



January 25 & 26, 2025

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 22nd.

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 25 & 26, 2025

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 23rd from 9am-6pm and Friday, January 24th from 9am-6pm. The building will be open at 8 am on Saturday, January 25th for last minute display touch ups. No vehicular access in building Saturday. Show public hours are Saturday, Jan. 25th, 10am-5pm and Sunday, Jan. 26th 10am-4pm.

EXHIBITOR DISPLAY BREAK-DOWN TIMES:

Break-down is Sunday, January 26th, 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 **Premier Exhibits & Event Services** (804 -338-5329 or info@premierEEServices.com) 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.



Move-In & Move-Out Details



January 25 & 26, 2025

Welcome.

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

Move-In Schedule:

Thursday, Jan. 23rd
9 AM - 6 PM

Friday, Jan. 24th
9 AM – 6 PM

ALL EXHIBITS MUST BE SET-UP BY FRIDAY, JAN. 24th BY 6 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.

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.

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.



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 10, 2025

Please email this form to office@vashows.com or call with your credit card number. ***ALL CREDIT CARD TRANSACTIONS INCLUDE A 3.5% FEE.**

MasterCard
 Visa
 American Express
 Discover

Name on Card _____
 Signature _____

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

*All credit card transactions include a 3.5% fee.



January 25-26, 2025

EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

The following information sheets/order forms in this packet are listed in alphabetical order for easy reference.

INFORMATION SHEET/ORDER FORMS:	Pg.#	VENDOR:	ACTION:	DEADLINE:
Booth Furnishings Form (Rental Order Form)	4	Premier Exhibit	1/13/25 for Advance pricing	1/17/25
Booth Cleaning	13	Premier Exhibit	Form to Premier Exhibit	1/17/25
Drayage Information	5-10	Premier Exhibit	Adv./Direct Shipping	1/17/25
Electrical / Internet Service Order	NA	Meadow Event		1/6/25
General Information	1		Information	
Labor (Exhibit & Temporary) Order Form	12	Premier Exhibit	Form to Premier Exhibit	1/17/25
Outbound Shipping	11	Premier Exhibit	Form to Premier Exhibit	1/17/25
Payment – Premier Exhibit Policy Form	3	Premier Exhibit	Form to Premier Exhibit	1/17/25
Shipping Labels (Advance)	9	Premier Exhibit	Form to Premier Exhibit	1/17/25
Shipping Labels (Direct)	10	Premier Exhibit	Form to Premier Exhibit	1/17/25
Signs & Graphics	14	Premier Exhibit	Form to Premier Exhibit	1/9/25

**THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL
2025 RVA Home Show**

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO PREMIER EXHIBIT



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!
★★ **NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE** ★★



TERMS

DISCOUNT PRICES only apply to advance orders with payment IN FULL that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL ORDERS SHOULD BE PLACED DIRECTLY WITH MEADOW EVENT.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: _____ DATED: _____ CHECK TOTAL: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) MasterCard Visa American Express

EXPIRATION DATE

ACCOUNT NUMBER: []

CVC 3 (or) 4 DIGIT CODE [] [] [] []

_____/_____
MONTH YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: **Cardholders Name:** _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____ Email: _____
Street City State Zip



RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER !!**



January 25-26, 2025

Orders must be received by **Monday January 13, 2025**
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$45.00	\$55.00	
	Molded Plastic Folding Chair	\$25.00	\$30.00	
	Bar Stool	\$30.00	\$40.00	
	Upholstered High Back Stool	\$50.00	\$75.00	
	Office Chair	\$175.00	NA	

TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$75.00	\$90.00	
	6'x 2' Standard 30" High	\$85.00	\$100.00	
	8'x 2' Standard 30" High	\$95.00	\$105.00	
	4'x 2' Raised 42" High	\$90.00	\$110.00	
	6'x 2' Raised 42" High	\$100.00	\$120.00	
	8'x 2' Raised 42" High	\$115.00	\$135.00	

Skirted tables include vinyl top & pleated skirt on three sides.

Skirt Colors

White Blue Black Red

ACCESSORIES

		Advance Price	Show Price	Amount
	Waste Basket with Liner	\$15.00	\$20.00	
	Floor Easel	\$25.00	\$30.00	
	Bag Rack	\$65.00	\$75.00	
	Literature Rack	\$105.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$55.00	\$65.00	

FOURTH SIDE TABLE SKIRT

		Advance Price	Show Price	Amount
	30" High Table	\$18.00	\$28.00	
	42" High Table	\$24.00	\$34.00	

TABLE TOP RISERS & DRAPING

		Advance Price	Show Price	Amount
	6'x 1'x 12" Riser / Draped	\$55.00	\$65.00	
	8'x 1'x 12" Riser / Draped	\$65.00	\$75.00	

ROUND TABLES & LINENS

		Advance Price	Show Price	Amount
	3' Round Table (30" High)	\$75.00	\$85.00	
	5' Round Table	\$95.00	\$115.00	
	36"R Pedestal Table (42" H)	\$85.00	\$100.00	

CARPET

		Advance Price	Show Price	Amount
	10' X 10' Carpet	\$140.00	\$160.00	
	10' x 20' Carpet	\$250.00	\$275.00	
	10' x 30' Carpet	\$375.00	\$415.00	

Carpet Colors

Cayenne Blue Black Tuxedo

PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.

