

EXHIBITOR SERVICE KIT

Information and Order Forms



Mailing Address:
P. O. Box 7001
Roanoke, Virginia 24019

Street Address:
7615 Williamson Road, N.W.
Roanoke, Virginia 24019

Phone: (540) 362-3940
Fax: (540) 362-8698

www.hollins-expo.com



September 24, 2026
Richmond Raceway Complex
Richmond, VA
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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the **Virginia Asian American Store Owners Association**. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. **Please Note:** You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; **however, we require your credit card authorization to be on file with HOLLINS.** PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Official Show Contacts

► **Registration/Booth Assignment:**

Virginia Asian American Store Owners Association
Asia Sheikh
macs.expo@gmail.com

► **Carpet - Cleaning - Furniture - Labor - Plants
Signs - Shipping - Storage**

HOLLINS Exposition Services
Exhibitor Services
540-362-3940
service@hollins-expo.com

► **Audio-Visual**

HOLLINS Exposition Services
Exhibitor Services
540-362-3940
service@hollins-expo.com

► **Utilities**

Richmond Raceway Complex
600 E Laburnum Ave
Richmond, VA 23222

Richmond Raceway Complex

► **Official Show Carrier**

Hollins Exposition Services
C/O XPO Freight
Joe Lavinder
540-200-7080

Venue

► **Richmond Raceway Complex**

600 E Laburnum Ave
Richmond, VA 23222

Booth Equipment

► **Refer to information sent to you from Virginia Asian American Store Owners Association for your booth size.**

Standard booths will be **10 ft. wide x 10 ft. deep** and provided with:

- 8 ft. high back wall drape (Blue, Silver)
- 3 ft. high side divider drape (Silver)
- one 7 in. x 44 in. booth identification sign
- one 2 ft. x 6 ft. skirted table (Gold)
- two chairs
- one wastebasket



The exhibit hall is **NOT** carpeted

For your comfort and to better decorate your booth, carpet in a variety of colors is available for rental from HOLLINS.

No substitutions are permitted on booth furnishings or accessories included in your booth. Additional booth furnishings or accessories may be ordered via the enclosed forms or our web site.

Important Dates

Schedule below subject to change by show management.

► **Advance Shipments may begin arriving at the Warehouse:**
Monday, August 24, 2026

► **Exhibitor Appointed Contractor (EAC) Deadline Date:**
Monday, August 24, 2026

► **Deadline Date to order materials at Discount Rate with payment:**
Friday, September 11, 2026

► **Last day for Advance Shipments to arrive without surcharge:**
Friday, September 18, 2026

► **Direct Shipments may arrive at the Show Site:**
Tuesday September 22, 2026

► **Exhibitor move-in:**
Wednesday, September 23, 2026: 9:00 a.m. - 5:00 p.m.

► **Exhibit Hours:**
Friday, September 24, 2026: 8:00 a.m. - 5:00 p.m.

► **Exhibitor Move-out:**
Thursday, September 24, 2026: 5:00 p.m. - 10:00 p.m.

► **Outbound Carrier Check-in:**
Thursday, September 24, 2026: **no later than** 7:00 p.m.

► **Outbound Freight will be re-routed:**
Thursday, September 24, 2026: 10:00 p.m.

To ensure no freight is abandoned at the venue after the show, we recommend you utilize the services of the Official Show Carrier, XPO Freight for your outbound shipments.



Material Handling

HOLLINS Exposition Services has been appointed the Official Service Contractor for this event, and as such is the exclusive provider of material handling services, including drayage of all materials into and out of the venue, whether received at the advance warehouse or at show site.

Shipping Addresses

► ADVANCE SHIPMENTS TO WAREHOUSE

Company Name and Booth Number
Hollins Exposition Services
7615 Williamson rd
Roanoke, Va 24019

⚙ **Shipments accepted beginning August 24, 2026.**

Shipments must arrive by September 18, 2026.

Receiving hours: Monday - Friday, 8:30 a.m. - 4:00 p.m.

► DIRECT SHIPMENTS TO SHOW SITE

Company Name and Booth Number
c/o Hollins Exposition Services
Richmond Raceway Complex
600 E Laburnum Ave
Richmond, VA 23222

⚙ **Shipments accepted beginning September 22, 2026.**

Please do not send shipments to the show site prior to the above date. The venue does not have facilities to store your shipment, and may refuse your shipment. Any shipments accepted by the venue, including those addressed to hotel guests, will be consigned to HOLLINS. Any shipments accepted by the venue are subject to additional charges from the venue. Any charges assessed by the venue will be added to the Material Handling charges assessed by HOLLINS, and are the responsibility of the exhibitor.

