



Mailing Address:  
 P. O. Box 49837  
 Greensboro, NC 27419  
 Phone: (336) 315-5225

Street Address:  
 121 North Chimney Rock Road  
 Greensboro, NC 27409  
 Fax: (336) 315-5220



**Official Service Contractor**

**CAROLINAS PGA  
 MERCHANDISE SHOW**

**Greensboro Coliseum Complex  
 Greensboro, NC  
 February 19-21, 2017**

**Index of Services**

For your convenience, the services and show information from HOLLINS Exposition Services have been organized as follows.

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**Show Information**

**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the **Carolinas PGA Merchandise Show**. 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 ensure a profitable and rewarding experience.

**SERVICE FORMS:** 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 insure the best service and lowest cost to you. **Save money - order early!** Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

**PAYMENT POLICY:** All orders placed with HOLLINS Exposition Services 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, Master Card, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS Exposition Services. **PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

**(A) BOOTH EQUIPMENT**

Each booth will be provided with:

- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 6 ft. draped table
- two chairs
- one 7 in. x 44 in. identification sign
- one wastebasket with liner
- booth carpet

**(B) EXHIBITOR MOVE-IN**

Sunday, February 19, 2017: 2:00 p.m. - 8:00 p.m.

**(C) SHOW HOURS**

Monday, February 20, 2017: 10:00 a.m. - 5:00 p.m.  
 Tuesday, February 21, 2017: 9:30 a.m. - 2:00 p.m.

**(D) EXHIBITOR MOVE-OUT SCHEDULE**

Tuesday, February 21, 2017: 2:00 p.m. - 5:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 2:00 p.m., Tuesday, February 21st. The exhibit hall must be cleared by 5:00 p.m. on Tuesday, February 21st.

**(E) TAX**

Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

**(F) DISCOUNT RATES**

If you need additional booth furnishings, utilities, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must

receive your order with full payment by February 6, 2017, unless otherwise indicated. Orders received after February 6, 2017, orders received without payment and orders placed at the show will be processed at Standard Rates.

**(G) SHIPPING**

**ADVANCE RECEIVING AT THE WAREHOUSE -** HOLLINS Exposition Services will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. Material should be shipped to arrive at our warehouse in Greensboro, NC no later than Friday, February 17, 2017. The warehouse will receive shipments Monday through Friday during the hours of 8:30 a.m. - 4:00 p.m.

**DO NOT SHIP ADVANCE FREIGHT TO the Greensboro Coliseum -** The Greensboro Coliseum is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. Should any freight be received by the Greensboro Coliseum, it will be consigned to HOLLINS Exposition Services and subject to the prevailing drayage rate plus any additional fees charged by the Greensboro Coliseum for handling.

**DIRECT SHIPMENTS TO THE SHOW SITE -** HOLLINS Exposition Services will receive direct shipments to the show site beginning Sunday, February 19, 2017. *Shipments sent to show site AFTER SHOW OPENS will be charged an additional handling fee.*

*(cont'd.)*



## **(H) LABOR INFORMATION**

To assist you in planning your show participation in Greensboro, we are certain you will appreciate knowing in advance that HOLLINS Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, HOLLINS Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify HOLLINS Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor."

## **(I) ASSISTANCE IN PLANNING**

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. If you require assistance in planning your exhibit, please call our office for suggestions on how to make your booth space more functional and attractive.

## **(J) GENERAL INFORMATION**

HOLLINS Exposition Services is the official service contractor for Carolinas PGA Merchandise Show and is responsible for the following:

**Drayage:** Drayage is the delivery of freight from the warehouse or loading dock to the exhibitor's booth and from the booth to the loading dock, and picking up and delivering of the empty crates or boxes. Empty crates will be removed to off-site storage and returned to your booth at the end of the show at no charge, provided that you have used HOLLINS Exposition Services' drayage service for the delivery of your freight. "Empty" container labels will be provided for your use during move-in. Do not store merchandise in containers marked for empty storage, as there will be no access to the containers during the show.