CANCELLATION POLICY:
Items cancelled after move-in begins
will be charged at 50% of original price.

TOTAL YOUR ORDER HERE	
Sub-Total	\$ _____ .
.....	\$ _____ .
TOTAL DUE	\$ _____ .

Please print or type below:

Your Company _____

Address _____

Authorized By (Print Name) _____

Signature _____

Name of Event **RVA Home Show** _____

Meadow Event Park

January 25 - 26, 2025

Telephone No. _____

Email _____

Title _____

DRAYAGE SERVICE ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER !!**

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)

**RATES: \$70.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)
Small Box Rate \$30.00 per box (Must be less than 30 lbs)**

Advance Shipments will be received

Between Jan 8 through Jan 21, 2025

Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments! Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)

**RATES: \$68.00 PER CWT (100 lbs.) per shipment.
Small Box Rate \$25.00 per box (Must be less than 30 lbs)**

**Direct Shipments will ONLY be received
during the following dates & times**



January 23 - 24, 2025. 8:00 am - 4:00 pm

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Your Company Name	Your Company Name
RVA Home Show	Meadow Event Park
c/o Premier Exhibit & Event	13191 Dawn Blvd
8411 Sanford Dr	Doswell, VA 23047
Henrico, VA 23228	

SPECIAL SERVICES:

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company _____ Telephone No. _____
 Street Address _____ Fax No. _____
 City _____ State _____ Zip _____
 Authorized By (Print name) _____ Signature _____
 Weight _____ No. of pieces _____ Estimated Arrival _____

(# of CWT's) x \$ _____ (Rate) TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____
 ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER TOTAL AMOUNT SPECIAL SERVICES: \$ _____
 GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event RVA Home Show
Meadow Event Park
January 25 – 26, 2025

LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any 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.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to advance warehouse should arrive between January 8th through January 21st, 2025. Shipments will be charged an additional delivery fee if after January 21st. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT)

Only arrive on January 23 - 24, 2025. 8 am – 4 pm.

CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED WEIGHTS MUST PREVAIL.

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

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

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.

All rates as quoted are based upon prevailing rates and are subject to change without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.

ADVANCE WAREHOUSE

Premier Exhibit
& Event Services
A Red Carpet Experience Every Time



SHIP TO:

PREMIER EXHIBIT
8411 Sanford Dr.
Henrico, VA 23228



January 25-26, 2025

Exhibiting Company Name _____

Booth # _____

Must arrive between **Jan 8 – Jan 21, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth
Duplicates are acceptable, if needed

ADVANCE WAREHOUSE

Premier Exhibit
& Event Services
A Red Carpet Experience Every Time



SHIP TO:

PREMIER EXHIBIT
8411 Sanford Dr.
Henrico, VA 23228



January 25-26, 2025

Exhibiting Company Name _____

Booth # _____

Must arrive between **Jan 8 – Jan 21, 2025**

Direct Shipment

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time



SHIP TO Meadow Event Park
c/o PREMIER EXHIBIT
13191 Dawn Blvd
Doswell, VA 23047



January 25-26, 2025

Exhibiting Company Name _____

Booth # _____

Only arrive- **Jan 23 - Jan 24, 2025**. 8 am - 4 pm.

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth
Duplicates are acceptable, if needed

Direct Shipment

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time



SHIP TO: Meadow Event Park
c/o PREMIER EXHIBIT
13191 Dawn Blvd
Doswell, VA 23047



January 25-26, 2025

Exhibiting Company Name _____

Booth # _____

Only arrive- **Jan 23 - Jan 24, 2025**. 8 am - 4 pm.



P.O. Box 9986
 Richmond, VA
 Phone 804-338-5329
 Fax 804-237-0458
 Email—info@premierEEservices.com
 www.premierEEservices.com

OUT BOUND SHIPPING

PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING

FedEx or UPS - Packages shipping out must have a new pre-printed label attached to each item. Items must be packed and ready to ship with label. Out bound service is included with in bound material handling fees. Those who have not paid in bound material handling cost will be charged for outbound service. Contact service desk for help or questions.

LTL Outgoing Freight – Please arrange with carrier of your choice to pick up your freight. Freight must be picked up by 9 pm on Sunday 1/26/25. Complete BOL or shipping labels that pertain to your carrier's specifications must accompany each shipment. All BOLs must be turned into the Premier Exhibit service booth prior to departure.

Please see the Premier Exhibit service desk to complete a bill of lading or turn in a completed bill of lading.

Do not leave bill of lading in your booth!

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

All materials **MUST** contain a shipping address for your next destination to prevent shipment separation.

When shipping to different destinations, a separate bill of lading is required for each destination.

