

# HOLLINS Exposition Services

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Holiday Market  
November 5-7, 2021  
Greensboro Coliseum Complex  
Greensboro, NC

Dear Exhibitor:

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for Holiday Market. 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. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

**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.

**DISCOUNT RATES:** To qualify for Discount Rates, we must receive your order with full payment by October 22, 2021 unless otherwise indicated. Orders received after October 22nd, orders without payment and orders placed at the show will be processed at Standard Rates.

**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, MasterCard, 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.**

**QUESTIONS AND ADJUSTMENTS:** Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the Hollins Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

**SHIPPING:** All freight shipped to the Show and not received by the exhibitor at time of delivery will fall under the jurisdiction of Hollins Exposition Services. The unloading and delivery of all display related materials, machinery and equipment from the convention center 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. Any freight shipped to the convention center and not received by the exhibitor at time of delivery will be consigned to Hollins Exposition Services and subject to the appropriate charges. Should you have need of these services contact our customer service department for additional information, pricing and forms related to this service.

**PLEASE NOTE:** No signs, merchandise or any 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 any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at (voice) 336-315-5225, (fax) 336-315-5220, or (e-mail) tpugh@hollins-expo.com

HOLLINS EXPOSITION SERVICES  
Exhibitor Services



All orders can be faxed to 336-315-5220 or emailed to anelson@hollins-expo.com

IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY We require your credit card authorization to be on file with Hollins Exposition Services.

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

CREDIT CARD AUTHORIZATION (Information Must Be Provided)
[ ] MasterCard [ ] VISA [ ] American Express
Account Number [ ] Corporate [ ] Personal
PRINT CARDHOLDER NAME SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%.

Table with 3 columns: Calculation of Orders, PURCHASE ORDER IS NOT CONSIDERED PAYMENT., TOTAL. Rows include Furnishings and Carpet, Other Hollins Services (Specify).

FULL PAYMENT in U.S. funds drawn on a 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 \$

Check No. Date In the amount of \$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT Holiday Market
EXHIBITING FIRM BOOTH NO.
ADDRESS
CITY AND STATE ZIP CODE
AUTHORIZED BY (Please Type or Print) (Signature)
TELEPHONE NO. DATE



All orders can be faxed to  
336-315-5220 or emailed to  
anelson@hollins-expo.com

## ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate  
October 22, 2021

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

### SEATING

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	\$10.00	\$13.00
_____	Upholstered Arm Chair	20.00	26.00
_____	Upholstered Stool (30" High)	24.00	31.20

### ACCESSORIES

_____	Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$25.00	\$32.50
_____	(30" Round x 42" High)	30.00	39.00
_____	(36" Round x 30" High)	30.00	39.00
_____	(36" Round x 42" High)	35.00	45.50
_____	Cocktail Table (White Laminate Top) (24" Round x 18" High)	28.00	36.40
_____	Cocktail Table (White Laminate Top) (36" L x 20" W x 15" High)	28.00	36.40
_____	Coat Tree	24.00	31.20
_____	Wastebasket	10.00	13.00
_____	Tripod Floor Easel	15.00	19.50

### DISPLAY PANELS

_____	Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$75.00	\$97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel (4' x 8' Double Sided / Vertical)	75.00	97.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	65.00

### CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	\$50.00	\$65.00
_____	9' x 20' Carpet	100.00	130.00
_____	9' x 30' Carpet	150.00	195.00
_____	9' x 40' Carpet	200.00	260.00
_____ ft. x _____ ft.	Custom Cut Carpet - per sq. ft.	1.40	1.82
_____ ft. x _____ ft.	Carpet Padding - per sq. ft.	.65	.85
_____ ft. x _____ ft.	Visqueen Covering - per sq. ft.	.40	.52
_____ ft. x _____ ft.	Additional Taping - per linear ft.	.80	1.04

Carpet Color Preferred:

Red  Blue  Seafoam  Silver Gray  Hunter Green

### SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	\$4.00/LF	\$5.20/LF
_____	Linear Feet of 3' High Drapery	2.00/LF	2.60/LF

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, MasterCard, 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.

NAME OF EVENT Holiday Market PLEASE TYPE OR PRINT

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P.O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_

### WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
<u>Standard Height (30" High)</u>			
_____	2' x 4' Table - Draped	\$35.00	\$45.50
_____	2' x 4' Table - No Drape	22.00	28.60
_____	2' x 6' Table - Draped	40.00	52.00
_____	2' x 6' Table - No Drape	24.00	31.20
_____	2' x 8' Table - Draped	45.00	58.50
_____	2' x 8' Table - No Drape	26.00	33.80
_____	Drape Exhibitor Table	25.00	32.50
<u>Counter Height (42" High)</u>			
_____	2' x 4' Table - Draped	\$40.00	\$52.00
_____	2' x 4' Table - No Drape	24.00	31.20
_____	2' x 6' Table - Draped	45.00	58.50
_____	2' x 6' Table - No Drape	26.00	33.80
_____	2' x 8' Table - Draped	50.00	65.00
_____	2' x 8' Table - No Drape	28.00	36.40
_____	Drape Exhibitor Table	30.00	39.00

Draping Color Preferred:

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

Note: Draping includes white vinyl top and pleated skirting on three sides. \*

\* Optional 4th side draped: \_\_\_\_\_ ft. @ \$2.50 per linear ft. = \_\_\_\_\_

### WOOD TABLE TOP RISERS & DRAPING

_____	1' x 4' Table Top Riser 12" High		
_____	Riser - Draped	\$25.00	\$32.50
_____	Riser - No Drape	12.50	16.25
_____	1' x 6' Table Top Riser 12" High		
_____	Riser - Draped	30.00	39.00
_____	Riser - No Drape	15.00	19.50

Draping: White Only

SUB TOTAL \$	_____
6.75% Sales Tax \$	_____
<b>TOTAL \$</b>	<b>_____</b>