

VON BRAUN CENTER

Huntsville, Alabama



Exhibitor Service Packet

Von Braun Center
700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2377 FAX (256) 551-2221
decorating@vonbrauncenter.com

Show Name _____
Booth Name: _____
Booth Number: _____

BASIC BOOTH PACKAGE

(These items are provided by the Show Management at Show Management expense and will be in your booth at the start of the scheduled move-in.)

PLEASE NOTE THAT CARPET AND PADDING IS NOT INCLUDED IN THE BOOTH PACKAGE.

Please check on the following pages only the items requested in addition to the basic booth package. Extra items ordered are at the expense of the Exhibitor at the rates shown on the following page. **ALL PRICES ARE BASED ON THE RENTAL OF EQUIPMENT FOR THE DURATION OF THE SHOW, UNLESS OTHERWISE INDICATED.**

TO RECEIVE DISCOUNT PRICES orders must be accompanied by credit card authorization or a check made payable to the Von Braun Center and received by the VBC **no less than 7 days prior to the event move in day.**

THE VON BRAUN CENTER DOES NOT INVOICE.

When orders are not received at least 7 days in advance with payment, charges are due at the FLOOR ORDER PRICES. All items must be paid in full before any deliveries are made to the booth.

CANCELLATION POLICY: Items canceled after move-in begins will be charged at 50% of original price except draped tables, which are totally non-refundable.

MOVE IN SCHEDULE

Move In Dates: _____ **Times:** _____

EVENT SCHEDULE

Event Dates: _____ **Times:** _____

MOVE OUT SCHEDULE

Move Out Dates: _____ **Times:** _____

***ALL EXHIBITS MUST BE REMOVED BY 11:59 P.M. _____**

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CREDIT CARD AUTHORIZATION FORM (Required for all services including drayage)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

If you would like confirmation of your order please provide an email address:

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BOOTH FURNISHINGS ORDER FORM

Item	Advance Order Discount Price	Floor Order Price	Quantity Ordered	Amount
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CARPET

Booth Carpet - Charcoal Gray (Price based on 10 x 10 booth) _____	75.00	100.00	X	
Booth Cleaning	40.00	50.00	X	
Booth Padding	30.00	40.00	X	

FURNITURE

Chair	\$15.00	\$20.00	X	
Arm Chair Upholstered (North Hall Only)	15.00	20.00	X	
Counter Stool	25.00	30.00	X	
Waste Basket w/ liner	5.00	7.50	X	
Easel	15.00	20.00	X	

UNDRAPED TABLES (30 In. wide)

4' Table - 30" high	25.00	35.00	X	
4' Table - 42" high	28.00	38.00	X	
6' Table - 30" high	31.00	41.00	X	
6' Table - 42" high	34.00	44.00	X	
8' Table - 30" high	37.00	47.00	X	
8' Table - 42" high	40.00	50.00	X	
Hi-Top Round Table	28.00	38.00	X	

DRAPED TABLE (30 In. wide)

4' Table - 30" high	35.00	45.00	X	
4' Table - 42" high	38.00	48.00	X	
6' Table - 30" high	41.00	51.00	X	
6' Table - 42" high	44.00	54.00	X	
8' Table - 30" high	47.00	57.00	X	
8' Table - 42" high	50.00	60.00	X	

ACCESSORIES

Menu Sign (22"x28" graphic)	22.00	28.00	X	
Clear Magazine/Brochure Stand (3 Tier)	15.00	22.00	X	
Wire Brochure Racks	6.00	10.00	X	
ZedUp Literature Stand (6 pocket) 60" high	85.00	120.00	X	
Bag/Accessories Rotating Rack (Table Top)	15.00	22.00	X	
Bag/Accessories Rotating Rack	25.00	35.00	X	

FIRE EXTINGUISHER

Type K (please order in advance) *	40.00	50.00	X	
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EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2377.

All phone lines have voice and data capability and will accommodate analog modems with up to 9600-baud rate.

