



January 27 & 28, 2024

Show Hours: Saturday: 10am-5pm and Sunday: 10am-4pm

Dear Show Exhibitor:

Enclosed is the exhibitor information for the upcoming RVA Home Show:

- General Show Guidelines
- Set-Up/Take Down details
- Electrical Form
- Show Decorator Rental Information

Please take note there are respective deadlines on certain forms that are in your financial best interest so please read through them. Additionally, please make sure you return the forms to the correct company and contact.

If any material or product needs to be shipped to the facility the address is:

Meadow Event Park
Farm Bureau Bldg./RVA Home Show
13191 Dawn Blvd.
Doswell, VA 23047

Shipments can arrive no earlier than Wednesday, January 24th.

We look forward to seeing you in January and please do not hesitate to call us with any questions.

Sincerely,
Chris Grubbs & Anthony Tedesco
804-467-7038, 804-852-7310
inquire@vashows.com
sales@vashows.com
www.vashows.com



January 27 & 28, 2024

Guidelines



EXHIBITOR DISPLAY SET-UP TIMES:

Show staff will be on the floor during set-up to answer any questions. All exhibitors are to complete their display set-up on Thursday, January 25th from 9am-6pm and Friday, January 26th from 9am-7pm. The building will be open at 8 am on Saturday, January 27th for last minute display touch ups. No vehicular access in building Saturday. Show public hours are Saturday, Jan. 27th, 10am-5pm and Sunday, Jan. 28th 10am-4pm.

EXHIBITOR DISPLAY BREAK-DOWN TIMES:

Break-down is Sunday, January 28th, 4pm-8pm. PLEASE - no display break-down is to occur on Sunday until the close of the Show at 4pm. If one exhibitor does it, all exhibitors begin to do it. It is not fair to the paying public and has a negative impact on the Show. Please abide by this rule. Your cooperation will be appreciated.

ALL DISPLAYS MUST BE OUT OF THE BUILDING BY 8PM SUNDAY NIGHT.

EXHIBITOR CREDENTIALS:

Credentials may be picked up at the Show Office which is located at the main Show Entrance. No credentials are required during set-up or break-down. We recommend you pick up credentials after your display is set up. Credentials will be available throughout the course of the Show, beginning at 9am each morning, at the Show Office.

SHOW DECORATOR RENTAL FORM & FACILITY ELECTRICAL ORDER FORM: The Show Decorator's Order Form and the Electrical Order Forms are enclosed. Return the Show Decorator form to **Exhibits, Inc.** (804 -788-4400) and the electrical order form to **Show Managers, LLC**. Please abide by the deadlines on each form to avoid having to pay an "at show" premium price.

SECURITY:

Show Managers, LLC highly recommends you stay in your display space until all public leaves the building. We also recommend every exhibitor keep a watchful eye on their display during set-up and break-down because it is impossible for event staff to question everybody leaving the building with merchandise and or display materials. In a word, use good judgment and common sense.



January 27 & 28, 2024

Move-In & Move-Out Details



Welcome.

Thank you for being a part of the RVA Home Show!

Move-In Schedule:

Thursday, Jan. 25th
9 AM - 6 PM

Friday, Jan. 26th
9 AM – 7 PM

ALL EXHIBITS MUST BE SET-UP BY FRIDAY, JAN. 26th BY 7 PM UNLESS
SATURDAY A.M. MOVE-IN APPROVAL HAS BEEN PROVIDED BY SHOW MANAGERS

Reminders:

- All cement cutting must be done outside during the duration of move-in. This is strictly enforced.
- Any company granted approval to move-in Saturday morning must dolly or hand carry display items. Handcarts /Dollies are not provided or rented by the facility or the decorator. Please bring your own.
- Creating a booth “care kit” with items such as a broom, extension cord, power strip, light bulbs, and packaging tape is helpful for set-up.
- Exhibitor Credentials can be picked up at the Show Office during move-in or when exhibitors come to work the Show.
- **Move-Out:** Move out does not begin until the close of the Show on Sunday at 4 pm and continues until 8 pm.

Show Hours:

Saturday, 10 AM – 5 PM
Sunday, 10 AM – 4 PM

Building open one hour prior to show
opening each day for exhibitors only.

