



Welcome Exhibitors!

DUNMAR EXHIBIT SERVICES (DES) is pleased to serve as the Official Service Contractor for the Virginia State Fire Fighters Association.

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 IS CARPETED

| | | |
|--------------------------------|---|---|
| Apparatus Move-In: | Thursday, August 3, 2017 | 10:00 a.m. – 12:00 noon |
| Exhibitor Move-In: | Thursday, August 3, 2017 | 12:00 noon – 3:00 p.m. |
| Show Hours: | Thursday, August 3, 2017 Friday, August 4, 2017 | 4:30 p.m. – 6:30 p.m. 10:00 a.m. – 6:00 p.m. |
| Exhibitor Move-Out: | Friday, August 4, 2017 | 6:00 p.m. |
| Freight Handling: | Due to space restrictions, the convention facility <u>may not</u> be able to receive advance freight. Please ship any advance freight to our Norfolk location by 7/19/2017. 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. | |

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

**Virginia State Fire Fighters Association
August 3-4, 2017
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

**Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA**

**PAYMENT & CREDIT CARD
AUTHORIZATION**

| | | | | |
|------------------------------|----------------------------|-------|-----|--|
| EXHIBITOR | | | | All orders are governed by the DES Payment Policy |
| ADDRESS | CITY | STATE | ZIP | |
| TELEPHONE | EXT. | 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 |
|---------------------------------------|----------------------|-----------------|
| Freight Handling - In | | |
| Freight Handling - Out | | |
| Installation - Dismantle Labor | | |
| Standard Furnishings | | |
| Booth Cleaning | | |
| Audio Visual Equipment | | |
| Plants | | |
| Other Items (Specify) | | |
| SUBTOTAL | | |
| 6% SALES TAX | | |
| 1% RENTAL TAX | | |
| SUBTOTAL | | |
| 2.5% CONVENIENCE FEE | | |
| TOTAL AMOUNT DUE | | |

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.

| | |
|---|-----------|
| Charge My Credit Card in the Amount of | \$ |
|---|-----------|

**Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA**

**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.

| SERVICE A ADVANCE SHIPMENTS TO WAREHOUSE | Incoming Weight Only Rounded Up to next 100 lbs. | | 200 lb Minimum per Shipment | Estimated Charges |
|--|---|--------------------|--------------------------------|----------------------|
| | Shipment Weight x | Rate/100 LBS | | |
| Crated, Cases, Cartons – Skidded ONLY | lbs. | 57.50 | 115.00 | |
| Small Packages-Under 25 lbs.-rate per each pkg. | pkgs. | 30.00 each | | |
| SERVICE B DIRECT SHIPMENT TO SHOW SITE (Rec'd during installation period only!) | | | | |
| Crated, Cases, Cartons – Skidded ONLY | lbs. | 55.00 | 110.00 | |
| Small Packages-Under 25 lbs.-rate per each pkg. | pkgs. | 20.00 each | | |
| SPECIAL SERVICES | | | | |
| Shipment returned to warehouse for forwarding | 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. | | | |
| Truck and driver rates for special pickup and deliver/late warehouse deliveries | | | | |
| 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. | | |
| TOTAL ESTIMATED CHARGES | | | \$ | |

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 7/19/2017

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130 S. Military Highway
Norfolk, VA 23502**

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**Virginia State Fire Fighters Association
August 3-4, 2017
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**FREIGHT HANDLING
INFORMATION & POLICY**

| | | | | |
|------------------------------|----------------------------|-------|------|---|
| EXHIBITOR | | | | Advance Shipment DEADLINE 7/19/2017 |
| ADDRESS | CITY | STATE | ZIP | |
| TELEPHONE | FAX | | | All orders are governed by the DES Freight Handling & Payment Policies |
| 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.

**Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA**

**EXHIBIT INSTALLATION &
DISMANTLE ORDER FORM**

| | | | | |
|------------------------------|----------------------------|-------|-----|--|
| EXHIBITOR | | | | All orders are governed by the DES Payment Policy |
| 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 hours 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 | | | | | | | |
| | | | | | | Total Services Ordered | |
| | | | | | | Add 25% DES Supervision | |
| | | | | | | Total Payment Enclosed | \$ |

Virginia State Fire Fighters Association
August 3-4, 2017
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Hampton, VA

FURINTURE & ACCESSORIES
ORDER FORM

| | | | | | | | | | | | | | | | |
|--|------------------------------------|------------------------|----------|-------|---|-----------------------------|-----------|----------|-------|------|--|-------|--|-----|--|
| EXHIBITOR | | | | | Discount Price Deadline 7/19/2017 | | | | | | | | | | |
| ADDRESS | | | | | | | | | | CITY | | STATE | | ZIP | |
| TELEPHONE | | | | | | | | | | FAX | | | | | |
| EMAIL ADDRESS | | | | | | | | | | | | | | | |
| QUANTITY | | REGULAR | DISCOUNT | TOTAL | QUANTITY | | REGULAR | DISCOUNT | TOTAL | | | | | | |
| Skirted Display Tables- 24"W x 30"H | | | | | Table Top Risers & Draping | | | | | | | | | | |
| | 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 | | | | | | | |
| Skirted Display Tables- 24"W x 42"H | | | | | Special Draping | | | | | | | | | | |
| | 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 | | | | | | | |
| Table Skirt Color (circle one) | | | | | Special Drape / Riser Color (Circle One) | | | | | | | | | | |
| Beige Black Blue Burgundy | | | | | Beige Black Blue Burgundy | | | | | | | | | | |
| Hunter Green Silver Red White Gold | | | | | Hunter Green Silver Red White Gold | | | | | | | | | | |
| Furniture (and Round Tables with Linens) | | | | | Carpet | | | | | | | | | | |
| | 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 | | Custom Cut Carpet | | | | | | | | | | |
| | 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 | | Carpet Padding | | | | | | | | | | |
| | Stanchions & Chain | \$40.00 | \$25.00 | | _____ ft x _____ ft = _____ sq. ft | | | | | | | | | | |
| Table Linen Color (circle one) Red White Blue Black | | | | | _____ sq.ft @ \$.95 per sq. ft. installed = <input type="text"/> | | | | | | | | | | |
| Display Panels | | | | | Carpet Color (circle one) | | | | | | | | | | |
| | 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 | | | | | | | | | | |
| TOTAL OF ALL ITEMS ORDERED WITH PAYMENT ENCLOSED | | | | | | | \$ | | | | | | | | |

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.

Dunmar Exhibit Services
130 S. Military Highway
Norfolk, VA 23502
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**Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA**

**CLEANING
ORDER FORM**

| | | | | |
|------------------------------|----------------------------|-------|-----|--|
| EXHIBITOR | | | | All orders are governed by the DES Payment Policy |
| 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 | | | | | | |
| Total All Lines | | | | | | \$ |
| Total Payment Enclosed | | | | | | \$ |

Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA

PLANT & FLORAL ORDER FORM

| | | | | |
|------------------------------|----------------------------|-------|------|---|
| EXHIBITOR | | | | ORDER DEADLINE 7/19/2017 |
| ADDRESS | CITY | STATE | ZIP | |
| TELEPHONE | FAX | | | All orders are governed by the DES Freight Handling & Payment Policies |
| 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 | |
| | Custom Floral Arrangement (SALE ONLY) | \$125.00 | |
| | | SUBTOTAL | |
| | | 6% Sales Tax | \$ |
| | | 1% Rental Tax | \$ |
| | | Total | \$ |

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**Virginia State Fire Fighters Association
August 3-4, 2017
Hampton Roads Convention Center
Hampton, VA**

**AUDIO VISUAL &
SOUND EQUIPMENT**

| | | | | |
|------------------------------|----------------------------|-------|-----|---|
| EXHIBITOR | | | | ORDER DEADLINE 7/19/2017 |
| 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: | | | | |
| | | | | SUBTOTAL |
| | | | | 6% Sales Tax \$ |
| | | | | 1% Rental Tax \$ |
| | | | | Total \$ |