All long distance toll charges are the responsibility of the exhibitor and shall be made with a calling card or collect unless otherwise pre-arranged with the VBC Decorating Department. There is no additional charge for local calls.

For prompt service, all forms must be returned and received no later than seven (7) days prior to the show move-in date. All orders received less than seven (7) days prior to show or during show move-in will be charged at Floor Order Price and handled as quickly as possible on a first come basis.

Item	Quantity	Advance Cost	Floor Cost	Total
Number of Telephone Lines		\$150.00 each	\$175.00 each	
Number of Telephone Instruments		\$35.00 each	\$40.00 each	
			TOTAL:	

** DO NOT FORGET to fill out information at top of form and avoid move-in delays, order early.

HIGH SPEED INTERNET ACCESS

High speed internet access is available only when special arrangements have been made two weeks prior to move in, by contacting the VBC Decorating Department at (256) 551-2377.

Description (1.5 mb)	Quantity	Total
RJ45 Drop From Router	X	
Additional IP Address From RJ45 Drop	X	
Hub/Switch Rental	X	

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UTILITY SERVICE ORDER FORM

ELECTRICAL

The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

	Advance Price	Floor Price	Quantity Ordered	Amount
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110 Voltage

0-20 amp or 0-2200 watts	\$75.00	\$100.00	X	
21-30 amp or 2200-3300 watts	90.00	120.00	X	

208 Voltage

0-30 amps	\$100.00	\$125.00	X	
31-60 amps	125.00	150.00	X	
61-100 amps *	175.00	230.00	X	
100 - 200 amps *	225.00	N/A	X	
Over 200 amps *	N/A	N/A	X	

Circle one: single / three phase

480 Voltage

0-30 amps	\$125.00	\$150.00	X	
31-60 amps	175.00	220.00	X	
61-100 amps *	250.00	365.00	X	
100 - 200 amps *	325.00	N/A	X	
Over 200 amps *	N/A	N/A		

Circle one: single / three phase

By special arrangement prior to move-in. Call 256 551-2377

PAYMENT POLICY

*To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days** prior to the event move in day. When requirements are not received at least 5 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.*

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COMPRESSED AIR

Exhibitors must provide their own pressure regulator valves and fittings. VBC will provide a 1/2" quick disconnect, female to your booth. You must supply your own adapters to fit these requirements. In situations where required materials are not supplied and the VBC Engineering Department is required to assist and supply parts, additional charges for materials and labor will apply.

Cubic Feet per minute required:

Advance Price	Floor Price	Quantity Ordered	Amount
\$75.00	\$100.00	X	

WATER SERVICE

Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve.

*****Drain service by special arrangement prior to move in*****

Advance Price	Floor Price	Quantity Ordered	Amount
\$75.00	\$100.00	X	

Hot water is available by request (Applicable power charge as well as labor charges to complete the installation will be calculated into the cost)

Water and air service is limited to the South, East, and West Exhibit Halls only.

ENGINEERING LABOR (One Hour Minimum)

Number of Men	Price Per Hour	Number of Hours	Amount
X	\$25.00	X	

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BANNER & SIGN SERVICE

NAME OF EVENT:	BOOTH NUMBER (S):
YOUR COMPANY:	
ADDRESS:	
TELEPHONE: ()	REPRESENTATIVE:
SIGNATURE:	DATE:

The Von Braun Center (VBC) provides all banner and sign hanging services. No other organizations are authorized to provide these services in the VBC without approval by VBC Decorating Department – (256) 551-2377.

If your banner or sign has less than three (3) points and weighs less than 40lbs the charges are below. If your banner/sign has (3) points or more, and weighs over 40lbs you must coordinate with the Exhibitor Service Coordinator no later than seven (7) days prior to the show move-in date to discuss weight, times, placement and pricing.

For prompt service, all forms must be returned and received no later than five (5) days prior to the show move-in date. All orders received less than five (5) days prior to show or during show move-in will be charged at Floor Order Price and handled as quickly as possible on a first come basis.