Show Office/Will Call:

Will be located near in the front left of
the building for exhibitors to pick up
Credentials

Show Decorator:

We strongly encourage you to order
(if needed) any items from the Show
Decorator prior to the Show as orders
taken during set-up will be charged an
“At Show” premium rate.

Emergencies:

All emergencies and accidents should
be reported to the Show Office. First
Aid is available through the facility
during show set-up, show hours and
break down.

Exhibit Reminders:

1. Exhibits must remain open and staffed for all show advertised hours. It is important to us that show guests that arrive for the last 30 minutes of the show see as complete a show as those who arrive the first 30 minutes of the show. This applies to both days of the Show.
 2. Stay within space confines. All products, displays, chairs and people need to stay in your exhibit space.
 3. Do not exceed 8' height in rear of booth.
 4. Dividers may extend 8' in height from rear to middle of booth. Remaining divider (front 5' of booth) cannot exceed 4' in height.
- Cleanup crews are not allowed inside your exhibit area.

RVA Home Show

Utilities Order Form

Exhibitor Name _____

Contact Name _____

| | QTY | SERVICE | ADVANCE RATE | AT-SHOW RATE | TOTAL PRICE |
|--------------------|---|----------------------------------|--------------|--------------|-------------|
| Electrical Service | | 110 V - 20 Amp – Standard Outlet | 40.00 | 65.00 | |
| | | 1 Phase 208 V - 30 Amps & Under | 75.00 | 90.00 | |
| | | 1 phase 208 V - 50 Amps | 130.00 | 150.00 | |
| | | 3 Phase - 100 Amp | 400.00 | 500.00 | |
| | Electrical Service will be available behind booth. Please be prepared with power strips and/or extension cords to move electrical connection around in your display. A limited supply of extension cords are available for a \$15.00 refundable deposit in show office. | | | | |

| | Type | SERVICE | SERVICE RATE | TOTAL PRICE |
|---|------|---------------------------------------|--------------|-------------|
| Water Service | Fill | Water - Less than 20 gallon container | No fee | |
| | Fill | Water – 20 to 50 gallon container | 25.00 | |
| | Fill | Each additional 50 gallons | 10.00 | |
| Show will make all attempts to have complimentary water service available during move-in hours to clean trailers but cannot guarantee service in the event of adverse weather conditions. | | | | |

| | Type | SERVICE INSTRUCTIONS |
|-------|----------|---|
| WI-FI | Internet | Wireless internet connection is available free of charge. Access information will be provided during move-in. |

Order Form Total _____

To receive advance rate, payment must be received before January 12, 2024

Please email this form to office@vashows.com or call with your credit card number

____ MasterCard ____ Visa ____ American Express ____ Discover

Name on Card _____ Signature _____

Card number _____ CSV # _____ Expiration (MM/YY) _____



Show Facts

RVA Home Show Meadow Event Park, Doswell, VA January 27-28, 2024



BOOTH EQUIPMENT

Each 10' deep x 10' wide booth includes: one 8' high back drape, two 3' high side drapes, one 7" x 44" booth ID sign. Show colors for exhibitors is black and for Sample VA exhibitors show colors are green and white.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted. Carpeting is available for rental, please see page 4.

DISCOUNT PRICES

In order to receive the discounted rates listed in this kit, we must receive your order by:
Friday, January 12, 2024. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Thursday, January 25, 2024 from 9:00am - 6:00pm

Friday, January 26, 2024 from 9:00am - 7:00pm

Show Hours:

Saturday, January 27, 2024 from 10:00am - 5:00pm

Sunday, January 28, 2024 from 10:00am - 4:00pm

Exhibitor Move-Out:

Sunday, January 28, 2024 from 4:00pm - 8:00pm



EXHIBITS
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone (804) 788-0186 - Fax, xhibitsinc.com, info@xhibitsinc.com | A DIVISION OF DEMERS EXPOSITION SERVICES, INC.