**Decorating:** Decorating refers to providing furnishings, drape, carpeting, signage, etc.

**Labor:** This is for rigging, carpentry, and installation and dismantle of exhibits.

**Security:** Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. HOLLINS Exposition Services is not responsible for items left in booths unattended.

**Equipment Use:** HOLLINS Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor using the forms provided.

## **(K) PLEASE NOTE**

No signs, merchandise or other items are to be pinned, stapled or otherwise attached to any material or equipment provided by HOLLINS Exposition Services. Exhibitors shall be responsible for any damage or loss of rented materials from the time they are placed on the show floor until they are returned to or removed by HOLLINS Exposition Services.

## **(L) 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 Exposition Services' 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 each order form for details.

We look forward to being of service to you and your firm. If you have questions regarding the enclosed information, please contact our Exhibitor Services Department at:

(voice) 336-315-5225

(fax) 336-315-5220

(e-mail) greensborocustomerservice@hollins-expo.com

## **OFFICIAL SUPPLIERS**

### **GENERAL SERVICE CONTRACTOR:**

*(Furnishings, Cleaning, Labor, Drayage)*

HOLLINS EXPOSITION SERVICES  
P. O. Box 49837  
Greensboro, NC 27419  
Phone: (336) 315-5225  
Fax: (336) 315-5220  
www.hollins-expo.com

### **ADVANCE RECEIVING WAREHOUSE:**

*(Receiving and Storage of Exhibit Materials)*

Hollins Exposition Services Greensboro  
121 North Chimney Rock Road  
Dock 1  
Greensboro, NC 27409  
Phone: 336.315.5225



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## **CAROLINAS PGA MERCHANDISE SHOW**

**Greensboro Coliseum Complex • Greensboro, NC**  
**February 19-21, 2017**

- 1) HOLLINS Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) HOLLINS Exposition Services shall not be responsible for loss, theft, or disappearance of an exhibitor's materials after they have been delivered to the exhibitor's booth.
- 3) HOLLINS Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth for loading out after the show. "Bills of lading" furnished to HOLLINS Exposition Services by the exhibitor - covering outgoing shipments - will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- 4) HOLLINS Exposition Services 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 loss or damage to an exhibitor's material, which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor, shall be construed as an acceptance by the exhibitor (and/or other shipper) of the terms and conditions as set forth in this document.
- 6) HOLLINS Exposition Services shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. HOLLINS Exposition Services shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. HOLLINS Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS Exposition Services is limited to thirty cents (\$.30) per pound per article, with a maximum of fifty dollars (\$50.00) per item, and a maximum of one thousand dollars (\$1,000.00) per shipment. This applies while said goods are in HOLLINS Exposition Services' warehouse, vehicles for delivery, or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS Exposition Services within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefor.
- 8) Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. —such as UPS or van lines), will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS Exposition Services for such shipments.
- 9) Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or the exhibitor's representative. All previous labels should be removed or completely covered. HOLLINS Exposition Services assumes no responsibility for: errors to the aforementioned procedure, removal of containers with old empty labels—without HOLLINS Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) Exhibitors should arrange for outgoing shipments during the show or immediately after its close. HOLLINS Exposition Services will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, HOLLINS Exposition Services shall have the authority—without further clearance from the exhibitor—to change designated carriers.

12) Labor and services ordered on behalf of an exhibitor by a display builder or other party, must be so authorized in a letter from the exhibitor. Payment for all labor and services will be the responsibility of the exhibitor.

13) Material handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out materials are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be the responsibility of the exhibitor.

14) Where an exhibitor indicates choice of carrier for pickup other than the Official Show Carrier, it is the exhibitor's responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of the exhibitor's material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition—at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.

15) HOLLINS Exposition Services will not be responsible for material left behind without orders placed at the service desk. Material left behind without orders placed at the service desk may be classified as abandoned.

16) HOLLINS Exposition Services will not be responsible for any delay of rush shipments. We will expedite rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.

17) EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss, and all other hazards; from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS Exposition Services is not an insurer. Insurance, if any, must be obtained by the exhibitor. The amounts payable to HOLLINS Exposition Services hereunder are based on the value of the material handling services. The scope of HOLLINS Exposition Services liability is set forth in this document.

HOLLINS Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.





## CAROLINAS PGA MERCHANDISE SHOW

Greensboro Coliseum Complex • Greensboro, NC  
February 19-21, 2017

greensborocustomerservice@hollins-expo.com

**Discount Deadline February 6, 2017**

EXHIBITING FIRM \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_ Booth No. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**X**

NAME (Please type or print) \_\_\_\_\_ (Signature) \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ DATE \_\_\_\_\_

Seating Quantity	Discount Rate	Standard Rate
_____ Molded Plastic Folding Chair .....	\$17.00	\$23.80
_____ Upholstered Arm Chair .....	30.00	42.00
_____ Upholstered Stool (30" High) (White).....	35.00	49.00

### Accessories

<i>Pedestal Table (with spandex cover)</i>		
_____ (30" Round x 30" High with Spandex cover)	35.00	49.00
_____ (30" Round x 42" High with Spandex cover)	38.00	53.20
_____ (36" Round x 30" High with Spandex cover)	38.00	53.20
_____ (36" Round x 42" High with Spandex cover)	41.00	57.40
<i>Cocktail Table (White Laminate Top)</i>		
_____ (24" Round x 18" High) .....	26.00	36.40
_____ (36" Round x 20" x 15" High) .....	26.00	36.40
_____ Chrome Coat Tree .....	35.00	49.00
_____ Wastebasket .....	15.00	21.00
_____ Aluminum Tripod Floor Easel .....	15.00	21.00
_____ Chrome Bag Stand .....	35.00	49.00
_____ Literature Rack (Silver Base/Acrylic Pockets)....	45.00	63.00
_____ Chrome Stanchion .....	35.00	49.00
_____ Linear Foot, Velvet Rope .....	5.00	7.00
_____ Linear Foot, Plastic Chain .....	3.00	4.20
_____ Glass Display Case 5' wide x 38" Half View .....	250.00	350.00
_____ Glass Display Case 6' wide x 38" Full View .....	300.00	420.00

### Display Panels

<i>Perforated Board (Pegboard)</i>		
_____ (4' x 8' Double Sided / Vertical) .....	75.00	105.00
_____ (4' x 8' Double Sided / Horizontal) .....	75.00	105.00
<i>Tackboard Display Panel</i>		
_____ (4' x 8' Double Sided / Vertical) .....	75.00	105.00
_____ (4' x 8' Double Sided / Horizontal) .....	75.00	105.00
_____ Chrome Wire Grid Display Panel (Two 2' x 6' Sections) .....	30.00	42.00

### Special Drapery

_____ Linear Feet of 8' high drapery (cost per linear foot) .....	5.00	7.00
_____ Linear Feet of 3' high drapery (cost per linear foot) .....	3.00	4.20

**Carpet - The show floor is fully carpeted**

### Display Tables and Counters

Quantity	Discount Rate	Standard Rate
<b>Display Table (30" high)</b>		
<i>Skirting for Tables includes pleated skirt on 3 sides.</i>		
_____ 2' x 4' Table—Skirted (skirted 4 sides) .....	\$55.00	\$71.50
_____ 2' x 4' Table—Unskirted .....	30.00	42.00
_____ 2' x 6' Table—Skirted .....	60.00	78.00
_____ 2' x 6' Table—Unskirted .....	35.00	49.00
_____ 2' x 8' Table—Skirted .....	65.00	84.50
_____ 2' x 8' Table—Unskirted .....	40.00	56.00
_____ 4th Side Skirted (optional) .....	30.00	42.00
<b>Display Counters (42" high)</b>		
<i>Skirting for Tables includes pleated skirt on 3 sides.</i>		
_____ 2' x 4' Counter—Skirted (skirted 4 sides) .....	60.00	84.00
_____ 2' x 4' Counter—Unskirted .....	40.00	56.00
_____ 2' x 6' Counter—Skirted .....	65.00	91.00
_____ 2' x 6' Counter—Unskirted .....	45.00	63.00
_____ 2' x 8' Counter—Skirted .....	70.00	98.00
_____ 2' x 8' Table—Unskirted .....	50.00	70.00
_____ 4th Side Skirted (optional) .....	40.00	56.00

#### Skirting Color Preferred

- Red  Royal Blue  Hunter Green  Gold  White  Black  Burgundy  
 Silver Gray  Seafoam  Beige

### Table Top Risers

*Skirting for Risers includes pleated skirt on 3 sides.*

<i>Skirting color is white only</i>		
<i>1' x 4' Table Top Riser (12" high)</i>		
_____ Riser—Skirted .....	35.00	49.00
_____ Riser—Unskirted .....	30.00	42.00
<i>1' x 6' Table Top Riser (12" high)</i>		
_____ Riser—Skirted .....	45.00	63.00
_____ Riser—Unskirted .....	35.00	49.00

Sub Total \$ \_\_\_\_\_

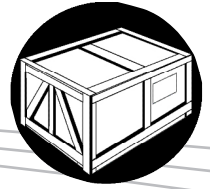
6.75% State Tax \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**YES, I have completed and enclosed the payment form.**

Orders will be entered as checked above. 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.**

**PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS EXPOSITION SERVICES.** 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, Master Card, VISA or American Express, and is 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.



# IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

**TO:** (Exhibitor's Firm Name and Booth Number)  
**FOR:** Carolinas PGA Merchandise Show  
**C/O:** Hollins Exposition Services Greensboro  
121 North Chimney Rock Road  
Dock 1  
Greensboro, NC 27409

**DO NOT SHIP ADVANCE FREIGHT TO  
THE GREENSBORO COLISEUM COMPLEX**

Should any freight be received by the Greensboro Coliseum Complex, it will be consigned to HOLLINS Exposition Services and subject to the prevailing drayage rate.

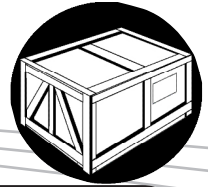
### **Jurisdiction Information:**

The unloading and delivery of all display related materials, machinery and equipment from the Greensboro Coliseum Complex docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of HOLLINS Exposition Services and will be performed exclusively by HOLLINS Exposition Services with one exception. Exhibitors may "hand carry" items into the hall, provided they do not use material handling equipment to assist them.

### ***We urge you to ship your materials in advance.***

By shipping in advance, your materials will be in your booth for you to begin set-up at your designated set-up time.

Please see "**SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE**" form for labeling.



**ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE**

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)  
 FOR: Carolinas PGA Merchandise Show  
 C/O: HOLLINS EXPOSITION SERVICES GREENSBORO  
 121 North Chimney Rock Road  
 Dock 1  
 Greensboro, NC 27409

**ADDRESS DIRECT SHIPMENTS TO SHOW SITE**

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)  
 FOR: Carolinas PGA Merchandise Show  
 C/O: HOLLINS Exposition Services  
 Greensboro Coliseum Complex  
 1921 W Lee Street  
 Greensboro, NC 27403

Deadline for receiving advance shipments at warehouse without surcharges:

**February 17, 2017**

A 30 percent (\$30.00 Min) late arrival surcharge based on the rates below WILL APPLY TO EACH SHIPMENT RECEIVED AFTER THIS DATE.

Shipments to show site will not be accepted prior to:

**February 19, 2017**

The show site HAS NO PROVISIONS TO ACCEPT SHIPMENTS PRIOR TO EXHIBITOR SET-UP PERIOD.