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

Dunmar Exhibit Services

Deliver by 7/19/2017

To: _____
EXHIBITOR NAME

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

WAREHOUSE

Event: Virginia State Fire Fighters Association

Booth# _____ No _____ of _____ Pieces

Dunmar Exhibit Services

Deliver by 7/19/2017

To: _____
EXHIBITOR NAME

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

WAREHOUSE

Event: Virginia State Fire Fighters Association

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 8/3/2017

To: _____

EXHIBITOR NAME

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

SHOW SITE

Event: Virginia State Fire Fighters Association

Booth# _____ No _____ of _____ Pieces

Dunmar Exhibit Services

Do Not Deliver Before 8/3/2017

To: _____

EXHIBITOR NAME

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

SHOW SITE

Event: Virginia State Fire Fighters Association

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.

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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


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

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Booth #: _____
 Event Dates: _____ Exhibiting Company: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ E-Mail: _____

| UTILITIES | 24 HR POWER | ADVANCE ORDER | FLOOR ORDER | QTY | AMOUNT |
|--|-------------|---|-------------|-----|--------|
| Electrical | | | | | |
| *Service above 50 Amps requires custom installation by an Electrician to be billed at the hourly rate, with a one (1) hour minimum required. For 24 Hour Power Needs: Check box, and add 50% to that service. | | | | | |
| 2000 watt Receptacle, 110 Volt, 18 Amps | | \$ 60.00 | \$ 80.00 | | |
| 1 Phase, 208 Volt, 30 Amps | | \$ 175.00 | \$ 225.00 | | |
| 1 Phase, 208 Volt, 60 Amps* | | \$ 250.00 | \$ 300.00 | | |
| 1 Phase, 208 Volt, 100 Amps* | | \$ 350.00 | \$ 400.00 | | |
| 1 Phase, 208 Volt, 200 Amps* | | \$ 600.00 | \$ 750.00 | | |
| 3 Phase, 208 Volt, 30 Amps | | \$ 300.00 | \$ 350.00 | | |
| 3 Phase, 208 Volt, 60 Amps* | | \$ 375.00 | \$ 450.00 | | |
| 3 Phase, 208 Volt, 100 Amps* | | \$ 425.00 | \$ 500.00 | | |
| 3 Phase, 208 Volt, 200 Amps* | | \$ 575.00 | \$ 625.00 | | |
| 3 Phase, 480 volt, 30 Amps | | Call for Pricing | | | |
| 3 Phase, 480 volt, 60 Amps* | | | | | |
| 3 Phase, 480 volt, 100 Amps* | | | | | |
| 3 Phase, 480 volt, 200 Amps* | | | | | |
| Water | | | | | |
| Water/Drain per 100 gal. | | \$175.00 | | | |
| Water/Drain per 1000 gal. | | Call for Pricing | | | |
| Equipment Rental ** | | | | | |
| Extension Cord | | \$ 20.00 | \$ 20.00 | | |
| Multi-receptacle Power Strip | | \$ 20.00 | \$ 20.00 | | |
| Labor* | | | | | |
| Electrician/per hour | | \$ 45.00 | \$ 65.00 | | |
| Electrician-Holiday/per hour | | \$ 67.50 | \$ 97.50 | | |
| Electrician-Overtime/per hour | | \$ 90.00 | \$ 110.00 | | |
|  Total Utility Order | | | | | \$ |
| | | **Add 6% Tax to all Equipment Orders | | | \$ |
| Total Utilities+Tax \$ | | | | | |

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

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

Schedule

1.To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1618 if you have any questions about your order, or to confirm receipt.

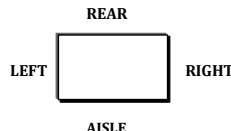
2.Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.