RVA Home Show



January 27-28, 2024
Meadow Event Park



Online Ordering

**Looking for an easier way to place your order?
Tired of emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@xhibitsinc.com (please specify show name and date). We will then create an online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email will be assessed this fee.**

**Last day to receive discount pricing is *Friday, January 12, 2024.*
Floor prices will apply after that date.
The Storefront will close on *Friday, January 19, 2024.*
No online orders after that date.**



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RVA Home Show



**January 27-28, 2024
Meadow Event Park**



Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

CREDIT CARD: VISA MasterCard AMEX
ACCOUNT NUMBER: _____
EXPIRATION DATE: _____
SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____
CARDHOLDER'S NAME: _____
CARDHOLDER'S SIGNATURE: _____ DATE : _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____
Card Billing Address: _____ Authorized by: _____
City/State/Zip: _____ Signature: _____
Phone: _____ Fax: _____ Date: _____
Email Address: _____

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.
Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Exhibits Inc in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Exhibits Inc. prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, January 12, 2024** for pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Exhibits Inc. to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



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Standard Furnishings

Order Online and Save the 8% Administrative Fee

| CARPETING | | | | |
|--|--------------------|---------|--------|----------|
| QTY | Carpet Size | Advance | Floor | Subtotal |
| | 9' x 10' Carpet | 161.00 | 191.00 | |
| | 9' x 20' Carpet | 313.00 | 382.00 | |
| | 9' x 30' Carpet | 468.00 | 572.00 | |
| | 9' x 40' Carpet | 589.00 | 693.00 | |
| Carpet Color: Gray Blue Red Burgundy Emerald Green Black (Circle Choice) | | | | |
| SPECIAL CUT CARPETING | | | | |
| Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.25= _____ | | | | |
| CARPET PADDING | | | | |
| Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.90= _____ | | | | |
| SKIRTED TABLES | | | | |
| Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice) | | | | |
| QTY | Table Size | Advance | Floor | Subtotal |
| | 2' x 4' x 30" high | 91.00 | 112.00 | |
| | 2' x 6' x 30" high | 104.00 | 127.00 | |
| | 2' x 8' x 30" high | 116.00 | 144.00 | |
| | 2' x 4' x 40" high | 116.00 | 144.00 | |
| | 2' x 6' x 40" high | 130.00 | 163.00 | |
| | 2' x 8' x 40" high | 143.00 | 175.00 | |
| UNSKIRTED TABLES | | | | |
| QTY | Table Size | Advance | Floor | Subtotal |
| | 2' x 4' x 30" high | 52.00 | 58.00 | |
| | 2' x 6' x 30" high | 58.00 | 62.00 | |
| | 2' x 8' x 30" high | 69.00 | 74.00 | |
| | 2' x 4' x 40" high | 63.00 | 77.00 | |
| | 2' x 6' x 40" high | 70.00 | 86.00 | |
| | 2' x 8' x 40" high | 80.00 | 88.00 | |
| WOOD TABLE RISERS | | | | |
| QTY | Riser Size | Advance | Floor | Subtotal |
| | 4' x 10" Undraped | 38.00 | 48.00 | |
| | 6' x 10" Undraped | 48.00 | 60.00 | |
| | 4' x 10" Draped | 70.00 | 81.00 | |
| | 6' x 10" Draped | 81.00 | 92.00 | |
| Wood Table Riser Color: White | | | | |

| CHAIRS | | | | |
|--|---------------------------------------|---------|--------|----------|
| QTY | | Advance | Floor | Subtotal |
| | Upholstered arm chair | 65.00 | 81.00 | |
| | Black Bar Stool w/ foot rest | 71.00 | 89.00 | |
| | Tubular folding chair | 38.00 | 43.00 | |
| | Upholstered bar stool | 92.00 | 103.00 | |
| | Padded side chair | 50.00 | 59.00 | |
| SPECIAL DRAPERY/SKIRTING | | | | |
| Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice) | | | | |
| QTY | | Advance | Floor | Subtotal |
| | 8' high drapery Per Linear Foot | 9.77 | 11.87 | |
| | 3' high drapery Per Linear Foot | 8.72 | 10.82 | |
| | 13'-long table skirting | 74.00 | 89.00 | |
| ACCESSORIES | | | | |
| QTY | | Advance | Floor | Subtotal |
| | Clothes Tree | 72.00 | 103.00 | |
| | Easel (Tripod Display) | 38.00 | 43.00 | |
| | Garment Rack | 89.00 | 128.00 | |
| | Panelboard | 189.00 | 259.00 | |
| | Pegboard | 212.00 | 297.00 | |
| | Stage (4' x 4' all heights up to 36") | 161.00 | 228.00 | |
| | Stage (4' x 4' w/ carpet & skirt) | 215.00 | 269.00 | |
| | Stanchion Post | 64.00 | 81.00 | |
| | Stanchion Belt | 6.62 | 10.82 | |
| | Waste Basket | 25.00 | 32.00 | |
| | Aluminum Rail | 7.88 | 11.00 | |

- ORDER SUMMARY -

| | | |
|------------------|----|--|
| Subtotal: | \$ | |
| 6.00% Sales Tax: | \$ | |
| 8.00% Admin Fee: | \$ | |
| Grand Total: | \$ | |

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Order online and save the 8% administrative fee.