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. COLLECT SHIPMENTS WILL BE REFUSED.** Drivers with inbound shipments must check in at the warehouse or show site by 3:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 4:00 PM; closed all Holidays.

**SHIPMENTS TO ADVANCE WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)**

HOLLINS will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

**RATES include:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at the warehouses for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the show site; unloading freight and delivery to your booth; picking up, storing and returning empty shipping containers; and reloading freight for return to your specified destination from show site.

The rates for this service are:

<b>Crated Materials</b>		<b>Materials Requiring Special Handling (add to price at left)*</b>	
\$ 68.00/cwt	\$ 136.00 minimum charge	\$ 60.00/cwt	\$ 120.00 minimum charge

**DIRECT SHIPMENTS TO SHOW SITE (200 POUND MINIMUM PER SHIPMENT)(This includes UPS Ground and Fed Ex)**

**RATES include:** unloading freight and delivery to your booth; picking up, storing and returning empty shipping containers; and reloading freight for return to your specified destination from show site. However, any materials shipped back to our warehouse from the show site will incur additional costs applied to your invoice.

The rates for this service are:

<b>Crated Materials</b>	<b>Materials Requiring Special Handling (add to price at left)*</b>	<b>Uncrated Materials*</b>
\$ 75.00/cwt	\$ 60.00/cwt	\$ 80.00/cwt
\$ 150.00 minimum charge	\$ 120.00 minimum charge	\$ 160.00 minimum charge

**\*NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

**SMALL PACKAGES**

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 pounds per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

The rates for this service are:

**First Carton:** \$ 40.00      **Each Additional Carton:** \$ 20.00

**OTHER SERVICES AND FEES**

<b>FREIGHT RETURNED TO WAREHOUSE</b> for Storage/Shipment by Designated Carrier/Customer Pickup:	\$ 25.00/cwt	\$ 100.00 minimum charge
<b>EMPTY CARTON/CRATE STORAGE ONLY</b> during show (not accessible):	\$ 25.00 per crate/display case	\$ 7.50 per carton
		\$ 25.00 minimum charge

**CALCULATION OF MATERIAL HANDLING CHARGES** We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

Our shipment will be sent to:	Warehouse <input type="checkbox"/>	Show Site <input type="checkbox"/>	on (Date):	Via:	Total Pieces	
Total Weight (100 lbs. minimum per shipment):	÷ 100 =			x Rate	=	\$
Small Package cartons will be sent to:	Warehouse <input type="checkbox"/>	Show Site <input type="checkbox"/>	on (Date):	Via:	Total Cartons =	\$
					30% Late Shipment Surcharge	\$
					<b>Total Estimated Charges</b>	<b>\$</b>

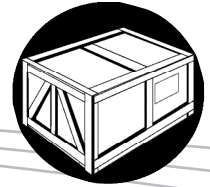
EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE	ZIP
	<b>X</b>	
NAME (Please type or print)	(Signature)	
TELEPHONE NO.	FAX	DATE





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**CAROLINAS PGA MERCHANDISE SHOW**  
 Greensboro Coliseum Complex • Greensboro, NC  
 February 19-21, 2017

**Discount Deadline February 6, 2017**

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE	ZIP
NAME (Please type or print)		(Signature)
TELEPHONE NO.	FAX	DATE

**COMPLETE AND RETURN TO HOLLINS EXPOSITION SERVICES**  
 (Retain a copy for your files)

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER(S)
ADVANCE SHIPMENTS Warehouse			
DIRECT SHIPMENTS Show Site			

**Material Handling Notification Form**

**Shipments**

Shipped From: (City) \_\_\_\_\_ (State) \_\_\_\_\_

Carrier Used: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Estimated Date of Arrival: \_\_\_\_\_

A Bill of Lading for all OUTBOUND SHIPMENTS must be completed and turned in at the Service Desk.  
**DO NOT LEAVE YOUR BILL OF LADING AT YOUR BOOTH!!**

Local cartage and storage services are available - rates furnished upon request.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" and hereby agree to the conditions as set forth therein.

PRINT NAME

SIGNATURE

Attach separate sheets for multiple shipments if necessary.

# HOLLINS

EXPOSITION SERVICES

# RUSH

**DO NOT DELAY**

**DEADLINE TO ARRIVE: February 17, 2017**

**TO:** \_\_\_\_\_

*(Name of Exhibiting Company)*

**C/O: HOLLINS EXPOSITION SERVICES**  
121 N Chimney Rock Road  
Dock 1  
Greensboro, NC 27409

# WAREHOUSE

Event: **CAROLINAS PGA MERCHANDISE SHOW**

Booth No. \_\_\_\_\_ No. of \_\_\_\_\_ PCS.

Carrier: \_\_\_\_\_

# HOLLINS

EXPOSITION SERVICES

# RUSH

**DO NOT DELAY**

**CANNOT ARRIVE UNTIL: February 19, 2017**

**TO:** \_\_\_\_\_

*(Name of Exhibiting Company)*

**C/O: HOLLINS EXPOSITION SERVICES**  
Greensboro Coliseum Complex  
1921 W Lee Street  
Greensboro, NC 27403

# SHOW SITE

Event: **CAROLINAS PGA MERCHANDISE SHOW**

Booth No. \_\_\_\_\_ No. of \_\_\_\_\_ PCS.

Carrier: \_\_\_\_\_

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLEASE MAKE COPIES OF THE APPROPRIATE LABEL AND PLACE ONE ON  
EACH PIECE SHIPPED TO INSURE PROPER DELIVERY.



Mailing Address:  
P. O. Box 49837  
Greensboro, NC 27419  
Phone: (336) 315-5225

Street Address:  
121 North Chimney Rock Road  
Greensboro, NC 27409  
Fax: (336) 315-5220



**CAROLINAS PGA MERCHANDISE SHOW**  
Greensboro Coliseum Complex • Greensboro, NC  
February 19-21, 2017

greensborocustomerservice@hollins-expo.com

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE <b>X</b>	ZIP
NAME (Please type or print)	(Signature)	
TELEPHONE NO.	FAX	DATE

**Supervision Services — Please Indicate Service Desired**

**PLAN A - SUPERVISION BY HOLLINS EXPOSITION SERVICES (please complete "Critical Information" Form)**

This plan is offered to have exhibits set prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS Exposition Services. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 30% of the total labor bill, with a minimum of \$40.00 on installation and \$40.00 on dismantle. **To complete your exhibit to your satisfaction, we must receive the "Critical Information" form.**

**PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day. It is important that exhibitor check in at service desk to pick up men ordered. Exhibitor must also check men out at service desk upon completion of work. All work to be done under the supervision of exhibitor or exhibitor representative. If no date and time is indicated, no men will be assigned until exhibitor checks in at service desk. Supervisor will be: \_\_\_\_\_

**NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED UNLESS A WRITTEN CANCELLATION ORDER IS RECEIVED BY 11:00 AM PRIOR TO THE DAY LABOR IS REQUESTED.**

**DISPLAY LABOR RATES AS FOLLOWS: All rates are per man/per hour, one hour minimum per man.**

Straight Time, 8:00 AM to 4:30 PM Monday through Friday .....	\$60.00/HR
Overtime, 4:30 PM to Midnight Monday through Friday .....	\$90.00/HR
Doubletime, Saturday and Sunday and all holidays .....	\$120.00/HR

Please estimate the number of workers and hours per worker needed. Invoice will be calculated according to actual hours worked.

DATE(S)	SCHEDULE		No. of Hours	QUANTITY	RATE	TOTAL
	START	END		No. of Workers		
	AM/PM	AM/PM			HR.	
	AM/PM	AM/PM			HR.	
	AM/PM	AM/PM			HR.	
	AM/PM	AM/PM			HR.	
	AM/PM	AM/PM			HR.	
	AM/PM	AM/PM			HR.	

Sub Total	\$
Plan A: Add 30% HES Supervision	\$
<b>TOTAL</b>	<b>\$</b>

**YES, I have completed and enclosed the payment form.**

Orders will be entered as checked above. 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.**

**PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS EXPOSITION SERVICES.** 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, Master Card, VISA or American Express, and is 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.

Installation and Dismantling Labor Order Form



Mailing Address:  
P. O. Box 49837  
Greensboro, NC 27419  
Phone: (336) 315-5225

Street Address:  
121 North Chimney Rock Road  
Greensboro, NC 27409  
Fax: (336) 315-5220



**CAROLINAS PGA MERCHANDISE SHOW**  
Greensboro Coliseum Complex • Greensboro, NC  
February 19-21, 2017

greensborocustomerservice@hollins-expo.com

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE	ZIP
NAME (Please type or print)		(Signature)
TELEPHONE NO.	FAX	DATE

**Please complete and return this page ONLY  
if you are ordering Installation and Dismantling Labor.**

**Inbound Freight Information**

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_  
 Carpet:  With Exhibit  Ordered from HOLLINS Exposition Services Color \_\_\_\_\_ Size \_\_\_\_\_  
 Set-Up Plan/Photo:  Attached  In Crate \_\_\_\_\_ Exhibit Shipped To:  Warehouse  Show Site

**Shipping Instructions**

To: \_\_\_\_\_ Via:  Common Carrier  Air Freight  
 Street \_\_\_\_\_  Other \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Prepaid  Collect  
 Telephone: \_\_\_\_\_

*HOLLINS Exposition Services will not be responsible for materials improperly packed and labeled by exhibitor personnel.*

**Emergency Contact Information/Show Site Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell Phone/Pager \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

**Labor Order Form—Critical Information**



Mailing Address:  
P. O. Box 49837  
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**CAROLINAS PGA MERCHANDISE SHOW**  
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EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE <b>X</b>	ZIP
NAME (Please type or print)	(Signature)	
TELEPHONE NO.	FAX	DATE

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

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning service required within your exhibit space, including disposal of debris generated during set-up, is the responsibility of the exhibitor. **No company other than HOLLINS Exposition Services will be allowed to provide booth cleaning services on the show floor.** Note: All rental carpets ordered from HOLLINS Exposition Services are installed in clean condition.

**PLEASE INDICATE SERVICE DESIRED**

<b>BOOTH CLEANING—All Rates Based on Gross Booth Area (100 Sq. Ft. Minimum Per Day)</b>		
<input type="checkbox"/> <b>ONCE</b>	<b>(For booths up to 600 sq. ft.)</b> Vacuum, empty wastebaskets and general cleaning <b>ONCE</b> before initial opening of exhibit.	<b>\$ .38</b> per sq. ft.
<input type="checkbox"/> <b>DAILY</b>	<b>(For booths up to 600 sq. ft.)</b> Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and <b>DAILY</b> thereafter.	<b>\$ .34</b> per sq. ft./per day
<input type="checkbox"/> <b>DAILY</b>	<b>(For booths 601 - 1800 sq. ft.)</b> Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and <b>DAILY</b> thereafter.	<b>\$ .34</b> per sq. ft./per day
<input type="checkbox"/> <b>DAILY</b>	<b>(For booths over 1800 sq. ft.)</b> Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and <b>DAILY</b> thereafter.	<b>\$ .34</b> per sq. ft./per day

**SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED**

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SIZE OF BOOTH _____ X _____ = _____ Sq. Ft. x Rate _____ X _____ No. of Days: = \$ _____
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NO CREDITS will be considered for service unless the exhibitor notifies the Service Desk that the service was not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Sub Total	\$ _____
6.75% State Tax	N/A
<b>TOTAL</b>	<b>\$ _____</b>

**YES, I have completed and enclosed the payment form.**

Orders will be entered as checked above. 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.**

**PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS EXPOSITION SERVICES.** 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, Master Card, VISA or American Express, and is 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.