Please fill in the information and return to:

Von Braun Center
 Attn: Decorating Department
 700 Monroe Street
 Huntsville, AL 35801

Item	Quantity	Advance Cost	Floor Cost	Total
Hang Sign/Banner		\$75.00 each	\$100.00 each	
			TOTAL:	

Exhibitors are required to furnish all supplies needed to hang signs and banners. As a rule, 40' of rope would be required per every 10' of sign/banner to be hung.

FLORAL & DECORATIVE BOOTH SERVICES
 Available by special arrangement prior to move in. Call (256)551-2377

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 Booth Number: _____

BOOTH AUDIO VISUAL SERVICES

***All Prices Are Based On Per Day Rental**

	Advance Order Discount Price	Floor Order Price	Quantity Ordered	Amount
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COMPUTER PROJECTION

LCD Data Projector 1024 x 768	\$440.00	\$530.00	X	
LCD Data Projector 3000+ Lumens	880.00	1060.00	X	
Wireless Remote	60.00	72.00	X	
15" Flat Panel Monitor	176.00	212.00	X	
17" Flat Panel Monitor	234.00	281.00	X	
Sony 20" XGA Multisync Monitor	234.00	281.00	X	
29" XGA Multisync Monitor	295.00	355.00	X	
Sony 42" Plasma	702.00	843.00	X	

VIDEO SYSTEMS

½" VHS/VCR	\$47.00	\$57.00	X	
25" TV/Monitor	88.00	106.00	X	
**42" TV/Monitor (Plasma)	702.00	843.00	X	
DVD Player	71.00	85.00	X	
Sony DSR 200A DV Camera	468.00	561.60	X	
Tripod for DSR 200	88.00	106.00	X	
Camcorder	88.00	106.00	X	
Tripod	18.00	22.00	X	

OVERHEAD PROJECTOR

Overhead Projector 4000 Lumen w/Stand	\$47.00	\$57.00	X	
Portable 4000 Lumen Overhead w/Stand	71.00	85.00		
7800 Lumen Overhead w/Stand	71.00	85.00	X	
Acetate Roll for Overhead (Purchase)	30.00	30.00	X	

SLIDE PROJECTORS

35MM Ektagraphic Slide Projector, Stand, Wireless Remote, and Extra Lamp	\$77.00	92.00	X	
Safloc, Projection Stand	18.00	22.00	X	
Remote Extension	8.00	9.00	X	
Wireless Remote for 35mm	30.00	36.00	X	
BrightLight Module	36.00	43.00	X	
Clearlight Dissolve	36.00	43.00	X	
Stacker	36.00	43.00	X	
Slide Tray	6.00	7.00	X	

****Requires AV Technician to set and operate**

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INSTALLATION AND DISMANTLING LABOR ORDER FORM

RATES:

If requested, the Von Braun Center will provide two (2) men at a minimum time of two (2) hours to Install/Dismantle your booth at a rate of **\$150.00**. For each additional hour, there will be a charge of **\$35.00**.

Set-up times will be assigned and set with the Exhibitor Service Coordinator prior to the event.

Orders received at the show will be processed after advance orders on a first come, first served basis.

PLEASE INDICATE SERVICE DESIRED:

PLAN A - SUPERVISION BY VON BRAUN CENTER

This plan is offered to have displays set prior to the exhibitor's arrival. Supervision is provided by VBC and all pertinent information should be directed to the above address, including blueprints, set-up instructions, photographs and shipping information (both inbound and outbound). **Charge for this service is an additional 25% of the total labor bill, with a minimum of \$40.00 for installation and a minimum of \$40.00 for dismantling.** Please provide an emergency contact and telephone number:

Contact: _____ () _____.

ESTIMATION FOR:	SET-UP	DISMANTLE
No. Of Men	_____	_____
Hours Ea. Man	_____	_____

Crates _____ Cartons _____ Total wt. _____

Return shipping instructions are as follows:

Ship to: _____

Via _____ PREPAID COLLECT

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Show Name _____
 Booth Name: _____
 Booth Number: _____

[] PLAN B -SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the move-in/move-out.