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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RVA Home Show



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Meadow Event Park



Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



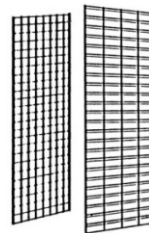
Faux Tree



Literature Rack



Gondola



Gridwall



Coffee Table

Actual products may vary from images shown

| ITEM | QTY | X | PRICE | = | TOTAL |
|--|-----|---|-------------|----|-------|
| TOTE BAG HOLDER/RACK | | X | \$ 60.00 | = | |
| SILK PALM TREE | | X | \$ 70.00 | = | |
| LITERATURE RACK | | X | \$ 95.00 | = | |
| COFFEE TABLE | | X | \$ 105.00 | = | |
| 2'X6' GRIDWALL (MUST ORDER AT LEAST 2) | | X | \$ 60.00 EA | = | |
| 4' GONDOLA (COMES WITH 2 SHELVES) | | X | \$ 225.00 | = | |
| ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA) | | X | \$ 25.00 EA | = | |
| SUBTOTAL | | | | \$ | |
| 6.00% SALES TAX | | | | \$ | |
| 8.00% ADMIN FEE | | | | \$ | |
| GRAND TOTAL | | | | \$ | |

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Order online and save the 8% administrative fee.

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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Elite Series Furniture



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

| ITEM | QTY | X | PRICE | = | TOTAL |
|-------------------------------|-----|---|-----------|----|-------|
| SORRENTO COUCH WHITE | | X | \$ 566.50 | = | |
| SORRENTO COUCH BLACK | | X | \$ 540.75 | = | |
| SOUTH BEACH BISTRO 42" TABLE | | X | \$ 283.25 | = | |
| SOUTH BEACH BAR CHAIR | | X | \$ 149.35 | = | |
| SANIBEL BISTRO TABLE | | X | \$ 283.25 | = | |
| SANIBEL BAR CHAIR - LOW BACK | | X | \$ 149.35 | = | |
| SANIBEL BAR CHAIR - HIGH BACK | | X | \$ 149.35 | = | |
| SORRENTO CHAIR WHITE | | X | \$ 298.70 | = | |
| SORRENTO CHAIR BLACK | | X | \$ 272.95 | = | |
| SUBTOTAL | | | | \$ | |
| 6.00% SALES TAX | | | | \$ | |
| 8.00% ADMIN FEE | | | | \$ | |
| GRAND TOTAL | | | | \$ | |

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Order online and save the 8% administrative fee.

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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Custom Booth Rental

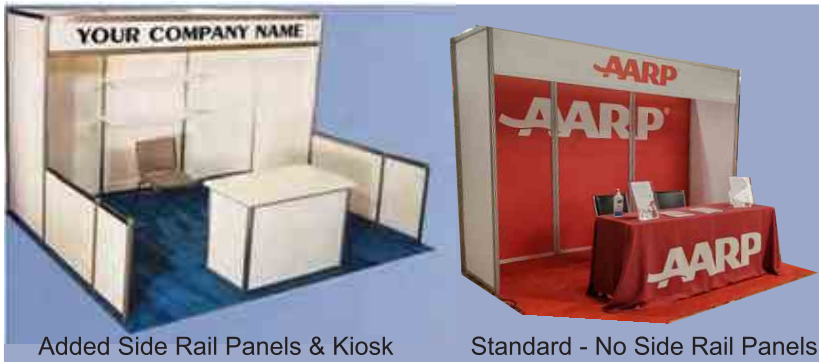
Standard custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

Optional add on items:

- 3' siderail panels
- 8" x 38" Plexi shelf
- One meter front reception kiosk

Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.



Other custom options available.
Please call for a quote.