Official Show Carrier

XPO Freight is the Official Show Carrier for this event. Should you need freight/LTL services to transport your materials out of this event, contact **XPO Freight** at 540-200-7080.

International Shipments

If your materials require clearance by U.S. Customs, it is your responsibility to make those arrangements with a customs broker. HOLLINS cannot clear shipments on behalf of any shipper.

Labor

Labor is for the installation and dismantling (I&D) of your exhibit or display. Labor may be ordered using the enclosed order forms. Exhibitors may install and dismantle their own displays, provided they use their own full time company employees to do so.

Exhibitor Appointed Contractors

Exhibitors may hire the services of "Exhibitor Appointed Contractor" (EAC) labor to install and dismantle your exhibit or display. Please refer to the Exhibitor Appointed Contractor Labor information in this exhibitor service kit for instructions.

- HOLLINS must be notified of your intent to hire EAC labor prior to the deadline date.
- EAC must provide HOLLINS with a certificate of insurance prior to the deadline date.

Failure to meet these requirements will result in the exhibitor hiring I&D labor from HOLLINS; the EAC will provide supervision only.

Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

Equipment Use

HOLLINS does not lend equipment to exhibitors. Ladders, carts and other equipment are for HOLLINS use only. If you require assistance or equipment for the installation or dismantle of your booth, you must order labor using the enclosed order forms. If you require assistance moving materials to/from your booth, these materials are subject to material handling fees at the published rates.

Safety

In order to minimize the risk of fire and to keep exhibit halls as safe as possible, **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage may be available for additional items. Please see the HOLLINS Service Desk for assistance.

Standing on tables, chairs or other rental furniture is **PROHIBITED**. This furniture is not designed to support your standing weight. HOLLINS will not be responsible for falls or injuries caused by improper use.

Security

Exhibitors are responsible for safeguarding their exhibits, displays, materials and equipment. HOLLINS will not be responsible for unattended items left in booths.



Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:

P. O. Box 7001
Roanoke, VA 24019

Phone: (540) 362-3940

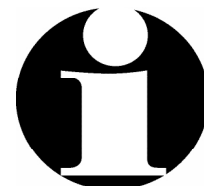
(e-mail) service@hollins-expo.com

Street Address:

7615 Williamson Rd. N.W.
Roanoke, VA 24019

Fax: (540) 362-8698

General Information



Rentals

All materials and equipment are on a rental basis, and remain the property of **HOLLINS Exposition Services**. Rental items not ordered but found in booths will be invoiced to the exhibitor at Standard Rates.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by **September 11, 2026**, unless otherwise indicated. Orders received after March 24, orders without payment and orders received at the show will be processed at Standard Rates.

Tax

Tax (5.3%) will be added to all rentals, materials and services. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Virginia, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than September 11, 2026; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees - refer to the order form for details. Any unpaid invoices at the close of the show will be billed to the credit card on file.

Fees

- NSF Check: \$38.50
- Credit Card Chargeback: \$38.50

NOW FEATURING
ONLINE ORDERING



To order on-line, visit the **Hollins Exposition Services** web site at **www.hollins-expo.com**

If you require additional assistance, please contact Exhibitor Services at (540) 362-3940.



Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Payment Policy & Credit Card Authorization



PAYMENT POLICY

A signed credit card authorization form must accompany your order.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & DISMANTLE LABOR: Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

☐ MasterCard ☐ VISA ☐ American Express

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VERIFICATION CODE (back of card)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐ Corporate

☐ Personal

X

PRINT CARDHOLDER NAME

SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

	TOTAL
Show Services	\$
Display Tables and Risers	\$
Seating and Accessories	\$
Display Panels	\$
Special Drapery	\$
Custom Signs and Graphics	\$
Custom Booth Rental	\$
Custom Furniture Rental	\$
Audio Visual Rental	\$
Cleaning Services	\$
Installation and Dismantle Labor	\$
In-Booth Forklift	\$
Material Handling	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$	

Check No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

In the amount of \$

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Charge my credit card in the amount of \$

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

3rd Party Billing Request



Deadline Date For Return of this Form: September 11, 2026

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including the **Third Party credit card charge authorization below**. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

Exhibiting Firm

PLEASE TYPE OR PRINT

(Exhibiting Firm)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X

(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate

☐ Personal

VERIFICATION CODE (back of card)

Account Number

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(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Exhibiting Firm.