Limitation of Liability

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

Utilities Notes:

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



METHOD OF PAYMENT

- CHECK Made payable to: Hampton Roads Convention Center • Our Tax ID Number is 54-6001336
 AMERICAN EXPRESS MASTERCARD VISA

Credit Card Holder Name: _____
 Credit Card Number: _____ Expiration Date: _____
 Credit Card Billing Address: _____

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

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM



TELECOMMUNICATIONS SERVICES ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Room/Booth #: _____
 Event Dates: _____ Exhibiting Company: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ E-Mail: _____

| TELECOMMUNICATIONS | ADVANCE ORDER | FLOOR ORDER | QTY | AMOUNT |
|--|------------------------|-------------|-----|--------|
| Non-Dedicated Phone Line Includes unlimited incoming and local dialing (PBX switched 'Dial 9' phone line with public number. Best suited for standard incoming and outgoing Voice, Fax, Credit Card and Modems.) | \$ 125.00 | \$ 150.00 | | |
| Standard Desk Telephone | \$ 25.00 | \$ 25.00 | | |
| INTERNET/EQUIPMENT RENTAL | | | | |
| WIRED | | | | |
| Basic Internet Connection Fee (10/100 Mbps) Internet includes one network port and one IP address. HSPA connections are for a single 'base' pc/client. If additional nodes will be connected, 'Additional IP Addresses' (below) must be purchased. | \$ 200.00 | \$ 250.00 | | |
| Internet Connection to an External Host Server (Includes one port open & one port close) | \$ 350.00 | \$ 400.00 | | |
| Additional IP Addresses | \$ 100.00 | \$ 150.00 | | |
| Each Additional Port Open or Port Close | \$ 100.00 | \$ 150.00 | | |
| WIRELESS - Conference Rooms, Ballrooms & Meeting Rooms | | | | |
| Internet - Wireless 5.0 Mbps | \$ 400.00 | \$ 400.00 | | |
| Internet - Wireless 3.0 Mbps | \$ 375.00 | \$ 375.00 | | |
| Internet - Wireless 1.5 Mbps | \$ 350.00 | \$ 350.00 | | |
| Password Protected Custom SSID | Available upon request | | | |
| Equipment Rental * | | | | |
| Hub/Switch/Router Rental A Hub or Switch may be available for customers wishing to establish LANs at their location. These are typically | \$ 75.00 | \$ 100.00 | | |
| Patch Cables Standard Category 5 patch cables are available in various lengths. Exhibitors may provide their own patch cables, if so desired. | \$ 40.00 | \$ 45.00 | | |
| Labor | | | | |
| Technical Support for issues not directly related to the physical connectivity of ordered services will be charged at a rate of \$65/hr with minimum one hour charge. | | \$ 65.00 | | |
| Total Telecommunications Order | | | | \$ |
| *Add 6% Tax to all Equipment Orders | | | | \$ |
| Total Telecommunications +Tax | | | | \$ |

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Schedule
 1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1618 if you have any questions about your order, or to confirm receipt.
 2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.
 3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an additional cost.

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

Telecommunications Notes:
 1. If any special data and/or networking equipment or services are required which are not detailed on this form, please call 757-315-1618.
 2. PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.
 3. No credits will be issued for unused phone lines installed as ordered.
 4. Only written cancellations will be accepted and must be received seven days before show move in.
 5. Connection to equipment is the exhibitors' responsibility.
 6. Telecommunications panels, floor boxes and equipment must be accessible at all times.
 7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.
 8. HRCC will troubleshoot HRCC installed components only.
 9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.
 10. HRCC is the sole provider of WIFI Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device

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 AMERICAN EXPRESS MASTERCARD VISA

Credit Card Holder Name: _____
 Credit Card Number: _____ Expiration Date: _____
 Credit Card Billing Address: _____

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

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM



Credit Card Form

Event Name: _____

Event Date(s): _____

Dollar Amount: _____

I, _____, the undersigned, give SMG / Hampton Roads Convention Center authorization to charge the dollar amount as indicated above to my credit card as listed below.

Please check the appropriate form of payment:

American Express

Visa

MasterCard

Credit Card Number

Expiration Date

Card Holder Name:

Card Holder Signature:

Date

Billing Address: City State Zip Code

Telephone Number:

Fax Number: