037 to obtain a registration form or see our web site at [www.tax.virginia.gov](http://www.tax.virginia.gov).

**Please make checks payable to the Virginia Department of Taxation. Do Not Send Cash.**

**MAILING INFORMATION**

Send completed form and payment to:

Virginia Department of Taxation  
C/O Yolanda Benson  
PO Box 775  
Chesterfield, VA 23832

If you have questions or need more information, contact Yolanda Benson @ (804) 796-4065 (voice mail).

**SHOW - EVENT INFORMATION**

SHOW NAME: \_\_\_\_\_ DATE OF SHOW: \_\_\_\_\_

SHOW LOCATION: Greater Richmond Convention Center  
CITY: Richmond

**VENDOR INFORMATION**

VENDOR NAME: \_\_\_\_\_ TRADING AS: \_\_\_\_\_

SOCIAL SECURITY#: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TAXABLE SALES: \_\_\_\_\_ x .05 = \_\_\_\_\_

AMOUNT OF SALES TAX DUE = \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION**