



## Welcome Exhibitors!

DUNMAR EXHIBIT SERVICES (DES) is pleased to serve as the Official Service Contractor for the Virginia State Firefighters Association Conference

**BOOTH PACKAGE:** Booths (10'x10') will be set with 8' high back drape and 3' high side rails in the show colors red and white. The booth package includes:

- One (1) 6' Skirted Table
- Two (2) Chairs
- One (1) Wastebasket
- One (1) Booth ID Sign

The above items are provided by Show Management and will be placed in your booth prior to your arrival.

### THE EXHIBIT AISLES ARE CARPETED

**Apparatus Move-In:** Thursday, August 18, 2016 10:00 a.m. – 12:00 noon

**Exhibitor Move-In:** Thursday, August 18, 2016 12:00 noon – 3:00 p.m.

**Show Hours:** Thursday, August 18, 2016 4:30 p.m. – 6:30 p.m.  
Friday, August 19, 2016 10:00 a.m. – 6:00 p.m.

**Exhibitor Move-Out:** Friday, August 19, 2016 6:00 p.m.

**Freight Handling:** Due to space restrictions, the convention facility may not be able to receive advance freight. Please ship any advance freight to our Norfolk location by 8/8/16. A form is enclosed. Your freight will be placed in your booth prior to your arrival for exhibitor set-up. To have your freight forwarded at the close of the show, you will need to complete an outbound shipping bill of lading and return shipping labels. A Dunmar representative will be on site to assist you and collect your completed bill of lading. You will incur additional costs if you abandon your freight or exhibit. DES will have priority on loading docks at all times.

**Electrical & Phone:** Electrical, Phone, & Internet service is provided by Hampton Roads Convention Center and will be charged separately. For your convenience, their form(s) have been provided in our show kit. You must return these orders directly to the Hampton Roads Convention Center for processing.

**Safety:** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. DES cannot be responsible for injuries from falls caused by the improper use of this furniture.

**Please call Kathy Starnes at 757-461-8888 ext 114 or Direct Line 757-932-8399 if you have any questions.**

**Virginia State Firefighters Association  
Conference  
August 17-20, 2016  
Hampton Roads Convention Center  
Hampton, VA**

## **PAYMENT POLICY**

**PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.**

- **DES** requires payment in full at the time services are ordered. DES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.
- **DISCOUNT PRICES:** To qualify for discount pricing, orders and FULL PAYMENT by a check drawn on U.S. Funds or a credit card must accompany your order and be received by the discount price deadline.
- **SHOW SITE ORDERS:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from DES the payment policy stated above applies. Payment must be received from the Third party prior to the contract date or such charges become the responsibility of the exhibiting firm.
- **METHOD OF PAYMENT:** Dunmar Exhibit Services accepts MasterCard, Visa, Discover, American Express and check. **Payment made by credit card has a 2.5% convenience fee added.** Credit Card authorization is still required even if you pay by check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. bank. Exhibitors will be charged a \$29.00 fee for returned NSF checks.
- **SALES/RENTAL TAX:** Sales & rental taxes (7%) will be added to all rentals and materials. ONLY the 6% sales tax is exempt. The 1% rental tax is MANDATORY regardless of your organization.
- **TAX EXEMPT:** If you are tax exempt, a copy of your Tax Exempt Certificate for Virginia must accompany your order
- **CANCELLATIONS:** Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

**Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502**

**Tel (757) 461-8888 ext. 114 - Direct Line (757) 932-8399 - Fax (757) 461-5192**

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Hampton, VA**

**PAYMENT & CREDIT CARD  
AUTHORIZATION**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		
EMAIL ADDRESS				

**CREDIT CARD CHARGE AUTHORIZATION (Please provide CVC Code and Expiration date)**

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS   (A convenience fee of 2.5% will be charged on the credit card)														
ACCOUNT NUMBER														
CVC 3 (or) 4 DIGIT CODE					EXPIRATION DATE: Month _____ /Year _____	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL								
CARDHOLDER'S SIGNATURE							CARDHOLDER'S NAME - PRINT							
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE							CITY	STATE	ZIP					

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card or check however, we require your credit card authorization to be on file with DES. 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

**CALCULATION OF ORDERS**

**TOTAL FROM EACH FORM**

**OFFICE USE ONLY**

<b>Freight Handling - In</b>		
<b>Freight Handling - Out</b>		
<b>Installation - Dismantle Labor</b>		
<b>Standard Furnishings</b>		
<b>Booth Cleaning</b>		
<b>Audio Visual Equipment</b>		
<b>Plants</b>		
<b>Other Items (Specify)</b>		
<b>SUBTOTAL</b>		
<b>6% SALES TAX</b>		
<b>1% RENTAL TAX</b>		
<b>SUBTOTAL</b>		
<b>2.5% CONVENIENCE FEE</b>		
<b>TOTAL AMOUNT DUE</b>		

To simplify payments, send one check payable to Dunmar Exhibit Services for the entire amount or note the amount to be charged to your credit card.

<b>Charge My Credit Card in the Amount of</b>	<b>\$</b>
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**DRAYAGE SERVICE AND  
FREIGHT HANDLING ORDER  
FORM**

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

(Weight is based on incoming weight only – no allowance will be made for attrition during the show)

**SERVICE A -Shipments received at advance warehouse:** Unloaded, stored up to 30 days, delivered to the unloading area of the exhibit facility; taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines, or common carrier at the show facility.

**SERVICE B – Direct Shipment to Show Site:** Unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines or common carrier at the show facility.

**Storage:** In the event that only storage services is needed for empty crates or cartons rates are \$15.00 per small crate (up to 10 cubic feet), \$35.00 per large crate (over 10 cubic feet) and \$6.00 per carton with a \$25.00 minimum.

**Banding:** Charged as labor (1hour minimum) \$58.00 per hour S.T. and \$87.00 per hour O.T.

**Shrinkwrap:** \$50.00 per pallet.

**Overtime Surcharges** apply if shipments are handled before 8:00 AM or after 4:30 PM Monday through Friday, all day on Saturday, Sunday and Holidays or if shipments are handled during overtime hours due to scheduling conflicts beyond Dunmar's control. This surcharge will also apply to shipments that are received past the Advance Shipment Deadline unless late shipping is cleared with a Dunmar representative.

<b>SERVICE A ADVANCE SHIPMENTS TO WAREHOUSE</b>	<b>Incoming Weight Only Rounded Up to next 100 lbs. Shipment Weight x Rate/100 LBS</b>		200 lb Minimum per Shipment	Estimated Charges
Crated, Cases, Cartons – Skidded ONLY	lbs.	57.50	115.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	30.00 each		
<b>SERVICE B DIRECT SHIPMENT TO SHOW SITE (Rec'd during installation period only!)</b>				
Crated, Cases, Cartons – Skidded ONLY	lbs.	55.00	110.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	20.00 each		
<b>SPECIAL SERVICES</b>				
<b>Shipment returned to warehouse for forwarding</b>	lbs	25.00	50.00	
Pallet Jack with Operator - 1 hr min.	hr.	35.00 per hr S.T.	60.00 per hr O.T.	
Forklift with Operator (5000 lbs capacity) 1 hr min	hr.	78.00 per hr S.T.	115.00 per hr O.T.	
Forklift over 5000 lbs quoted upon request	hr.			
<b>Truck and driver rates for special pickup and deliver/late warehouse deliveries</b>				
Cargo Van plus .90 cents per mile	65 .00 per hr S.T.	80.00 per hr O.T.		
22' Straight Truck w/lift gate plus \$1.35 per mile	80.00 per hr.S.T.	95.00 per hr. O.T.		
Tractor and Trailer plus \$1.75 per mile	100.00 per hr S.T	115.00 per hr O.T.		
<b>TOTAL ESTIMATED CHARGES</b>				<b>\$</b>

**WAREHOUSE SHIPPING ADDRESS:** To: Exhibitor's Firm Name  
For: Tradeshow Name  
C/o: Dunmar Exhibit Services  
130 S. Military Highway  
Norfolk, VA 23502

**Freight must arrive by 8/8/16**

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**FREIGHT HANDLING  
INFORMATION & POLICY**

EXHIBITOR				<b>Advance Shipment DEADLINE 8/8/16</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

**INBOUND SHIPMENT INFORMATION** (Attach a separate sheet for multiple shipment)

Shipper (Name) \_\_\_\_\_ Shipped From (City) \_\_\_\_\_  
 Shipped Via (Truck Line, Airline Name) \_\_\_\_\_ Pro No. \_\_\_\_\_  
 Total No. of Shipments \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

Inbound and Outbound traffic schedules are the responsibility of the Official Drayage Contractor. To ensure prompt handling of exhibit material in and out of the exhibit hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor.

**IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SHIPPING ARRANGEMENTS**, unless you elect to use the show Preferred Carrier. If electing to use the Preferred Carrier, please leave that space blank on the bill of lading. DES will forward all shipments to the carriers specified on the Bill of Lading you prepare, or by our preferred carrier within two business days.

**Outbound Shipping Instructions:** Information should be given to DES prior to, during the show or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Do not abandon your exhibit until a bill of lading has been prepared and turned into the Dunmar representative. **The materials must have shipping labels on them.** Freight remaining on the exhibit floor without proper instructions for disposition will be removed by DES and shipped with the information available at the time. Under no circumstances will DES be liable for shipping errors or costs subsequent to the show.

**Outbound Shipment Information:**

Ship From:  Show Site if applicable (**Exhibitor must make shipping arrangements**)  
 Warehouse No. Pcs. \_\_\_\_\_ Weight \_\_\_\_\_ lbs.  
 Ship to: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Ship By:  Dunmar Preferred Carrier (YRC)  Other \_\_\_\_\_ Account No. \_\_\_\_\_

Shipments being handled by UPS and Federal Express, inbound and outbound, must have shipping arrangements made in advance. **DES can not make these arrangements.**

**Liability**

DES will not be responsible for damage to uncrated or improperly packed materials, or concealed damage, loss or theft after items are placed in exhibitor's booth, or before we have removed items from the exhibit hall. DES will not be responsible for any loss, damage or delay resulting from acts of God, fire, strikes, lockouts, or work stoppages of any kind. Liability for any damage caused by Dunmar will be limited to 0.30 per pound, per article, not to exceed \$50.00 per article, and a maximum of \$1,000.00 per shipment. Please be sure all your exhibit equipment is properly insured against all hazards, including fire and theft, while in transit to and from the show and while at the show.

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**EXHIBIT INSTALLATION &  
DISMANTLE ORDER FORM**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

**SUPERVISION SERVICES**

**DES SUPERVISED (OK to Proceed)      Set Up Instructions should be included in shipment**

DES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision

**EXHIBITOR SUPERVISED (Do not Proceed)**

Exhibitor will supervise:

- Installation  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_
- Dismantle  
Exhibitor needs workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please confirm other starting times prior to the beginning of the show. Labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

**EXHIBIT LABOR RATES**

**Times**

**Hourly Rates**

Straight Time	Between 8:00 AM and 4:30 PM Weekdays	\$58.00
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Saturday, Sunday & Holidays	\$87.00

A minimum of one (1) hour will be charged for each worker ordered. Labor will then be charged in one-half (1/2) hour increments. Gratuities in any form are prohibited.

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

	No. Workers	x	Hours/Worker	=	Total Worker Hours	@ Rate	Total
Installation							
Dismantle							
<b>Total Services Ordered</b>							
<b>Add 25% DES Supervision</b>							
<b>Total Payment Enclosed</b>						<b>\$</b>	

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**FURINTURE & ACCESSORIES  
ORDER FORM**

EXHIBITOR								<b>Discount Price Deadline 8/8/16</b>			
ADDRESS				CITY		STATE				ZIP	
TELEPHONE				FAX							
EMAIL ADDRESS											
QUANTITY		REGULAR	DISCOUNT	TOTAL	QUANTITY		REGULAR	DISCOUNT	TOTAL		
<b>Skirted Display Tables- 24"W x 30"H</b>					<b>Table Top Risers &amp; Draping</b>						
	4' Long Table	\$88.00	\$70.00			4' x 12" x 12" Riser	\$27.00	\$19.00			
	6' Long Table	\$100.00	\$81.00			4' x 12" x 12" Draped Riser	\$49.00	\$40.00			
	8' Long Table	\$115.00	\$91.00			6' x 12" x 12" Riser	\$39.00	\$32.00			
						6' x 12" x 12" Draped Riser	\$62.00	\$49.00			
<b>Skirted Display Tables- 24"W x 42"H</b>					<b>Special Draping</b>						
	4' Long Table	\$115.00	\$91.00			3'H Linear ft.	\$3.50	\$3.00			
	6' Long Table	\$130.00	\$103.00			8'H Linear ft.	\$4.50	\$4.00			
	8' Long Table	\$141.00	\$114.00			12'H Linear ft.	\$6.50	\$6.00			
<b>Table Skirt Color (circle one)</b>					<b>Special Drape / Riser Color (Circle One)</b>						
Beige    Black    Blue    Burgundy					Beige    Black    Blue    Burgundy						
Hunter Green    Silver    Red    White    Gold					Hunter Green    Silver    Red    White    Gold						
<b>Furniture (and Round Tables with Linens)</b>					<b>Carpet</b>						
	30" or 36" Round Table	\$60.00	\$55.00			10' x 10'	\$150.00	\$110.00			
	30" Cocktail Table 42"H	\$70.00	\$65.00			10' x 20'	\$300.00	\$220.00			
	Padded Counter Stool	\$50.00	\$45.00			10' x 30'	\$450.00	\$330.00			
	Black Folding Chair	\$32.00	\$27.00		<b>Custom Cut Carpet</b>						
	Easel	\$45.00	\$35.00		_____ ft x _____ ft = _____ sq. ft						
	Bag Holders	\$55.00	\$45.00		_____ sq.ft @ \$2.70 per sq. ft. installed = <input type="text"/>						
	Wastebasket	\$21.00	\$15.00		<b>Carpet Padding</b>						
	Stanchions & Chain	\$40.00	\$25.00		_____ ft x _____ ft = _____ sq. ft						
<b>Table Linen Color (circle one) Red White Blue Black</b>					_____ sq.ft @ \$.95 per sq. ft. installed = <input type="text"/>						
<b>Display Panels</b>					<b>Carpet Color (circle one)</b>						
	4'x8' Velcro Boards	\$105.00	\$90.00		Blue Grey Red Black						
	4'x8' Peg Boards w/ Pegs	\$160.00	\$135.00								
	Peg Boards Circle One: _____ Horizontal or Vertical										
	Table Top Displays	\$150.00	\$125.00		SUBTOTAL						
	Pop Ups Available – Call for Quote				6% SALES TAX						
								1% RENTAL TAX			
<b>TOTAL OF ALL ITEMS ORDERED WITH PAYMENT ENCLOSED</b>								<b>\$</b>			

**PRICE INCLUDES INSTALLATION, RENTAL AND REMOVAL**

Cancellation Policy: Items cancelled will be charged at 50% of the original price after move-in begins and 100% of the original price after installation.

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**CLEANING  
ORDER FORM**

EXHIBITOR				<b>All orders are governed by the DES Payment Policy</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Cost of vacuuming will be invoiced on the total area of your booth based on **100 square foot minimum.**

**Please Note** – DES reserves the right to retract this service in the event there are less than five (5) orders. Exhibiting companies requesting this service will be notified if this occurs.

**BOOTH CLEANING SERVICES**      *PLEASE MARK YOUR SELECTIONS*

- Vacuum, Dust and Empty Wastebasket** Regular (No Discounts)
- Daily\* cost per square foot per day \$.25
- One Time (Prior to Show) cost per square foot \$.21

**Other** – Please Specify (Rates available upon request)

\_\_\_\_\_

**CALCULATION OF ORDER**

\* Calculate  days when ordering daily service    Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

	SQ. FT.	x	RATE	x	NO. DAYS	TOTAL
Vacuuming						
<b>Total All Lines</b>						<b>\$</b>
<b>Total Payment Enclosed</b>						<b>\$</b>

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**PLANT & FLORAL  
ORDER FORM**

EXHIBITOR				<b>ORDER DEADLINE 8/8/16</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			<b>All orders are governed by the DES Freight Handling &amp; Payment Policies</b>
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

All plants are for rent only and **must be ordered in advance**. Rates are based on a standard 3-day show or less. To avoid substitutions, large orders should be placed as soon as possible. Dunmar Exhibit Services reserves the right to retract this service in the event there are less than 5 Exhibitors requesting this service. If this occurs, Exhibitors will be notified prior to show set-up.

Quantity	Item	Price	Total
	2' Green Plant	\$45.00	
	3' Green Plant	\$55.00	
	4' Green Plant	\$65.00	
	5' Green Plant	\$75.00	
	Large Fern	\$55.00	
	Mums (or Similar Flowering Plant)	\$45.00	
	<b>Custom Floral Arrangement (SALE ONLY)</b>	\$125.00	
		<b>SUBTOTAL</b>	
		<b>6% Sales Tax</b>	<b>\$</b>
		<b>1% Rental Tax</b>	<b>\$</b>
		<b>Total</b>	<b>\$</b>

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**AUDIO VISUAL &  
SOUND EQUIPMENT**

EXHIBITOR				<b>ORDER DEADLINE 8/8/16</b>
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PRINT		DATE	

Audio Visual and Sound Equipment is available on an as needed basis. Equipment will be procured from local vendors at the best available rates and the vendor will install the equipment in your booth space. Damage to or loss of the equipment will be the responsibility of the exhibitor.

**AV Equipment (Special Order)**

**DAILY RATE**

Description	Qty.	Price per Day	No. of Days	Total
27" Flat Screen LCD Monitor		\$295.00		
32" Flat Screen LCD Monitor		\$320.00		
40" Flat Screen LCD Monitor		\$350.00		
42" Flat Screen LCD Monitor		\$375.00		
46" Flat Screen LCD Monitor		\$400.00		
55" Flat Screen LCD Monitor		\$425.00		
60" Flat Screen LCD Monitor		\$450.00		
Pole Stand		\$80.00		
Truss Stand		\$130.00		
DVD Player		\$125.00		
Other:				
				<b>SUBTOTAL</b>
				6% Sales Tax    \$
				1% Rental Tax    \$
				<b>Total</b> \$

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# Dunmar Exhibit Services

**Deliver by 8/8/16**

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibit Services  
130 S. Military Hwy  
Norfolk, VA 23502

## **WAREHOUSE**

Event: Virginia State Firefighters Association Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

# Dunmar Exhibit Services

**Deliver by 8/8/16**

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibit Services  
130 S. Military Hwy  
Norfolk, VA 23502

## **WAREHOUSE**

Event: Virginia State Firefighters Association Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

The above labels are provided for your convenience.  
Please place one on each piece shipped to ensure proper delivery.  
If you do not have your booth number you may leave that line blank.  
If more labels are needed copies are acceptable.

# Dunmar Exhibit Services

**Do Not Deliver Before 8/18/2016**

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibit Services  
1610 Coliseum Drive  
Hampton, VA 23666

## SHOW SITE

Event: Virginia State Firefighters Association Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

# Dunmar Exhibit Services

**Do Not Deliver Before 8/18/2016**

To: \_\_\_\_\_

*EXHIBITOR NAME*

C/O: Dunmar Exhibit Services  
1610 Coliseum Drive  
Hampton, VA 23666

## SHOW SITE

Event: Virginia State Firefighters Association Conference

Booth# \_\_\_\_\_ No \_\_\_\_\_ of \_\_\_\_\_ Pieces

The above labels are provided for your convenience.  
Please place one on each piece shipped to ensure proper delivery.  
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Dear Exhibitor,  
Dunmar Exhibitor Services and The Hampton Roads Convention Center are both proud members of *Virginia Green*, the Commonwealth's campaign to encourage environmentally-friendly practices in all aspects of Virginia's tourism industry.

We ask that you support our efforts by using the [blue](#) Recycling Containers throughout the exhibit hall. THANK YOU.



## RECYCLE ALL THESE ITEMS IN OUR CONTAINERS!

**Cardboard Boxes  
Flattened**



**Mixed  
Papers**



**#1 and #2  
Plastic Bottles**



**Glass  
Bottles**



**Steel, Tin and  
Aluminum Cans**



## BUT NOT THESE, PLEASE!

**Aerosol Cans ► Motor Oil ► Paint Cans**

**Plastic Bags ► Wood Products ► Yard Waste**

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