



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

SUSTAINABLE SOLUTIONS EXPO

**Raleigh Convention Center
Raleigh, North Carolina
November 9 - 11, 2008**

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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 **Sustainable Solutions Expo**. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience.

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

- 8 ft. high back wall drape (colors: beige)
- 3 ft. high side divider drape (burgundy)
- 6 ft. draped table (burgundy)
- 2 chairs
- one 7 in. x 44 in. identification sign

(B) EXHIBITOR MOVE-IN

Sunday, November 9, 2008: 11:00 a.m. - 4:00 p.m.

(C) SHOW HOURS

Sunday, November 9, 2008: 4:30 p.m. - 7:00 p.m.
Monday, November 10, 2008: 10:00 a.m. - 5:30 p.m.
Tuesday, November 11, 2008: 9:30 a.m. - 4:00 p.m.

(D) EXHIBITOR MOVE-OUT SCHEDULE

Tuesday, November 11, 2008: 4:00 a.m. - 7:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 4:00 p.m., Tuesday, November 11. The exhibit hall must be cleared by 7:00 p.m. on Tuesday, November 11.

(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 the state of 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 October 27, unless otherwise indicated. Orders received after October 27, 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, November 7, 2008. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:00 p.m.

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

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS Exposition Services will receive direct shipments to the show site beginning Sunday November 9, 2008. *Shipments sent to show site AFTER SHOW OPENS will be charged an additional handling fee.*

UPS Freight - UPS Freight will be the official Show Carrier, offering special rates and services. For information call UPS Freight Trade Show Specialists at 800-988-9889.

(cont'd.)

**(H) LABOR INFORMATION**

To assist you in planning your show participation in Raleigh, 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 the Sustainable Solutions Expo 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) greensboro@hollins-expo.com

OFFICIAL SUPPLIERS**GENERAL SERVICE CONTRACTOR:**

(Furnishings, Cleaning, Utilities, Labor, Drayage)

HOLLINS EXPOSITION SERVICES
P. O. Box 49837
121 North Chimney Rock Road
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
121 North Chimney Rock Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220
www.hollins-expo.com

GROUND CARRIER:

(On Site Show Carrier)

UPS LTL Freight Company
Trade Show Specialist Division
Phone: (800) 988-9889
www.ltl.upsfreight.com



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- 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.

Limitations of Liability and Responsibility



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ALL Exhibitors MUST Complete and Submit The Following Information

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

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.
We require your credit card authorization to be on file with HOLLINS Exposition Services.

PAYMENT FOR SERVICES

Payment may be made 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.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

ADVANCE ORDERS:

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

SHOW SITE ORDERS:

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

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION/DISMANTLE LABOR

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

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

Credit Card Authorization

<input type="checkbox"/> Master Card	<input type="checkbox"/> Corporate	Please Provide Expiration Date	Expiration Date
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal		<input type="text"/>
<input type="checkbox"/> American Express			
<input type="text"/>			
Account Number			
CARDHOLDER NAME (Please Print)			
BILLING ADDRESS			
CITY	STATE	ZIP	
Please Sign		X	Cardholder's Signature

Calculation of Orders

	TOTAL
Furnishings, Carpet, Signage and Accessories	\$
Drayage (Material Handling)(Freight)	\$
Drayage (Material Handling)(Freight)	\$
Cartload Service	\$
Installation & Dismantle Labor	\$
Cleaning Service	\$
Other Service	\$
FULL PAYMENT in U.S. Funds drawn on U.S. Bank	\$

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

Charge my credit card in the amount of \$

Enclosed is my check in the amount of \$

Check No.

Date

I agree in placing this order that I have accepted HOLLINS Exposition Services' terms and conditions, including HOLLINS Exposition Services "Limits of Liability and Responsibility."

Please Sign

X

Signature

Payment and Credit Card Charge Authorization Form



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NOTIFICATION DEADLINE: OCTOBER 27, 2008
Only forms received by this date will be processed for authorization to gain show floor access.

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS Offices in Greensboro, North Carolina no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS Offices in Greensboro, North Carolina no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.
5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

Yes, we will be using an independent display house/contractor.

Exhibiting Firm Contact Information

EXHIBITING FIRM _____ E-MAIL ADDRESS _____ BOOTH NO. _____

EXHIBITING CONTACT PERSON _____

EXHIBITING COMPANY TELEPHONE NUMBER _____

AUTHORIZED NAME AND TITLE _____

AUTHORIZED SIGNATURE _____

Exhibitor Appointed Contractor Contact Information

FULL NAME OF EXHIBITOR APPOINTED CONTRACTOR _____

CONTRACTOR ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR TELEPHONE NUMBER _____ FAX _____

CONTRACTOR CONTACT NAME (SHOW SITE REPRESENTATIVE) _____ E-MAIL ADDRESS _____

TYPE OF SERVICE TO BE PERFORMED _____

Intent to use Exhibitor Appointed Contractor Notice



Policy Regarding Official Service Contractor Regulations For Exhibitor Appointed Independent Display House Contractors To Install and Dismantle Displays

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.
 2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.
 3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.
 4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.
 - A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.
 - B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.
 - C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.
 - D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or \$2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.
- E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.
 - F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.
 - G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.
 - H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.
 - I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.
 - J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.
 - K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.
 - L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.
 - M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.
5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.



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Deadline for submission of this form October 27, 2008

Yes, we will be using an independent display house/contractor to **SUPERVISE ONLY** the install and/or dismantle our display at the above named show and have completed this form entirely.

EXHIBITING FIRM _____ E-MAIL ADDRESS _____ BOOTH NO. _____

EXHIBITING CONTACT PERSON _____

EXHIBITING COMPANY TELEPHONE NUMBER _____

CONTRACTOR TO BE UTILIZED (COMPANY NAME) _____

CONTRACTOR ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR TELEPHONE NUMBER _____ FAX _____

CONTRACTOR CONTACT NAME _____ E-MAIL ADDRESS _____

Please Read and Indicate What Services Are To Be Charged To Third Party

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.
2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, North Carolina no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, North Carolina no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.
4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.
5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access

- Exhibit Furniture/Carpet Rental Order
- Panelboard Rental Order
- Drayage Services Order
- Miscellaneous - Please List
- Display Labor
- Cleaning Services Order

NOTE: Some order forms for furnishing and/or services listed above may not be enclosed if a specific service or item is not offered for this event. If you have any questions, please contact Hollins Exposition Services.

*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations. I also understand that our independent display house/contractor can only send one person to show site to supervise the laborers order through the General Contractor, HOLLINS Exhibition Services.

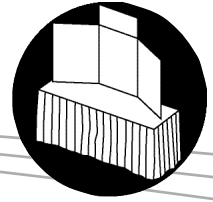
Please note: See the letterhead of each individual order form to confirm what company is providing services ordered on that specific form. * This third party billing information above and below is for use by HOLLINS Exposition Services only, therefore if a service that you have ordered is being provided by someone other than HOLLINS Exhibition Services, you need not indicate that particular service that follows.

Signature

Print Name

Date

Independent Display House/Contractor Notice



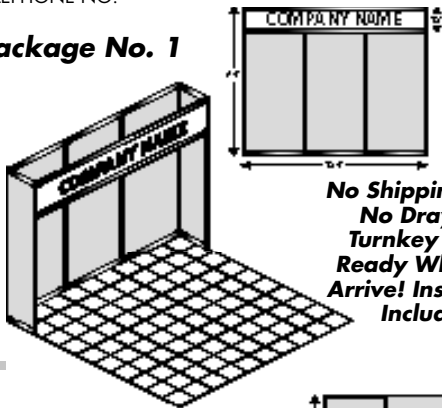
SUSTAINABLE SOLUTIONS EXPO

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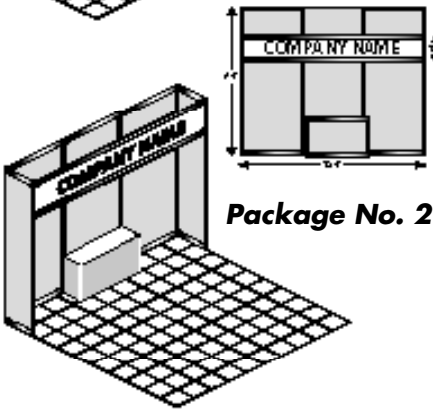
Discount Deadline October 27, 2008

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

Package No. 1

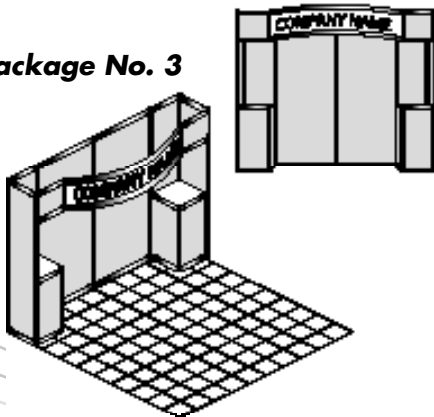


**No Shipping Costs!
No Drayage!
Turnkey Setup!
Ready When You
Arrive! Installation
Included!**



Package No. 2

Package No. 3



Package No. 1

Quantity	Discount Rate	Standard Rate
10' hardwall backwall, matching carpet, two stem lights		
Package Price	\$1,600.00	\$2,080.00
Specify Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Blue		

Options - Matching Counters/Pedestals

Quantity	Discount Rate	Standard Rate
19"x19"x42" High	\$110.00	\$143.00
19"x38"x42" High	\$135.00	\$175.50
19"x76"x42" High	\$205.00	\$266.50
19"x38"x42" High Curved	\$190.00	\$247.00

Options - Custom Graphics

Quantity	Discount Rate	Standard Rate
38" Counter	\$200.00	\$260.00
76" Counter	\$360.00	\$468.00
Black and White Header	\$150.00	\$195.00
Color Print with Logo Header	\$200.00	\$260.00
Backlit Transparency Header	\$250.00	\$325.00

Package No. 2

Quantity	Discount Rate	Standard Rate
10' hardwall backwall, 1 meter counter, matching carpet, two stem lights		
Package Price	\$1,850.00	\$2,405.00
Specify Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Blue		

Package No. 3

Quantity	Discount Rate	Standard Rate
10' hardwall backwall, (2) 1/2 meter counters, matching carpet, two stem lights		
Package Price	\$1,950.00	\$2,535.00
Specify Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Blue		

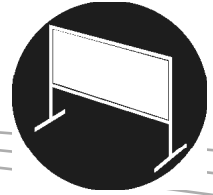
Sub Total	\$
6.75% State Tax	\$
TOTAL	\$

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.

Custom Booth Rental Order Form

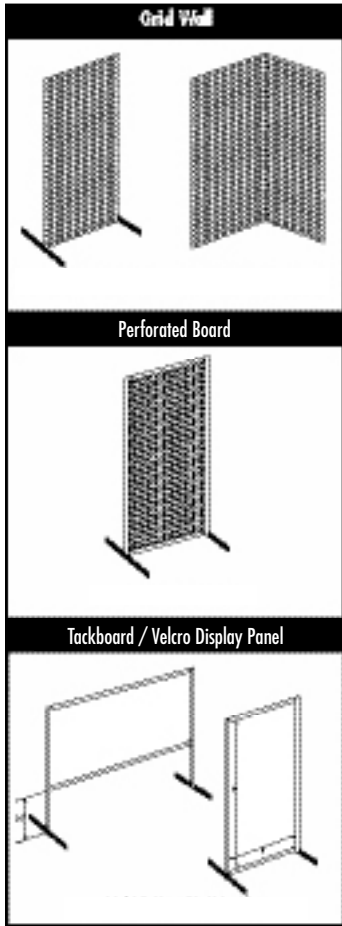


SUSTAINABLE SOLUTIONS EXPO

Raleigh Convention Center • Raleigh, North Carolina
 November 9 - 11, 2008

Discount Deadline October 27, 2008

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



Gridwalls

Quantity	Discount Rate	Standard Rate
<i>Each panel is 2' x 6' tall with a 3" x 3" grid. At least two panels are needed to be a free standing unit without the use of feet. Feet must be rented to have individual free standing 2' x 6' units. Feet are supplied already attached to each free standing unit.</i>		
_____ 2' x 6' grid.....	\$ 61.20	\$85.68

Perforated Boards

_____ 4' x 8' Perforated Board 2-sided/Horizontal ...	\$ 91.80	\$ 128.52
_____ 4' x 8' Perforated Board 2-sided/Vertical	\$ 91.80	\$ 128.52

Perforated board hooks are NOT provided. 1/4" size hooks are required.

Tackboards/Velcro Display Panels

_____ 4' x 8' Tackboard/Velcro Panel	\$ 91.80	\$ 128.52
2-sided/Horizontal		
_____ 4' x 8' Tackboard/Velcro Panel	\$ 91.80	\$ 128.52
2-sided/Vertical		

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.**

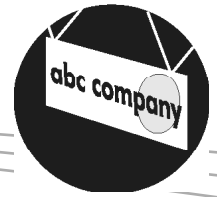
PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS EXPOSITION SERVICES. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, Master Card, VISA or American Express, and is 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.

Gridwall/Perforated Board/Tackboard Rental 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



SUSTAINABLE SOLUTIONS EXPO
Raleigh Convention Center • Raleigh, North Carolina
November 9 - 11, 2008

Discount Deadline October 27, 2008

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

Standard Signs

Quantity	Discount Rate	Standard Rate
<i>All standard signs are digitally produced on foamcore or coroplast board.</i>		
_____ 7" x 11"	\$27.00	\$40.00
_____ 7" x 44"	\$37.00	\$55.50
_____ 11" x 14"	\$34.00	\$51.00
_____ 14" x 22"	\$44.00	\$66.00
_____ 14" x 44"	\$58.00	\$86.00
_____ 22" x 28"	\$60.00	\$78.00
_____ 28" x 44"	\$88.00	\$132.00
_____ 10" x 60"	CALL	CALL
_____ 20" x 60"	CALL	CALL
_____ 40" x 60"	\$128.00	\$192.00
_____ 48" x 96"	CALL	CALL
_____ Additional Words (per word)	\$1.00	\$1.00
_____ Easel Back	\$5.00	\$5.00

Background Color

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Yellow

Copy Color

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Yellow

HOLLINS Exposition Services maintains a fully-equipped graphics shop that offers a variety of services, including:

- Graphic Design • Large Format Printing
- Desktop Publishing • POP Displays
- Backlit Graphics • Lamination • Vinyl Graphics
- Logo Reproduction • Graphics Presentation • Vinyl Banners

**For custom work and quotation,
please call HOLLINS at (540) 362-3940**

Complete Copy

Vertical Horizontal Please print. Attach a layout to this form if necessary.

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.**

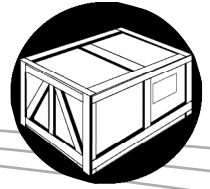
PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS EXPOSITION SERVICES. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, Master Card, VISA or American Express, and is 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.

Graphics and Signage 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



IMPORTANT PLEASE READ

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

TO: (Exhibitor's Firm Name and Booth Number)
FOR: Sustainable Solutions Expo
C/O: HOLLINS EXPOSITION SERVICES
121 North Chimney Rock Road
Greensboro, NC 27409

**DO NOT SHIP ADVANCE FREIGHT TO
Raleigh Convention Center**

Should any freight be received by the Raleigh Convention Center, it will be consigned to HOLLINS Exposition Services and subject to the prevailing drayage rate.

Jurisdiction Information:

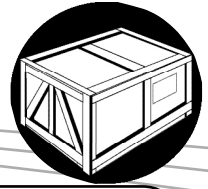
The unloading and delivery of all display related materials, machinery and equipment from the Raleigh Convention Center's docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of HOLLINS Exposition Services and will be performed exclusively by HOLLINS Exposition Services with one exception. Exhibitors may "hand carry" items into the Convention Center, 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.

***UPS Freight is the official show carrier, offering special rates and services.
For information call UPS Freight Trade Show Specialists at 800-988-9889.***



ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
 FOR: Sustainable Solutions Expo
 C/O: HOLLINS Exposition Services
 121 North Chimney Rock Road
 Greensboro, NC 27409

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
 FOR: 17th Annual IAACN Scientific Symposium
 C/O: HOLLINS Exposition Services
 Raleigh Convention Center
 500 South Salisbury Streer
 Raleigh, NC 27601

Deadline for receiving advance shipments at warehouse without surcharges:

November 7, 2008

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:

November 9, 2008

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, 8:00 AM - 4:00 PM; closed all Holidays.

SHIPMENTS TO ADVANCE WAREHOUSE (100 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:

Crated Materials		Materials Requiring Special Handling (add to price at left)*	
\$ 80.00/cwt	\$ 80.00 minimum charge	\$ 22.00/cwt	\$ 100.00 minimum charge

DIRECT SHIPMENTS TO SHOW SITE (100 POUND MINIMUM PER SHIPMENT)

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:

Crated Materials		Materials Requiring Special Handling (add to price at left)*		Uncrated Materials*
\$ 80.00/cwt		\$ 22.00/cwt		\$ 80.00/cwt
\$ 80.00 minimum charge		\$ 100.00 minimum charge		\$ 80.00 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: \$ 35.00 **Each Additional Carton:** \$ 10.00

OTHER SERVICES AND FEES

FREIGHT RETURNED TO WAREHOUSE for Storage/Shipment by Designated Carrier/Customer Pickup:	\$ 15.00/cwt	\$ 30.00 minimum charge
EMPTY CARTON/CRATE STORAGE ONLY during show (not accessible):	\$ 20.00 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	\$
					Total Estimated Charges	\$

EXHIBITING FIRM _____ E-MAIL ADDRESS _____ Booth No. _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

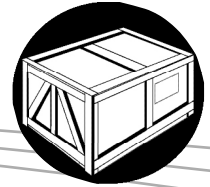
NAME (Please type or print) _____ (Signature) _____

TELEPHONE NO. _____ FAX _____ DATE _____



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



SUSTAINABLE SOLUTIONS EXPO
 Raleigh Convention Center • Raleigh, North Carolina
 November 9 - 11, 2008

Discount Deadline October 27, 2008

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.



R U S H

DO NOT DELAY

DEADLINE TO ARRIVE: November 7, 2008

TO: _____

(Name of Exhibiting Company)

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

WAREHOUSE

SUSTAINABLE SOLUTIONS EXPO

Booth No. _____ No. of _____ PCS.

Carrier: _____



R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL: November 9, 2008

TO: _____

(Name of Exhibiting Company)

**C/O: HOLLINS EXPOSITION SERVICES
Raleigh Convention Center
500 South Salisbury Street
Raleigh, NC 27601**

SHOW SITE

Event: **SUSTAINABLE SOLUTIONS EXPO**

Booth No. _____ No. of _____ PCS.

Carrier: _____

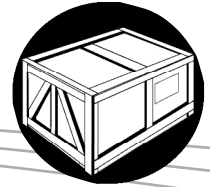
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLEASE MAKE COPIES OF THE APPROPRIATE LABEL AND PLACE ONE ON
EACH PIECE SHIPPED TO INSURE PROPER DELIVERY.



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Fax: (336) 315-5220

Order on-line at www.hollins-expo.com



SUSTAINABLE SOLUTIONS EXPO
Raleigh Convention Center • Raleigh, North Carolina
November 9 - 11, 2008

Cartload Service Order Form

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE X	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.

SPECIAL FREIGHT SERVICES - SMALL PASSENGER VEHICLES ONLY!
This special service is offered exclusively for this show. **Maximum weight 200 lbs.**

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit material during move-in, HOLLINS Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip, **one way** from the dock to your booth or your booth to the dock for a charge of \$50.00 **each way**.

- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- **A cartload is eight (8) pieces or less, weighing less than 200 lbs. total.** There is one cartload allowed per vehicle.
- Your vehicle must unload on the receiving dock of the exhibit hall. (HOLLINS personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle - one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- Freight that is too large or too heavy must be handled by HOLLINS at the published freight handling rates. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, proceed directly to the show site loading area entrance and look for HOLLINS personnel. Pre-orders will receive preferential service at show site. You may also order this service on site at the HOLLINS Service Desk.

PLEASE INDICATE SERVICE DESIRED	Rate
<input type="checkbox"/> From Dock to Booth	\$50.00
<input type="checkbox"/> From Booth to Dock	\$50.00



Sub Total	\$
6.75% State Tax	\$ 0.00
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.**

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SUSTAINABLE SOLUTIONS EXPO
Raleigh Convention Center • Raleigh, North Carolina
November 9 - 11, 2008

Installation and Dismantling Labor Order Form

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE X	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 5:00 PM Monday through Friday \$40.00/HR
Overtime, 5:00 PM to Midnight Monday through Friday, 8:00 AM to Midnight Saturday and Sunday \$60.00/HR
Doubletime, Midnight to 8:00 AM Monday through Sunday and all Holidays \$80.00/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	\$
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.**
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Street Address:
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 Greensboro, NC 27409
 Fax: (336) 315-5220



SUSTAINABLE SOLUTIONS EXPO
 Raleigh Convention Center • Raleigh, North Carolina
 November 9 - 11, 2008

Labor Order Form—Critical Information

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: _____



Mailing Address:
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 Greensboro, NC 27419
 Phone: (336) 315-5225

Street Address:
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 Fax: (336) 315-5220



SUSTAINABLE SOLUTIONS EXPO
 Raleigh Convention Center • Raleigh, North Carolina
 November 9 - 11, 2008

Cleaning Services Order Form

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE X	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

BOOTH CLEANING—All Rates Based on Gross Booth Area (100 Sq. Ft. Minimum Per Day)		
<input type="checkbox"/>	ONCE (For booths up to 600 sq. ft.) Vacuum, empty wastebaskets and general cleaning ONCE before initial opening of exhibit.	\$.33 per sq. ft.
<input type="checkbox"/>	DAILY (For booths up to 600 sq. ft.) Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter.	\$.28 per sq. ft./per day
<input type="checkbox"/>	DAILY (For booths 601 - 1800 sq. ft.) Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter.	\$.26 per sq. ft./per day
<input type="checkbox"/>	DAILY (For booths over 1800 sq. ft.) Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter.	\$.22 per sq. ft./per day

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

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
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.