



Show Facts

Onsite Wastewater Mega-Conference Hampton Roads Convention Center Hampton, VA October 22-24, 2023



BOOTH EQUIPMENT

Each 10' deep x 10' wide booth includes: one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, one wastebasket and one 7" x 44" booth ID sign. Show colors are blue and white.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted. Aisles will be carpeted by NOWRA. The tradeshow takes place in Hall A. Booth carpet is available for rental, please see page 4.

DISCOUNT PRICES

In order to receive the discounted rates listed in this kit, we must receive your order by:
Friday, October 6, 2023. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Sunday, October 22, 2023 from 1:00pm - 5:00pm

Show Hours:

Sunday, October 22, 2023 at 6:00pm (Welcome Reception)

Monday, October 23, 2023 from 7:00am - 6:30pm

Tuesday, October 24, 2023 from 7:00am - 1:30pm

Exhibitor Move-Out:

Tuesday, October 24, 2023 from 1:30pm - 6:00pm



756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone, xhibitsinc.com, info@xhibitsinc.com

A DIVISION OF
DEMERS EXPOSITION SERVICES, INC.



NOWRA



October 22-24, 2023

Hampton Roads Convention Center



Online Ordering

**Looking for an easier way to place your order?
Tired of emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@xhibitsinc.com (please specify show name and date). We will then create an online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email will be assessed this fee.**

**Last day to receive discount pricing is Friday, October 6, 2023.
Floor prices will apply after that date.
The Storefront will close on Friday, October 13, 2023.
No online orders after that date.**





Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

=====

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE : _____

=====

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

=====

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Exhibits Inc in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Exhibits Inc. prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, October 6, 2023** for pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Exhibits Inc. to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



EXHIBITS INCORPORATED

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Standard Furnishings

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	161.00	191.00	
	9' x 20' Carpet	313.00	382.00	
	9' x 30' Carpet	468.00	572.00	
	9' x 40' Carpet	589.00	693.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green Black (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.25 = _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.90 = _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	91.00	112.00	
	2' x 6' x 30" high	104.00	127.00	
	2' x 8' x 30" high	116.00	144.00	
	2' x 4' x 40" high	116.00	144.00	
	2' x 6' x 40" high	130.00	163.00	
	2' x 8' x 40" high	143.00	175.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	55.00	58.00	
	2' x 6' x 30" high	58.00	62.00	
	2' x 8' x 30" high	69.00	74.00	
	2' x 4' x 40" high	63.00	77.00	
	2' x 6' x 40" high	70.00	86.00	
	2' x 8' x 40" high	80.00	88.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	38.00	48.00	
	6' x 10" Undraped	48.00	60.00	
	4' x 10" Draped	70.00	81.00	
	6' x 10" Draped	81.00	92.00	
Wood Table Riser Color: White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	65.00	81.00	
	Black Bar Stool w/ foot rest	71.00	89.00	
	Tubular folding chair	38.00	43.00	
	Upholstered bar stool	92.00	103.00	
	Padded side chair	50.00	59.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	9.77	11.87	
	3' high drapery Per Linear Foot	8.72	10.82	
	13'-long table skirting	74.00	89.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	72.00	103.00	
	Easel (Tripod Display)	38.00	43.00	
	Garment Rack	89.00	128.00	
	Panelboard	189.00	259.00	
	Pegboard	212.00	297.00	
	Stage (4' x 4' all heights up to 36")	161.00	228.00	
	Stage (4' x 4' w/ carpet & skirt)	275.00	350.00	
	Stanchion Post	64.00	81.00	
	Stanchion Belt	6.62	10.82	
	Waste Basket	25.00	32.00	
	Aluminum Rail	7.88	11.00	

- ORDER SUMMARY -

Subtotal:	\$	<input type="text"/>
6.00% Sales Tax:	\$	<input type="text"/>
8.00% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



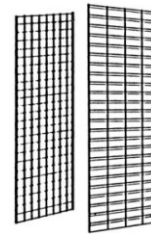
Faux Tree



Literature Rack



Gondola



Gridwall

Actual products may vary from images shown

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 63.00	=	
SILK PALM TREE		X	\$ 74.00	=	
LITERATURE RACK		X	\$ 100.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 63.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 236.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 26.00 EA	=	
SUBTOTAL				\$	
6.00% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

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Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Elite Series Furniture



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 595.00	=	
SORRENTO COUCH BLACK		X	\$ 568.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 297.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 156.00	=	
SANIBEL BISTRO TABLE		X	\$ 298.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 156.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 156.00	=	
SORRENTO CHAIR WHITE		X	\$ 314.00	=	
SORRENTO CHAIR BLACK		X	\$ 287.00	=	
SUBTOTAL				\$	
6.00% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Custom Booth Rental

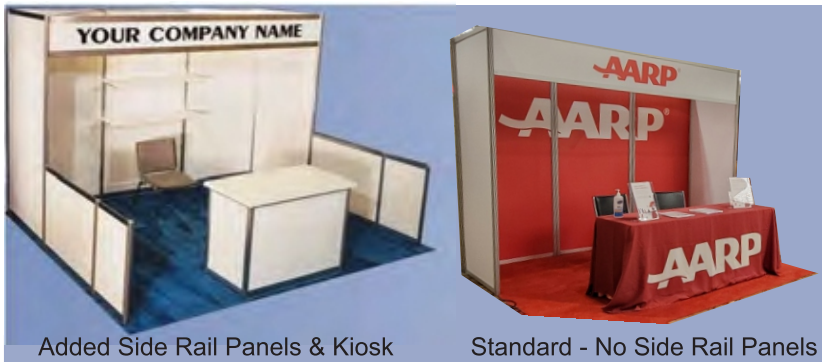
Standard custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

Optional add on items:

- 3' siderail panels
- 8" x 38" Plexi shelf
- One meter front reception kiosk

Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.



Added Side Rail Panels & Kiosk

Standard - No Side Rail Panels

Other custom options available. Please call for a quote.



***Customizable panels with Logos and/or Graphics:** Prices quoted upon request. Please call 860-882-0003.

Custom Graphic Specs:

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.09"x14"

PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

9'X10' Carpet Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
Table Length:	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	
Table Skirt Color:	<input type="checkbox"/> Red <input type="checkbox"/> White	<input type="checkbox"/> Blue <input type="checkbox"/> Green	<input type="checkbox"/> Gray <input type="checkbox"/> Black	<input type="checkbox"/> Burgundy
I.D. Sign Letter Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	
I.D. Sign Text (up to 20 characters):				

ITEM	QTY	X	PRICE	=	TOTAL
CUSTOM BOOTH RENTAL		X	\$ 2163.00	=	
SET OF 3' SIDE RAIL PANELS		X	\$ 683.00	=	
8" x 38" PLEXI SHELF		X	\$ 131.00	=	
ONE METER RECEPTION KIOSK		X	\$ 793.00	=	
SUBTOTAL					\$
6.00% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

PRINTED GRAPHICS ARE NOT INCLUDED, ADDITIONAL COSTS APPLY

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Audio/Visual Equipment

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$90.00 per hour labor charge will apply.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$441	
42" LCD Flat Screen Monitor (tabletop)		\$499	
50" LCD Flat Screen Monitor		\$835	
Monitor Stand (fits 50" monitor only)*		\$158	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.			Sub-total
			6.00% Sales Tax
			8.00% Admin Fee
			Total



Order Online and Save the 8% Administrative Fee

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Digital Graphics And Signs

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 804.788.4400.





Sign & Graphics Order Form

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Exhibits Inc. can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input type="text"/>	L X	<input type="text"/>	W =	<input type="text"/>	Square Feet
<small>Round length and width up to nearest foot</small>					
<input type="text"/>	Square Feet	X	\$10.50 per Sq. Ft. Discount Price or \$15.75 per Sq. Ft. Standard Price	=	<input type="text"/> Total

In order to receive discounted price, order must be received by **Friday, October 6, 2023**.
Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Exhibits Inc. will advise of charges before work is performed).
Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard: <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted <input type="checkbox"/> Vinyl Banner	Upgraded: (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
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If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

<input type="checkbox"/> Vertical 	<input type="checkbox"/> Horizontal 	<input type="checkbox"/> Designer to decide
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SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input type="text"/>	Total X	<input type="text"/>	6.00% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Artwork & File Guidelines

EES- Exhibits Inc will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to EES-Box Files. Please contact Exhibits Inc at 804-788-4400 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to info@xhibitsinc.com.



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Material Handling Instructions

Materials can be shipped in advance to the Exhibits Inc. Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Exhibits Inc. will not be accepted. All shipments must be consigned to Exhibits Inc. and all material handling services must be prepaid. Exhibits Inc. Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
 FOR: NOWRA
 c/o Exhibits Inc.
 756 S. West Street Bldg. 3
 Petersburg, VA 23803

Exhibits Inc. Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Exhibits Inc. Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 4:30pm.
Deadline to receive advance shipments without late fee: Friday, October 6, 2023.
Rate: \$74.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: N/A
Late shipments: Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, plus additional fees if special transportation is required.
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.
Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

DIRECT SHIPPING ADDRESS – TO EVENT SITE
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
 FOR: NOWRA
 c/o Exhibits Inc.
 Hampton Roads Convention Center
 1610 Coliseum Dr
 Hampton, VA 23666

Exhibits Inc. will receive shipments at the event site on **October 22, 2023** only. Arrival at any time other than **October 22, 2023** may be refused and redirected to the Advance Warehouse.
Direct shipments will only be received on October 22, 2023
Rate: \$68.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: N/A
Non-payment: Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.
DIRECT SHIPMENTS: Direct shipment will only be accepted at the Venue on October 22, 2023. Shipments received at the Venue prior to October 22, 2023 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.
Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading with the Exhibits Inc. office prior to event closing.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors can make arrangements with the designated show carrier, ABF Freight to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle). If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Exhibits Inc. warehouse for an additional \$40.00 per cwt (2 cwt minimum applies, \$80.00). Shipments returned to the warehouse can be picked up by Exhibitor’s carrier beginning **Friday, October 27, 2023**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- Any freight left on show floor without a Exhibits Inc Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING :

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES	
SHIPMENT 1			lbs.	\$74.00 or \$68.00	\$148.00 or \$136.00	\$	
SHIPMENT 2			lbs.	\$74.00 or \$68.00	\$148.00 or \$136.00	\$	
SHIPMENT 3			lbs.	\$74.00 or \$68.00	\$148.00 or \$136.00	\$	
SHIPMENT 4			lbs.	\$74.00 or \$68.00	\$148.00 or \$136.00	\$	
LATE SHIPMENT(s) to Exhibits Inc. Warehouse				\$20.00	\$80.00 Minium Charge	\$	
						6.00% Service Fee	\$
Order Online and Save the 8% Administrative Fee						8.00% Admin Fee	\$
TOTAL ESTIMATED CHARGES							\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone, xhibitsinc.com, info@xhibitsinc.com

A DIVISION OF
DEMERS EXPOSITION SERVICES, INC.



NOWRA



October 22-24, 2023

Hampton Roads Convention Center



Shipping Labels Advance

Copy and use this label for Advanced Shipment to Warehouse.
Please have shipment(s) arrive by
Friday, October 6, 2023 to avoid the late fee.

RUSH!

EXHIBITS
INC
FREIGHT

TO:

EXHIBITING COMPANY Please write exhibiting company's name in this box


NOWRA

BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment


c/o Exhibits Inc.
756 S. West Street Bldg. 3
Petersburg, VA 23803

Carrier _____

Number _____ of _____ pieces



N O W R A



H A M P T O N R O A D S C C



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Shipping Labels Direct

Copy and use this label for Direct Shipment
to SHOWSITE on **October 22, 2023.**

R U S H !

TO:
EXHIBITING COMPANY Please write exhibiting company's name in this box

NOWRA

BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment

**c/o Exhibits Inc.
Hampton Roads Convention Center
1610 Coliseum Dr
Hampton, VA 23666**


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Carrier _____

Number _____ of _____ pieces


N O W R A


H A M P T O N R O A D S C C



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Liability And Insurance Bulletin

EXHIBITS INCORPORATED shall not be responsible for damage to uncrated materials improperly packed materials, or concealed damage.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipment which are furnished to EXHIBITS INCORPORATED by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

EXHIBITS INCORPORATED shall not be responsible for 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.

EXHIBITS INCORPORATED's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, EXHIBITS INCORPORATED's liability shall be limited to \$0.30 per pound.

EXHIBITS INCORPORATED shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

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

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



EXHIBITS
INCORPORATED

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October 22-24, 2023

Hampton Roads Convention Center



Labor Order Form

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday
 OVERTIME 8:00am to 4:30pm, Saturday & Sunday
 4:31pm to 11:59pm, Monday - Sunday
 DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***Two Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$68.00 \$105.00

\$102.00 \$157.50

\$136.00 \$210.00

Advance Pricing Deadline: Friday, October 6, 2023

INSTALLATION LABOR

Exhibits Inc. Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
Total										

DISMANTLE LABOR

Exhibits Inc. Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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October 22-24, 2023

Hampton Roads Convention Center



Cleaning Order Form

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Order Online and save the 8% Administrative Fee!						8% Admin Fee
Total						

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Order Online and save the 8% Administrative Fee!									8% Admin Fee	
Total										

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Order Online and save the 8% Administrative Fee!						8% Admin Fee
Total						

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Order Online and save the 8% Administrative Fee!										8% Admin Fee
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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October 22-24, 2023

Hampton Roads Convention Center



Event Services & Utilities Request Form

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 email: hrcAdmin@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT TO GUARANTEE REQUEST AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Your Contact Name: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

UTILITIES	24 HR POWER	ADVANCE ORDER	FLOOR ORDER	QTY	AMOUNT	
Electrical						
*Service above 20 Amps requires custom installation by an Electrician to be billed at the hourly rate, with a three (3) hour minimum required.						
ONLY for 24 Hour Power Needs: Check box, and add 50% to that service.						
2000 watt Receptacle, 110 Volt, 20 Amps	<input checked="" type="checkbox"/>	\$ 75.00	\$ 100.00			
1 Phase, 208 Volt, 30 Amps*		\$ 200.00	\$ 250.00			
1 Phase, 208 Volt, 60 Amps*		\$ 300.00	\$ 350.00			
1 Phase, 208 Volt, 100 Amps*		\$ 375.00	\$ 425.00			
1 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 750.00			
3 Phase, 208 Volt, 30 Amps*		\$ 300.00	\$ 350.00			
3 Phase, 208 Volt, 60 Amps*		\$ 400.00	\$ 475.00			
3 Phase, 208 Volt, 100 Amps*		\$ 450.00	\$ 525.00			
3 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 725.00			
3 Phase, 208V, 600 Amps*		Call for Pricing				
3 Phase, 480 volt, 30 Amps*						
3 Phase, 480 volt, 60 Amps*						
3 Phase, 480 volt, 100 Amps*						
3 Phase, 480 volt, 200 Amps*						
Water						
Water/Drain per 100 gal.		\$ 50.00				
Water/Drain per 500 gal.		\$ 175.00				
Equipment Rental **						
Extension Cord		\$ 40.00	\$ 40.00			
Multi-receptacle Power Strip		\$ 25.00	\$ 25.00			
Labor*						
Electrician/per hour		\$ 65.00	\$ 100.00			
Electrician-Overtime/per hour		\$ 100.00	\$ 125.00			
Electrician-Holiday/per hour		\$ 130.00	\$ 150.00			
					Total Utility Order	\$
**Add 6% Tax to all Equipment Orders (Only Items in the "Equipment Rental" section)						\$
Total Utilities + Tax (if applicable)					+ 3.5% Credit Card Processing Fee (if applicable)	\$