***Customizable panels with Logos and/or Graphics:** Prices quoted upon request. Please call 860-882-0003.

Custom Graphic Specs:

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.09"x14"

PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

| | | | | |
|---------------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------------|
| 9'X10' Carpet Color: | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Burgundy |
| Table Length: | <input type="checkbox"/> 4' | <input type="checkbox"/> 6' | <input type="checkbox"/> 8' | |
| Table Skirt Color: | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Gray | <input type="checkbox"/> Burgundy |
| | <input type="checkbox"/> White | <input type="checkbox"/> Green | <input type="checkbox"/> Black | |
| I.D. Sign Letter Color: | <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black | |
| I.D. Sign Text (up to 20 characters): | _____ | | | |

| ITEM | QTY | X | PRICE | = | TOTAL |
|----------------------------|-----|---|------------|---|-------|
| CUSTOM BOOTH RENTAL | | X | \$ 2163.00 | = | |
| SET OF 3' SIDE RAIL PANELS | | X | \$ 683.00 | = | |
| 8" x 38" PLEXI SHELF | | X | \$ 131.00 | = | |
| ONE METER RECEPTION KIOSK | | X | \$ 793.00 | = | |
| SUBTOTAL | | | | | \$ |
| 6.00% SALES TAX | | | | | \$ |
| 8.00% ADMIN FEE | | | | | \$ |
| GRAND TOTAL | | | | | \$ |

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Order online and save the 8% administrative fee.

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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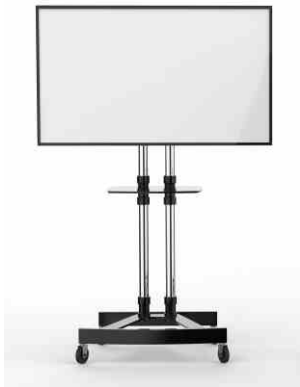
Audio/Visual Equipment

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$90.00 per hour labor charge will apply.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

| Description | QTY | Rental Rate (Duration of Show) | Total |
|--|-----|-----------------------------------|-------|
| 32" LCD Flat Screen Monitor (tabletop) | | \$441 | |
| 42" LCD Flat Screen Monitor (tabletop) | | \$499 | |
| 50" LCD Flat Screen Monitor | | \$835 | |
| Monitor Stand (fits 50" monitor only)* | | \$158 | |
| *Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions. | | Sub-total | |
| | | 6.00% Sales Tax | |
| | | 8.00% Admin Fee | |
| | | Total | |



Order Online and Save the 8% Administrative Fee

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Order online and save the 8% administrative fee.

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



EXHIBITS
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone (804) 788-0186 - Fax, xhibitsinc.com, info@xhibitsinc.com

A DIVISION OF
DEMERS EXPOSITION SERVICES, INC.



RVA Home Show



January 27-28, 2024

Meadow Event Park



Digital Graphics And Signs

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 804.788.4400.



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Sign & Graphics Order Form

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Exhibits Inc. can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

| | | | | | |
|--|-------------|----------------------|--|----------------------|----------------------------|
| <input type="text"/> | L X | <input type="text"/> | W = | <input type="text"/> | Square Feet |
| <small>Round length and width up to nearest foot</small> | | | | | |
| <input type="text"/> | Square Feet | X | \$10.50 per Sq. Ft. Discount Price or \$15.75 per Sq. Ft. Standard Price | = | <input type="text"/> Total |

In order to receive discounted pricing, your order must be received by Friday, January 12, 2024.

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges Exhibits Inc. will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard:

- ☐ Foam Core
☐ PVC Fluted

Upgraded: (additional 15% charge)

- ☐ Sintra
☐ Gator Board
☐ Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

The quick brown fox ran over the steep hill.



☐ Vertical

The quick brown fox ran over the steep hill.



☐ Horizontal

The quick brown fox ran over the steep hill.



☐ Designer to decide

SPECIAL INSTRUCTIONS

Please indicate the file name that will be e-mailed or uploaded to our FTP (see next page)

| | | | | | | | | | |
|----------------------|---------|----------------------|-----------------|---|----------------------|-----------------|---|----------------------|-------------|
| <input type="text"/> | Total x | <input type="text"/> | 6.00% Sales Tax | + | <input type="text"/> | 8.00% Admin Fee | = | <input type="text"/> | Grand Total |
|----------------------|---------|----------------------|-----------------|---|----------------------|-----------------|---|----------------------|-------------|

If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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Artwork & File Guidelines

EES- Exhibits Inc will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to EES-Box Files. Please contact Exhibits Inc at 804-788-4400 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to info@xhibitsinc.com.