All outbound shipments should be addressed/labeled as follows:

FROM:	SHIPPER NAME:	Your Company Name
	SHOW NAME:	RVA Home Show
	FACILITY:	Meadow Event Park
	ADDRESS:	13191 Dawn Blvd
	CITY, STATE, ZIP:	Doswell, VA 23047

TO:	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. **YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!**

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED
 FROM the Meadow Event Park
 BY 9:00 pm Sunday January 26, 2025**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time

P.O. Box 9986
Richmond, VA
Phone 804-338-5329
Fax 804-237-0458
Email—info@premierEEservices.com
www.premierEEservices.com

**EXHIBIT & TEMPORARY LABOR
ORDER FORM**



ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER !!



January 25-26, 2025

All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

Straight time rate of \$75.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply

Overtime rate of \$112.50.00 per hour is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
SUB-TOTAL							
SUPERVISION CHARGE							
GRAND TOTAL							

Exhibitor will furnish supervision for Installation Dismantling
Premier Exhibit to furnish supervision for Installation Dismantling

Exhibitor supervisor: His/Her name is: _____ Telephone No. _____

NOTE: IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED.

PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____
(Print Name)

Name of event _____ Booth No. _____

RVA Home Show
Meadow Event Park
January 25 - 26, 2025

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time



P.O. Box 9986
Richmond, VA
Phone 804-338-5329
Fax 804-237-0458
Email—info@premierEEservices.com
www.premierEEservices.com

BOOTH CLEANING ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**



January 25-26, 2025

CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

- DAILY - Before initial opening of event and daily there after**
- ONCE - Before initial opening of event ONLY**

Please compute cost below:

ADVANCE PRICE \$.65 PER SQUARE FOOT

SHOW PRICE \$.75 PER SQUARE FOOT

NOTE: MINIMUM 100 SQUARE FEET PER DAY

_____ SQ.FT. x \$ _____ PER SQ.FT. DAILY = _____ /COST PER DAY x _____ # OF DAYS = \$ _____

**TOTAL
AMOUNT
DUE**

Please return one copy to Premier Exhibit & Event Services and retain a copy for your files

Please print or type below:

Your Company _____
 Address _____ Telephone # _____
 City _____ State _____ Zip _____ Fax # _____
 Authorized By (Print Name) _____ Title _____
 Signature _____
 Name of Event **RVA Home Show**

**Meadow Event Park
January 25 - 26, 2025**



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CUSTOM SIGNS AND GRAPHICS



To order custom signs/graphics, email this completed form, your Payment Policy Form, and a copy of your electronic artwork file to: wes@premierEEServices.com Orders must be received by due date listed below. Please note: All orders are subject to a 100% cancellation charge. Please retain a copy for your files.

Deadline Date for Advance Pricing: Thursday 1/9/2025 No orders accepted after: Monday 1/13/2025

STANDARD SIZE SIGNS

Please note: all standard signs are printed on 3/16" thick foamcore. UV Coat. Call for price quote if another print material is required/preferred.

Choose Your Size:

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/9/25	TOTAL
	22" X 28" VERTICAL	\$50.00/ea.	\$65.00/ea.	
	22" X 28" HORIZONTAL	\$50.00/ea.	\$65.00/ea.	
	24" X 36" VERTICAL	\$70.00/ea.	\$85.00/ea.	
	24" X 36" HORIZONTAL	\$70.00/ea.	\$85.00/ea.	

VINYL BANNERS & BANNERSTANDS with Digital Printing

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/9/25	TOTAL
SQFT	VINYL BANNER (HORIZONTAL W/ GROMMETS) _____ FT. X _____ FT.	\$6.50/SQFT	\$7.50/SQFT	
	BANNERSTAND/"POP UP" SIGN (33.5" x 78" viewable area)	\$210.00	ADV. ORDER ONLY	

SIGN ACCESSORIES & GRAPHIC DESIGN

QTY	DESCRIPTION	ADV. PRICE	AFTER 1/9/25	TOTAL
	FOAMCORE ARROW (to fit 22" x 28" & 24" x 36")	\$8.00/ea.	\$10.00/ea.	
	VELCRO (for arrow)	\$5.00/ea.	\$6.50/ea.	
	GRAPHIC DESIGN FEE (1HR MIN.)	\$120.00/HR	NA	

SUBMITTING ORDERS & ARTWORK:

(PLEASE READ ALL INSTRUCTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR ORDER)

All graphic files should be emailed in a high resolution pdf file type at 200 dpi at final size.

Email all orders & graphic files to: wes@premierEEServices.com

Please note: additional charges may be incurred if artwork requires file conversion, color adjustments, retouching, etc.

Files may be sent by a DropBox link or other FTP site if required due to a large file size. Please contact

wes@premierEEServices.com for questions.

Please print or type below:

Your Company Name: _____

Address: _____

Telephone #: _____

City: _____ State: _____ Zip: _____

Fax #: _____

Authorized By (Print name): _____

Title: _____

Signature: _____

E-mail: _____

Event: **RVA Home Show**
Meadow Event Park
January 25 - 26, 2025