The HRCC will provide power only in the form of a disconnect for connections over 20 amps. The exhibitor/vendor will be responsible for all cabling, wiring, and connections to their equipment.

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

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

Schedule

1.To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1633 if you have any questions about your order, or to confirm receipt.

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

Limitation of Liability

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

Utilities Notes:

- 1.Only one outlet will be provided for each power line ordered.
- 2.Power cannot be shared between booths.
- 3.Power is located in the most convenient location unless noted on form.
- 4.No refunds for services requested and already installed.
- 5.Connection to equipment is the exhibitors' responsibility.

METHOD OF PAYMENT

CASH or CHECK Made payable to: Hampton Roads Convention Center • HRCC Tax ID # is 54-6001336

Credit Card Holder Name: _____ E-mail address for receipt: _____

DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt.

I authorize the charges detailed within this form to be charged to the credit card in my name that I provide. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to hrcAdmin@thehrcc.com



Telecommunications Services Request Form

PUBLIC SHOW VENDOR ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: hrcc_admin@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START TO GUARANTEE SERVICE/EQUIPMENT

Event Name: _____ Room/Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Contact Name: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

TELECOMMUNICATIONS		RATE	QTY	AMOUNT
Dedicated Phone Line		\$ 125.00		
Standard Desk Telephone		\$ 25.00		
INTERNET SERVICE TYPE	BANDWIDTH	RATE		
WIRED INTERNET SERVICE				
Basic Wired Internet Connection	Up to 5-8 Mbps	\$ 200.00		
Internet Connection to External Host Server <i>* Routers permitted when selecting this option</i>	3-5 Mbps	\$ 1,500.00		
Must be approved with City of Hampton	5-10 Mbps	\$ 2,500.00		
Connection speeds above 3Mbps may include 5 Static Public IP addresses	10-20 Mbps	\$ 3,500.00		
WIRELESS INTERNET SERVICE				
HRCC SHOW PACKAGE up to 5mbps. Includes (3) devices for the duration of the show.		\$ 100.00		
EQUIPMENT RENTAL				
Hub/Switch/Router Rental <small>A Hub or Switch may be available for customers wishing to establish LANs</small>		\$ 75.00		
Patch Cables <small>Standard Category 5 patch cables are available in various lengths on a first come first serve basis</small>		\$ 40.00		
		Total Telecommunications Order + 3.5% Credit Card Processing Fee (if applicable): \$		

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

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

Limitation of Liability

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

Telecommunications Notes:

1. If any special data and or networking equipment or services are required which are not detailed on this form, please call 757-315-1633.
2. PLEASE RUN UPDATED ANTI-VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.
3. No credits will be issued for unused phone lines installed as ordered.
4. Only written cancellations will be accepted and must be received seven days before show move in.
5. Connection to equipment is the exhibitors' responsibility.
6. Telecommunications panels, floor boxes and equipment must be accessible at all times.
7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.
8. HRCC will troubleshoot HRCC installed components only.
9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.
10. HRCC is the sole provider of WiFi Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared WiFi Internet Access.

METHOD OF PAYMENT

CASH or CHECK

Made payable to: Hampton Roads Convention Center • Tax ID # 54-6001336

Credit Card Holder Name: _____ E-mail address for receipt: _____

DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt.

I authorize the charges detailed within this form to be charged to the credit card in my name I provide. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: _____

Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to hrcc_admin@thehrcc.com