- | | |
|---|---|
| ☐ Show Services | ☐ Custom Furniture Rental |
| ☐ Display Tables and Risers | ☐ Cleaning Services |
| ☐ Seating and Accessories | ☐ Installation & Dismantle Labor |
| ☐ Display Panels | ☐ In-Booth Forklift |
| ☐ Special Drapery | ☐ Material Handling |
| ☐ Custom Signs & Graphics | |
| ☐ Custom Booth Rental | |
| ☐ Other (Please Specify) _____ | |

X

(Cardholder Signature)

Third Party

PLEASE TYPE OR PRINT

(Third Party)

(Address)

(City) (State) (Zip)

(Phone) (Fax)

(Authorized By - Please Type or Print)

X

(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate

☐ Personal

VERIFICATION CODE (back of card)

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Cardholder Name - Please Type or Print)

(Cardholder Billing Address) (City)

(State) (Zip) (Country)

The items checked below are to be invoiced to the Third Party.

- | | |
|---|---|
| ☐ Show Services | ☐ Custom Furniture Rental |
| ☐ Display Tables and Risers | ☐ Cleaning Services |
| ☐ Seating and Accessories | ☐ Installation & Dismantle Labor |
| ☐ Display Panels | ☐ In-Booth Forklift |
| ☐ Special Drapery | ☐ Material Handling |
| ☐ Custom Signs & Graphics | |
| ☐ Custom Booth Rental | |
| ☐ Other (Please Specify) _____ | |

X

(Cardholder Signature)

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026** BOOTH NO. _____

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS

DEFINITIONS

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to HOLLINS for its services, as an offset

against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction, and shall be resolved on its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

LABOR UNDER THE SUPERVISION OF EXHIBITOR**RESPONSIBILITIES:**

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO HOLLINS' "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED.

Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

Tables



Pedestal Table - 30 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Pedestal Table - 42 in. high
24 in. diameter top (left)
36 in. diameter top (right)



Cocktail Table
18 in. high



Corner Table
18 in. high



Skirted Display Table, 30 in. high
(2 ft. x 6 ft. Table shown)



Skirted Display Counter, 42 in. high
(2 ft. x 4 ft. Counter shown)
Shown with 1 ft. x 4 ft. Skirted Riser

Skirt Colors



Please Note:
Actual Colors may appear different due to
variations of computer monitors, lighting,
and dye lots.
Scale of items is approximate.

Display Cases

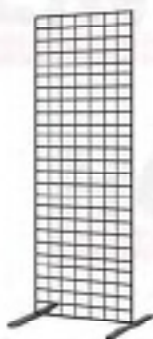


Display Case
20 in. deep x 5 ft. wide, Full View



Display Case
20 in. deep x 5 ft. wide, Half View

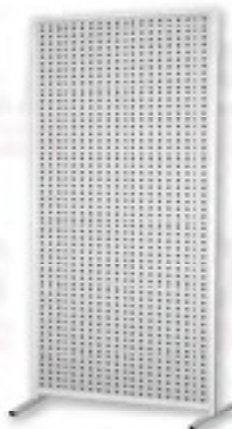
Display Panels and Stands



Wire Grid
2 ft. x 6 ft.



Tack/Velcro Panel
4 ft. x 8 ft.
(May also be used
Horizontally)



Perforated Peg Board
4 ft. x 8 ft.
(May also be used
Horizontally)



Literature Rack
Silver
4 Acrylic Pockets



**Aluminum Tripod
Easel**



**Sign Holder
Chrome**
Holds 22 in. x 28 in.
Sign

Miscellaneous Accessories



**Coat Tree
Chrome**
70 in. high



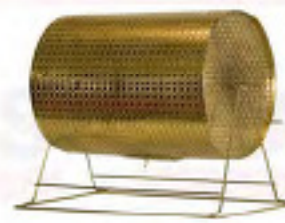
**Bag Stand
Chrome**
48 in. high



**Waterfall Garment
Rack
Chrome**
48 in. high



**Stanchion
Chrome (2 shown)**
40 in. high
with Rope, Black Velvet



**Ticket Tumbler
Brass**
15 in. diameter



Wastebasket



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.** Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Deadline Date For Discount Rate: September 11, 2026



Standard Expo Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		10' x 10'	\$ 170.00	\$ 230.00	\$
		20' x 10'	340.00	459.00	\$
		30' x 10'	510.00	688.00	\$

Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition.