**Cleaning Services Order Form**



# GREENSBORO COLISEUM COMPLEX

## EXPRESS UTILITIES ORDER FORM

FLOOR RATE PRICES APPLY TO ORDERS RECEIVED AT MOVE-IN  
 WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS

**EXHIBITORS MUST SUBMIT COMPLETED FORM. THE COLISEUM DOES NOT ACCEPT PHONE ORDERS FOR UTILITY SERVICE.**

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_ Booth # \_\_\_\_\_

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_

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

Authorized by (signature required) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please send check or money order, or charge to your AMEX, VISA, MC or DISCOVER card. **Fax credit card orders to 336-218-5537.**

American Express or Other Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

ELECTRICITY	Quantity	Advance Rate		TOTAL
120 Volt-20 Amp Standard Drop Cord w/Duplex Receptacle		\$ 50.00		

Telephone service can be provided for local service only or with long distance capability. Telephone service includes hook-up and telephone set in your designated area for the duration of the event. The telephone is the property of the Greensboro Coliseum Complex and must be returned to the services area before the end of exhibitor move-out. Failure to return the phone will result in an additional charge.

TELEPHONE SERVICE	Quantity	Advance Rate		TOTAL
Telephone service with local calls only (includes toll free service)		\$ 150.00		
Telephone service with long distance calls**		\$ 300.00		

\*\* The cost for long distance service includes a deposit of \$150.00. A per minute fee is charged against this deposit. Any amount below the \$150.00 deposit will be refunded to the client. Any charges exceeding the \$150.00 will be an additional charge to the client.

WATER SERVICE				
	Quantity	Advance Rate		TOTAL
Constant Flow & Drainage - 1/2" line includes standard water hose				
Per Connection		\$ 125.00		

ONE TIME WATER FILL & DRAIN				
THIS IS FOR WATER ONLY. NO HAZARDOUS CHEMICALS	Quantity	Advance Rate	Floor Rate	TOTAL
1st Connection		\$ 90.00	\$ 105.00	

GRAND TOTAL: \_\_\_\_\_

**Check or money order to include late charges if applicable. Services will not be installed until payment is received.  
 NO EXCEPTIONS PLEASE.**

\* ALL FLOOR RATES (DAY OF MOVE-IN OR SHOW) ARE A 40% INCREASE  
 RULES AND REGULATIONS ARE ON THE BACK OF THIS FORM  
 MAKE CHECKS PAYABLE & RETURN TO: GREENSBORO COLISEUM COMPLEX  
 1921 W. Gate City Boulevard  
 Greensboro NC 27403  
 Fax: 336-218-5537

**TECHNICAL INQUIRIES CALL (336) 373-7457 • BILLING INQUIRIES CALL (336) 373-7492**

# CONDITIONS AND REGULATIONS

1. Wall column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise. Under no circumstances shall anyone other than "house personnel" make service connections.
2. All equipment must comply with all federal, state and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. All material and equipment furnished by the Greensboro Coliseum Complex for this service shall remain the Greensboro Coliseum Complex's property and shall be removed only by the Greensboro Coliseum Complex at the close of the show.
6. Greensboro Coliseum Complex personnel are authorized to cut floor coverings to permit installation of service.
7. 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 or special equipment to all work performed within booth will be charged on a time and material basis.
8. Credit will not be given for services installed and not used.
9. Orders must be received a minimum of ten (10) days prior to exhibitors arrival for move-in to qualify for advance rate.
10. Payment must accompany order. No exceptions please.
11. Notice of cancellations must be received prior to schedule move-in, in order to receive credit.
12. Service outlet size will be determined by volume required.
13. All equipment must be properly tagged as to intended outlet and pressure and volume requirement.
14. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
15. If air and water pressure are critical, it is recommended that the exhibitor supply a pressure regulator. The Greensboro Coliseum Complex can not guarantee minimum and maximum pressure.