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	No. Men	Date	Time	Approx. Hrs.
SET-UP				
DISMANTLING				

It is important that exhibitor check in at service desk to pick up men ordered. Exhibitors must also check the men out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or his representative. Supervisor will be: _____.

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

PAYMENT POLICY - ALL CHARGES FOR SERVICES RENDERED MUST BE PAID BEFORE SHOW CLOSING. PLEASE FILL OUT SHIPPING FORM AND RETURN WITH THIS SHEET. VBC DOES NOT INVOICE.

COMPANY: _____ BOOTH NUMBER: _____
 ADDRESS: _____

ORDERED BY: _____ PHONE: _____
 TITLE: _____
 SIGNATURE: _____ DATE: _____

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO ADVISE THE VBC SERVICE DESK OF ANY PROBLEMS WITH ANY OF THEIR ORDERS AND TO CHECK THEIR BILL FOR ACCURACY PRIOR TO PAYING AT SHOWSITE. **ABSOLUTELY NO CREDIT WILL BE ISSUED AFTER SHOW CLOSING.**

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Booth Number: _____

SHIPPING FORM

VON BRAUN CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE
ARRANGEMENTS ARE MADE.

Exhibits and material for which arrangements have not been made with the VBC, or which have not been removed from exhibit area on removal day, will be transported to a warehouse, at the expense of the exhibitor to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier does not meet with the move out schedule.

SHIP TO:

STREET ADDRESS:

CITY, STATE, & ZIP:

TYPE OF CARRIER: AIR MOTOR FREIGHT

TYPE OF BILLING: C.O.D. Collect Prepaid

IF PREPAID:

BILL TO:

NAME:

ADDRESS:

IF GOING TO ANOTHER CONVENTION PLEASE INDICATE

MUST ARRIVE BY:

NAME OF SHOW:

BOOTH NUMBER:

COMPANY:

ADDRESS:

AUTHORIZED BY:

PHONE:

YOUR PURCHASE ORDER NO.:

BOOTH NO.:

NAME OF EVENT:

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SHIPPING, HANDLING, AND REMOVAL INSTRUCTIONS

VON BRAUN CENTER CANNOT BE RESPONSIBLE FOR LOSSES DUE TO THEFT, LOSS, OR DAMAGE OR FOR PRODUCT/LITERATURE THAT IS NOT PROPERLY PACKED AND LABELED. WE SUGGEST YOU REVIEW YOUR INSURANCE COVERAGE WITH YOUR AGENT TO BE SURE YOU HAVE PROPER COVERAGE.

A. ADVANCE RECEIVING

All shipments must be forwarded with all charges PREPAID. Collect shipments will not be received. No individual crates over 5,000 lbs. or physical dimensions greater than 10 feet wide X 8 feet high X 6 feet deep will be received unless special arrangements are made prior to shipping.

Crated shipments should be made early to assure delivery before set-up date (20 days free storage allowed prior to set-up date). Exhibitors desiring to ship crated materials early should send their materials direct to:

Company Name:	Booth Number:
C/O Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377	
Event Name:	Contact Person:

Crated materials will be received up to 20 days in advance and delivered to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at close of Show. Materials then moved from booth to the dock and reloaded on designated vehicles at the following rate: \$50.00 per cwt. for single shipment received with a **\$50.00** minimum.

UNCRATED AND LOOSE DISPLAY MATERIAL WILL NOT BE RECEIVED PRIOR TO SHOW MOVE-IN.

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Booth Number: _____

B. RECEIVING AT THE SHOW

Shipments consigned to arrive during the set-up period must be PREPAID and addressed as follows:

Company Name: C/O Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377	Booth Number:
Event Name:	Contact Person:

VBC will unload crated materials at the Convention site and deliver same to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the Show. Move materials from the booth to the dock and reload on designated vehicles at the following rate: \$50.00 per cwt. For each single shipment received, with a **\$50.00 minimum**.

C. FORKLIFT SERVICE WITH AN OPERATOR

This service will be assessed on move-in day on a first come basis. The fee must be paid on the floor either by check, cash, or charge. The freight will be unloaded/loaded and moved to the designated area under an hourly schedule. If your move takes in excess of one hour in or out additional fees will be due based on half-hour increments. One hour minimum for all forklift usage.

RATES

Forklift (up to 5000 lbs.) * \$50.00 per hour
*** Anything over 5000 lbs. should be prearranged.**

D. SHIPMENTS REQUIRING SPECIAL HANDLING

The previous mentioned rates do not cover shipments requiring special equipment, etc., due to excessive size or weight. This information will be furnished upon request. Overtime rates apply to all services performed on Saturdays, Sundays, and Holidays. Any services performed before 8:00 am or after 4:30 pm on weekdays are also overtime rates. All trucks checking in after 3:30 p.m. are also overtime rates. All shipments must be prepaid.

E. INBOUND BILL-OF-LADING OR DELIVERY RECEIPTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable a mutual decision as to approximate weight will be determined and will be binding on both parties. Copies of bill-of-lading, with the name of the carrier, should be forwarded to VBC as soon as shipments are made. This will assist in tracing, if required.

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Booth Number: _____

F. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. VBC assumes no responsibility for:

1. Error to above procedure.
2. Removal of containers with old empty labels and without VBC labels.
3. Improper information on empty labels.
4. Valuables stored in container with empty labels.

G. OUTBOUND SHIPPING

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bill-of-lading will be available at the Service Desk. Previous shipping labels should be removed or obliterated. VBC accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain, on containers.

VBC WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials for which arrangements have not been made with VBC, or which have not been removed from exhibit area on removal day, will be transported to storage, at the expense of exhibitor, to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable period after the close of the show.

H. LIMITATIONS OF LIABILITY

1. The VBC will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor for concealed damage to materials.
2. The VBC will not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
3. The VBC will not be responsible for any loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth after the show.
4. The VBC will not be responsible for any damage due to fire, theft, Acts of God, Acts of Civic Authority, riots, strikes or lockouts or any other cause beyond the control of the VBC.
5. The VBC will be limited to physical damage to any specific article for a maximum of \$50.00 per claim.
6. The VBC will not take any responsibility due to loss of profits or revenues of the exhibitor as a result of the show.
7. The delivery of a shipment to the VBC by the exhibitor, or any agent thereof, shall be considered as an acceptance on the part of the exhibitor of the terms and conditions of this agreement.

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I. PAYMENT POLICY

All charges for services are due and payable in U.S. Funds prior to move out. American Express, MasterCard/Visa and Discover service available. **THE VBC DOES NOT INVOICE.**

AUTHORITY TO HANDLE:

All terms and conditions herein stated are understood and accepted.

Company Name:

Booth No.:

Name of Event:

Address:

City & State:

Attention of :

Signature:

**IMPORTANT: Please sign and return promptly to:
Von Braun Center
700 Monroe Street
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(256) 551-2377**

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Show Name
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EXHIBITOR _____
BOOTH # _____

BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Furnishings/Carpet	
Phone/High Speed Internet	
Utilities (Electrical/Water/Air)	
Audio/Visual Services	
Labor	
Sign/Banner Hanging	
Floral/Decorative Services	
Material Handling	
Drayage _____ lbs. @ _____	CWT:
Other (Miscellaneous)	
Grand Total: (No Invoicing)	

METHOD OF PAYMENT:

CHECK # _____

CREDIT CARD: [] AMERICAN EXPRESS [] VISA [] MasterCard [] Discover

CASH RECPT # _____

DEPOSIT # _____

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Show Name
Booth Name: _____
Booth Number: _____

Company Name: C/O Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377	Booth Number:
Event Name:	Contact Person:

Company Name: C/O Von Braun Center 700 Monroe Street Huntsville, AL 35801 (256) 551-2377	Booth Number:
Event Name:	Contact Person:

*****PLEASE MAKE AS MANY COPIES AS NEEDED FOR YOUR SHIPMENT******