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Material Handling Instructions

Materials can be shipped in advance to the Exhibits Inc. Warehouse. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Exhibits Inc. will not be accepted. All shipments must be consigned to Exhibits Inc. and all material handling services must be prepaid. Exhibits Inc. Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: Mid-Atlantic RV Expo
c/o Exhibits Inc.
756 S. West Street Bldg. 3
Petersburg, VA 23803

Exhibits Inc. Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Exhibits Inc. Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 4:30pm.
Deadline to receive advance shipments without late fee: Friday, January 12, 2024.
Rate: \$78.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours.
Late shipments: Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, plus additional fees if special transportation is required.
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.
Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 14.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading through the Exhibits Inc. office either via phone; 804.788.4400 or via email; info@xhibitsinc.com.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- Exhibitors can make arrangements with the designated show carrier, ABF Freight at the Exhibits Inc. Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle). - If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Exhibits Inc. warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Wednesday, January 31, 2024**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- All non-LTL carriers outbound shipments will incur material handling charges of \$40.00 per cwt (\$80.00 minimum applies). If you don't have prepaid shipping labels, we can generate labels from our FedEx account.
- Any freight left on show floor without a Exhibits Inc Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

| | CARRIER | # PIECES | SHIPMENT WEIGHT | X RATE per 100 lbs.* | MINIMUM CHARGE/SHIPMENT* | ESTIMATED CHARGES |
|---|---------|-------------|--------------------|-------------------------|-----------------------------|----------------------|
| SHIPMENT 1 | | | lbs. | \$78.00 | \$156.00 | \$ |
| SHIPMENT 2 | | | lbs. | \$78.00 | \$156.00 | \$ |
| SHIPMENT 3 | | | lbs. | \$78.00 | \$156.00 | \$ |
| SHIPMENT 4 | | | lbs. | \$78.00 | \$156.00 | \$ |
| LATE SHIPMENT(s) to Exhibits Inc. Warehouse | | | | \$20.00 | \$80.00 Minium Charge | \$ |
| | | | | | 6.00% Service Fee | \$ |
| Order Online and Save the 8% Administrative Fee | | | | | 8.00% Admin Fee | \$ |
| | | | | | TOTAL ESTIMATED CHARGES | \$ |

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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Meadow Event Park



Shipping Labels Advance

Copy and use this label for Advanced Shipment to Warehouse.
Please have shipment(s) arrive by
Friday, January 12, 2024 to avoid the late fee.

| | | |
|---|--|--|
| <h1>RUSH!</h1> | | E X H I B I T S I N C F R E I G H T |
| TO: | <div></div> <p><i>EXHIBITING COMPANY Please write exhibiting company's name in this box</i></p> <p>RVA Home Show</p> <div></div> <p><i>BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment</i></p> <p>c/o Exhibits Inc. 756 S. West Street Bldg. 3 Petersburg, VA 23803</p> | |
| Carrier _____ | | |
| Number _____ of _____ pieces | | |
| <div> R V A H o m e S h o w</div> <div> M e a d o w E v e n t P a r k</div> | | |



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Liability And Insurance Bulletin

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center (Hotel) and shall indemnify and hold harmless the hotel and Convention Center, agents, servants and employees from any and all such losses, damages and claims.

EXHIBITS INCORPORATED shall not be responsible for damage to uncrated materials improperly packed materials, or concealed damage.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipment which are furnished to EXHIBITS INCORPORATED by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

EXHIBITS INCORPORATED shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

EXHIBITS INCORPORATED's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, EXHIBITS INCORPORATED's liability shall be limited to \$0.30 per pound.

EXHIBITS INCORPORATED 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 any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or deliver of a shipment to EXHIBITS INCORPORATED by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be constructed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.



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Labor Order Form

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

*Two Hour Minimum per Laborer

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges. **Please note: Only DES supervised labor is offered for this show. Labor will be provided during General Contractor Set Up. Booth equipment must be shipped to the advanced warehouse.**

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$68.25

\$105.00

\$102.38

\$157.50

\$136.50

\$210.00

Advance Pricing Deadline: January 12, 2024

INSTALLATION LABOR

☐

Exhibits Inc. Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

| | |
|--------------------|--------|
| Emergency Contact: | Phone: |
| Display Contact: | Phone: |

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

| | |
|---------------------|--------|
| Supervisor Contact: | Phone: |
|---------------------|--------|

| Date | Start Time | No. of Laborers | X | Approx. Hrs Per Laborer | = | Total Hours | @ | Hourly Rate | = | Estimated Total Cost |
|--|------------|-----------------|---|-------------------------|---|-------------|---|-------------|---|----------------------|
| | | | X | | = | | @ | | = | |
| | | | X | | = | | @ | | = | |
| Exhibits Inc. Supervision 30% or \$60.00 Minimum | | | | | | | | | | |
| 8% Admin Fee | | | | | | | | | | |
| Total | | | | | | | | | | |

DISMANTLE LABOR

☐

Exhibits Inc. Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

| | |
|--------------------|--------|
| Emergency Contact: | Phone: |
| Display Contact: | Phone: |

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

| | |
|---------------------|--------|
| Supervisor Contact: | Phone: |
|---------------------|--------|

| Date | Start Time | No. of Laborers | X | Approx. Hrs Per Laborer | = | Total Hours | @ | Hourly Rate | = | Estimated Total Cost |
|--|------------|-----------------|---|-------------------------|---|-------------|---|-------------|---|----------------------|
| | | | X | | = | | @ | | = | |
| | | | X | | = | | @ | | = | |
| Exhibits Inc. Supervision 30% or \$60.00 Minimum | | | | | | | | | | |
| 8% Admin Fee | | | | | | | | | | |
| Total | | | | | | | | | | |

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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Cleaning Order Form

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

| VACUUMING | | | | | | | |
|--|----------------|---------------|---|--------------|---|----------------------|--|
| Description | Date Requested | No. of Booths | X | Rate per Day | = | Estimated Total Cost | |
| Vacuuming | | | X | \$80.00 | = | | |
| Vacuuming | | | X | \$80.00 | = | | |
| Vacuuming | | | X | \$80.00 | = | | |
| Vacuuming | | | X | \$80.00 | = | | |
| Order Online and save the 8% Administrative Fee! | | | | | | 8% Admin Fee | |
| | | | | | | Total | |

| BULK SPACE VACUUMING (AREA OVER 600 SQ FT) | | | | | | | | | |
|--|----------------|------------------|---|---|---|--------------|---|--------|----------------------|
| Description | Date Requested | Booth Dimensions | | | = | TTL SQ FT | X | \$0.41 | Estimated Total Cost |
| | | L | X | W | | | | | |
| Vacuuming | | | X | | = | | X | \$0.41 | |
| Vacuuming | | | X | | = | | X | \$0.41 | |
| Vacuuming | | | X | | = | | X | \$0.41 | |
| Vacuuming | | | X | | = | | X | \$0.41 | |
| Order Online and save the 8% Administrative Fee! | | | | | | 8% Admin Fee | | | |
| | | | | | | Total | | | |

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

| PORTER SERVICE | | | | | | | |
|--|----------------|---------------|---|--------------|---|----------------------|--|
| Description | Date Requested | No. of Booths | X | Rate per Day | = | Estimated Total Cost | |
| Porter Service | | | X | \$80.00 | = | | |
| Porter Service | | | X | \$80.00 | = | | |
| Porter Service | | | X | \$80.00 | = | | |
| Porter Service | | | X | \$80.00 | = | | |
| Order Online and save the 8% Administrative Fee! | | | | | | 8% Admin Fee | |
| | | | | | | Total | |

| BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT) | | | | | | | | | |
|--|----------------|------------------|---|---|---|--------------|---|--------|----------------------|
| Description | Date Requested | Booth Dimensions | | | = | TTL SQ FT | X | \$0.41 | Estimated Total Cost |
| | | L | X | W | | | | | |
| Porter Service | | | X | | = | | X | \$0.41 | |
| Porter Service | | | X | | = | | X | \$0.41 | |
| Porter Service | | | X | | = | | X | \$0.41 | |
| Porter Service | | | X | | = | | X | \$0.41 | |
| Order Online and save the 8% Administrative Fee! | | | | | | 8% Admin Fee | | | |
| | | | | | | Total | | | |

| | |
|-----------------|--------------------|
| Company Name: | Booth# (if known): |
| Address: | Phone: |
| City/State/Zip: | Date: |
| Authorized by: | Signature: |
| E-mail: | |



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