Available Colors: (Silver will be provided if no color is indicated above)

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Cayenne ☐ Tuxedo

Custom Cut Carpet

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		Custom Cut Carpet - per square foot	3.15	4.25	\$

Booth Dimensions: ft. x ft. = Square Feet

Carpet is cut to your booth dimensions. Rates include installation and taping front edges. All rental carpets ordered from HOLLINS are installed in clean condition. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

Available Colors: (Silver will be provided if no color is indicated above)

☐ Red ☐ Royal Blue ☐ Green ☐ Grey ☐ Black ☐ Cayenne ☐ Tuxedo

Padding, Visqueen and Taping

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		1/2 in. Padding - per square foot	1.08	1.45	\$
		Visqueen Covering - per square foot	1.08	1.45	\$
		Additional Taping - per linear foot	2.07	2.79	\$

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Sub Total \$

5.3% State Tax \$

TOTAL \$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

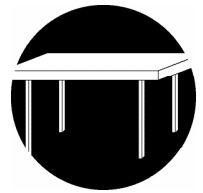


Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
(e-mail) service@hollins-expo.com

11
Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Display Tables and Risers



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: September 11, 2026

Display Tables 30" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Table (skirted 4 sides)	101.00	136.00	\$
		2' d x 6' w Skirted Table	120.00	162.00	\$
		2' d x 8' w Skirted Table	139.00	188.00	\$
		4th side skirted	35.00	47.00	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Orange ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Berry ☐ Dusty Rose

Display Counters 42" High

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		2' d x 4' w Skirted Counter (skirted 4 sides)	120.00	162.00	\$
		2' d x 6' w Skirted Counter	139.00	188.00	\$
		2' d x 8' w Skirted Counter	158.00	213.00	\$
		4th side skirted	35.00	47.00	\$

Skirting Color Preferred: (White will be provided if no color is indicated above.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Orange ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Berry ☐ Dusty Rose

Risers 12" High

Quantity	Skirt Color	Description	Discount Rate	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	40.00	54.00	\$
	White	1' d x 6' w Skirted Riser	55.00	74.00	\$

Pedestal Table White Formica top, chrome post, star base

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
	White	Pedestal Table - 24" dia. x 30" h	70.00	95.00	\$
	White	Pedestal Table - 24" dia. x 42" h	76.00	103.00	\$
	White	Pedestal Table - 36" dia. x 30" h	108.00	146.00	\$
	White	Pedestal Table - 36" dia. x 42" h	114.00	154.00	\$
	Black	Spandex Floor-length Table Cover	75.00	101.00	\$

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Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

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 EXHIBITING FIRM _____ BOOTH NO. _____
 ADDRESS _____
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Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

12
Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Seating, Accessories, Special Drapery



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: September 11, 2026

Seating Chrome frame, padded seat and back

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Upholstered Arm Chair	\$ 79.00	\$106.00	\$
	Upholstered Side Chair	64.00	86.00	\$
	Upholstered Stool with Back (30" h)	85.00	115.00	\$

Accessories

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	71.00	96.00	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	71.00	96.00	\$
	Coat Tree (chrome - stands 70" h)	53.00	72.00	\$
	Sign Holder (chrome - stands 60" h - displays two 22" w x 28" h signs back to back)	53.00	72.00	\$
	Wastebasket (dove gray)	19.00	25.00	\$
	Easel (floor standing - aluminum tripod)	36.00	49.00	\$
	Bag Stand (chrome - stands 48" h)	53.00	72.00	\$
	Waterfall Garment Rack (chrome - stands 60" h)	53.00	72.00	\$
	Literature Rack (silver base - four acrylic pockets)	88.00	119.00	\$
	Stanchion (chrome, stands 40" h) with black rope	54.00	72.90	\$
	Ticket Tumbler (brass color - 15" dia.)	107.00	144.00	\$
	Display Case (5' w x 38" h - half view)	676.00	849.00	\$
	Display Case (6' w x 38" h - full view)	784.00	980.00	\$
	Fish Bowl	18.00	24.00	\$

Special Drapery All orders for special drapery are subject to show management approval.

Quantity	Color	Description	Discount Rate	Standard Rate	TOTAL
		8' high drape, per linear foot	\$ 13.00	\$ 18.00	\$
		3' high drape, per linear foot	8.50	11.50	\$
		8' Upright	14.00	19.00	\$
		3' Upright	14.00	19.00	\$
		6' > 10' Drape Support	14.00	19.00	\$

Available colors: (Show colors will be provided if no color is indicated below.)

☐ Red ☐ Royal Blue ☐ Kelly Green ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Orange ☐ Burgundy ☐ Silver ☐ Teal ☐ Beige ☐ Plum ☐ Berry ☐ Dusty Rose

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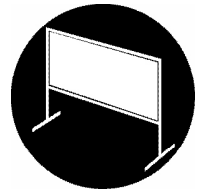
Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

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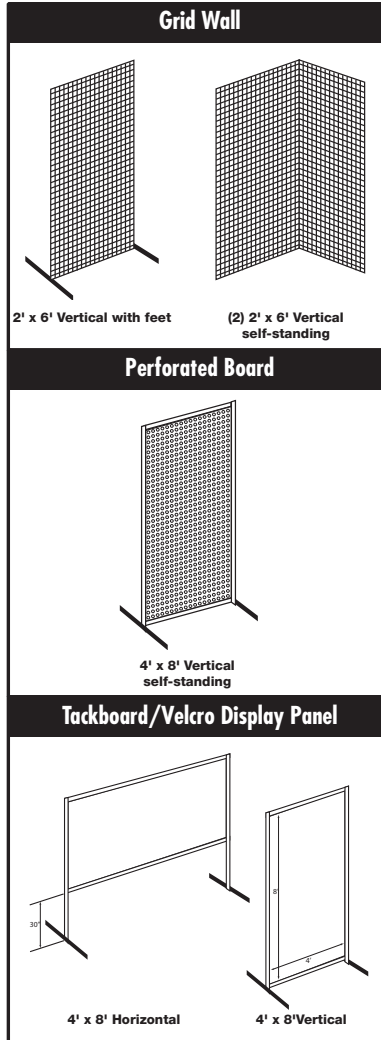
NAME OF EVENT **VAASOA 2026**
EXHIBITING FIRM _____ BOOTH NO. _____
ADDRESS _____
CITY AND STATE _____ ZIP CODE _____
AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)
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Deadline Date For Discount Rate: September 11, 2026



Display Panels

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Wire Grid - 24" w x 72" h (chrome - stands 72" h - includes feet)	\$ 95.00	\$119.00	\$
	Perforated/Peg Board - 48" w x 96" h - Vertical (1/4" hole, stands 96" h)	150.00	202.50	\$
	Perforated Board - 96" w x 48" h -Horizontal (1/4" hole, stands 78" h)	150.00	202.50	\$
	Tack/Velcro Board - 48" w x 96" h - Vertical (dove gray, stands 96" h)	150.00	202.50	\$
	Tack/Velcro Board - 96" w x 48" h - Horizontal (dove gray, stands 78" h)	150.00	202.50	\$

Display Panel Placement in Booth

BACK

LEFT

RIGHT

FRONT

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Sub Total \$

5.3% State Tax \$

TOTAL \$

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Plants and Floral Order Form



Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Deadline Date For Discount Rate: September 11, 2026

LATE REQUESTS: Requests after deadline will be filled as available at the Standard Rate.

COLOR CHOICE: If no color is indicated, color will be selected by HOLLINS.

All rental items remain the property of HOLLINS. Damaged or missing plants will be billed to the exhibitor at the full retail price.

Tropical Green Plants Includes container.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	3' Plant - Slim / Full	\$79.00	\$107.00	\$
	4' Plant - Slim / Full	79.00	107.00	\$
	5' Plant - Slim / Full	100.00	135.00	\$
	6' Plant - Slim / Full	170.00	229.00	\$

Potted Plants - Indicate Color Selection *Substitutions may be made for seasonal blooming plants.

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Azaleas - Live - available in season* - ☐ White ☐ Red	\$74.00	\$100.00	\$
	Chrysanthemums - Live - available in season* - ☐ White ☐ Yellow	74.00	100.00	\$
	Ferns - Live	74.00	100.00	\$

Floral Arrangements - Indicate Color Selection

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	Cut Floral Arrangement - Small ☐ White ☐ Yellow ☐ Rust ☐ Lavender ☐ Blue ☐ Pastels	\$147.00	\$ 198.00	\$
	Cut Floral Arrangement - Large ☐ Tall ☐ Low ☐ One Sided ☐ White ☐ Yellow ☐ Rust ☐ Lavender ☐ Blue ☐ Pastels	184.00	248.00	\$

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Sub Total \$
5.3% State Tax \$
TOTAL \$

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Deadline Date For Discount Rate: September 11, 2026

High-Definition Video Displays (CALL for other sizes not shown)

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVHD-39 39 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: ☐ Computer ☐ DVD ☐ Other (Specify) _____	\$ 375.00	\$ 469.00	\$
	AVHD-50 50 in. HD Display Monitor with Floor Stand (1080p, 1024x768) HDMI Visual Source: ☐ Computer ☐ DVD ☐ Other (Specify) _____	475.00	594.00	\$

Computer Data Displays

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVCD-20 20 in. Monitor (4:3)	\$ 70.00	\$94.50	\$
	AVCD-24 24 in. Widescreen Monitor	125.00	168.75	\$

Video

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVDV-1 DVD Player (HDMI)	\$ 58.00	\$ 78.00	\$
	AVBR-1 Blue-Ray DVD Player	80.00	108.00	\$

Monitor Accessories

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVMA-1 VGA Distribution AMP/Splitter	\$ 98.00	\$ 123.00	\$
	AVMA-2 HDMI Splitter, 2-way	98.00	123.00	\$
	AVMA-3 VGA Cable, 25 ft.	50.00	68.00	\$
	AVM4-4 HDMI Cable, 25 ft.	90.00	122.00	\$

Audio

QTY.	Description	Discount Rate	Standard Rate	TOTAL
	AVAA-1 Booth-sized PA [2 speakers, 1 microphone]	\$ 965.00	\$ 1207.00	\$
	AVBR-1 Computer Speakers [2 tabletop]	89.00	113.00	\$

Rental Rates: See Discount Rates, Discount Deadline, and Standard Rates shown above. Rental rates are for the entire length of the show.

Venue Charges: Carpenter/electrician labor will be billed directly to the exhibitor. Electrical services are not included in equipment rental rates.

Installation/Delivery/Pickup: A representative from your company must be present at time of delivery to sign for equipment. Equipment will be picked up at time of show closing. At the close of the show, a representative of your company must remain with the equipment until it is picked up.

Optional Damage Waiver: Exhibitor is responsible for the actual cost to repair any equipment damaged during the rental period. At the exhibitor's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contact. This does not cover lost or stolen equipment. The cost of the damage waiver is 15% of the equipment rental cost.

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Sub Total	\$
5.3% State Tax	\$
Equipment Total	\$
Optional Damage Waiver	\$
(15% of Equipment Total)	
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VAASOA 2026

EXHIBITING FIRM _____ BOOTH NO. _____

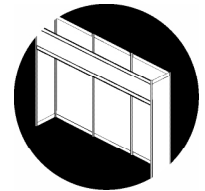
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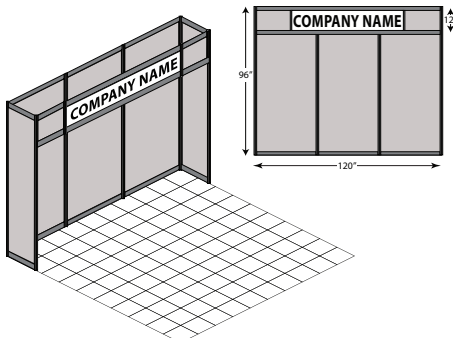
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Deadline Date For Discount Rate: September 11, 2026

Package No. 1

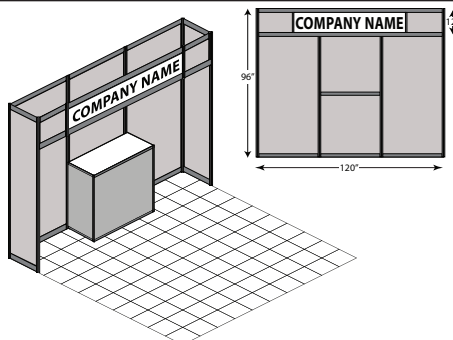
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights



*To order header graphics
see "Custom Graphics for Headers".

Package No. 2

- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19"d x 8'h
- Header (blank*) - 8'w x 1'h
- Carpet
- Two Stem Lights
- One Counter - 19"d x 38"w x 42"h



*To order header graphics
see "Custom Graphics for Headers".

Optional Counters



- Counter - 19" d x 19" w x 42" h
- Counter - 19" d x 38" w x 42" h
- Counter - 19" d x 76" w x 42" h
- Curved Counter - 1 Meter x 42" h

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**No Shipping Costs! No Drayage! Turnkey Setup!
Ready When You Arrive! Installation Included!**

Custom Booths

Quantity	Description	Rate
	Package No. 1	\$ 2026.00
	Package No. 2	2340.00

Custom Graphics for Headers

Quantity	Description	Rate
	Black Copy on White	222.00
	Color Print with Logo	253.00
	Backlit Transparency	316.00

Header Copy To Read: _____

Options

Quantity	Description	Rate
	Counter - 19" d x 19" w x 42" h	317.00
	Counter - 19" d x 38" w x 42" h	473.00
	Counter - 19" d x 76" w x 42" h	615.00
	Curved Counter - 1 meter x 42" h	631.00
	Backwall Shelf - 1' d x 6' w (white only)	95.00
	Add doors to counters (Not available for 19" d x 19" w or Curved Counter)	95.00

Add Custom Graphics to Counters

Quantity	Description	Rate
	Counter - 19" d x 38" w x 42" h	317.00
	Counter - 19" d x 72" w x 42" h	570.00
	Curved Counter - 1 Meter x 42" h	570.00

Wall & Counter Color Preferred:

☐ White ☐ Gray ☐ Black ☐ Blue

Carpet Color Preferred: (If no color is selected, silver will be provided.)

☐ Red ☐ Royal Blue ☐ Silver ☐ Black

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

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Phone: (540) 362-3940

17
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Fax: (540) 362-8698

**Cleaning
Services**



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Deadline Date For Discount Rate: September 11, 2026

Booth Cleaning - All Rates Based On Booth Count Per Day

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.

NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day. Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

# of Booths	Description	Discount Rate	Standard Rate	TOTAL
	Vacuum, empty wastebaskets, and general cleaning before opening of show each day (Minimum charge per 10' x 8' or 10' x 5' booth space x 2 days)	\$ 72.00	\$ 97.20	\$
	ONCE - Vacuum, empty wastebaskets, and general cleaning ONCE before opening of show (Minimum charge per 10' x 8' or 10' x 5' booth space x 1 day)	\$45.00	\$ 60.75	\$

Porter Service - All Rates Based on Daily Service

Service includes emptying wastebasket, spot sweeping, and general area cleaning at two hour intervals during the show hours.

NOTE: All rental carpets ordered from HOLLINS are installed in clean condition.

NO CREDITS will be considered for service unless you notify the HOLLINS Service Desk that the service was not performed prior to the opening of the show each day. Additional charges may apply for carpets subjected to excessive wear and tear, such as wood or metal shavings generated by demonstrations, or food sampling.

# of Booths	Description	Discount Rate	Standard Rate	TOTAL
	PORTER SERVICE - Daily, OT Rate per day - per 10' x 8' or 10' x 5' booth space	N/A	N/A	\$

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5.3% State Tax	\$
TOTAL	\$

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FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:



Mailing Address:
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Roanoke, VA 24019
Phone: (540) 362-3940

Street Address:
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Roanoke, VA 24019
Fax: (540) 362-8698

(e-mail) service@hollins-expo.com

**Labor
Jurisdictions**



To assist you in planning your show participation, we are certain you will appreciate knowing in advance that HOLLINS labor and union labor may be required for certain aspects of your exhibit handling. Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed HOLLINS as the Official Service Contractor. In this capacity, HOLLINS will provide all labor for the installation and dismantling of exhibits, and for the movement of freight within the exhibit area. Exceptions are noted below.

Exhibit Installation And Dismantling

HOLLINS currently has a labor agreement with Local labor to provide labor for the installation and dismantling of exhibits. This Local labor claims jurisdiction for the installation, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than exhibiting company personnel. However, two (2) full-time exhibiting company employees may work without Local labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without Local labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of Local labor.

Local labor may be hired from HOLLINS using the enclosed forms. They are not required to place your products on your display; to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If you hire any labor to assist you, it must be hired through HOLLINS or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

Material Handling

HOLLINS Exposition Services claims jurisdiction over the operation of all material handling equipment, the unloading and loading of all materials, and the handling of all empty containers with one exception: you may "hand carry" your own materials into the exhibit area.

HAND-CARRY DEFINITIONS: An exhibitor may move materials that can be hand carried by **one person** without the use of dollies, hand trucks, hotel bellman carts or other mechanical equipment. Only full time employees of the exhibiting company will be allowed to hand-carry items. Large display materials such as grids, 4' x 8' panels, shelving units, etc. are not considered hand-carried and must be handled under delivery procedures for freight through the loading dock. Trucks are excluded from unloading in the hand-carry area at all times.

The Fire Marshal prohibits the storage of empty containers in the exhibit hall. Please refer to the enclosed material handling information regarding the storage of empty containers, etc.

HOLLINS will be the sole authority on all matters in the loading area. This will include, but not be limited to, the assignment of loading space, and the unloading or loading of all exhibit related materials. To provide a safe and orderly move-in and move-out, HOLLINS will control access to the loading area. Unloading or loading of all private and contracted carriers will be handled by HOLLINS.

Rates for material handling are published in the enclosed "Shipping Instructions & Material Handling Rate Schedule".

Any conflicts or disagreements regarding HOLLINS and Union jurisdictions, or interpretations thereof, should be resolved with representatives of HOLLINS and Show Management.

Tipping

HOLLINS requests that you do not tip our employees. They are paid an excellent wage denoting a professional status and we feel tipping is not necessary. This applies to all HOLLINS employees.



Installation and Dismantle Labor ordered on these pages is for work in your booth during installation and dismantle only. You do not need to order labor for services such as material handling and delivery of rental items described elsewhere in this Service Kit.

PLAN A - Labor Supervised by HOLLINS

HOLLINS will supervise labor per your instructions to:

- Unpack your exhibit
- Install your exhibit prior to show opening
- Dismantle and pack your exhibit after show closing
- Arrange outbound shipping

HOLLINS will proceed with the exhibitor's approval and without the exhibitor present. **A "supervision fee" will be charged (in addition to the published labor rate) at 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.** Work will be done on straight time whenever possible; however, overtime charges will apply when necessary. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

HOLLINS will not unpack or re-pack exhibitor "product/merchandise" without the exhibitor present.

 **IMPORTANT: Complete and return the "Install & Dismantle Critical Information Form" with your Plan A Labor Order.**

PLAN B - Labor Supervised by Exhibitor

HOLLINS will provide labor to install and dismantle your exhibit, and will proceed ONLY with your supervision. Requested start times cannot be guaranteed; however, every effort will be made to meet all requests. A minimum charge of one (1) hour per worker will apply - with time thereafter charged in one-half (1/2) hour increments. Labor schedules will be subject to freight move-in and move-out schedules.

Exhibitor **MUST** check in at the HOLLINS Service Desk to call for labor. Failure to call for labor at requested time will result in a no-show fee of one (1) hour per worker requested, unless cancelled in writing, twenty-four (24) hours prior. Orders for labor received at show site will be processed after advance orders.

Upon completion of work, an exhibitor or exhibitor's representative must return to the HOLLINS Service Desk to review the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Please Note:

1. **Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by HOLLINS.**
2. **HOLLINS will not be responsible for any loss or damage as the result of exhibits improperly packed by the exhibitor.**
3. **Invoices for labor charges will be calculated according to actual hours worked.**

 **Please use the following pages to order Installation and Dismantle Labor.**



Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Installation and Dismantle Labor



Deadline Date For Discount Rate: September 11, 2026

Hours	Times	Discount Rate	Standard Rate
Straight Time	Monday through Friday, 8:00 A.M. to 4:30 P.M.	\$ 85.00	\$ 115.00
Overtime	6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight, Monday through Friday 6:00 A.M. to 12:00 Midnight Thursday and Sunday	127.50	173.00
Double Time	12:00 Midnight to 6:00 A.M. and observed holidays	170.00	230.00

- **Standard Rates will apply to all labor orders placed at show site.**
- **Rates are per worker per hour - one (1) hour minimum per worker - labor thereafter is charged in one-half (1/2) hour increments.**
- **When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.**
- **Hollins supervised jobs will be completed prior to show opening and before the hall must be cleared.**

PLAN A - SUPERVISION BY HOLLINS (Please complete this form AND the "Install & Dismantle Critical Information Form".)
The charge for this service is 30% of the total labor bill, with a minimum of one hour on installation and one hour on dismantle.

PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

It is important that you check in at the HOLLINS Service Desk to pick up workers ordered. You must also check workers out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time are indicated, no workers will be assigned until you check in at the HOLLINS Service Desk.

PLEASE TYPE OR PRINT

Supervisor will be: _____

If you fail to pick up workers at time ordered, a ONE HOUR PER WORKER NO-SHOW FEE will be charged unless a written cancellation notice is received in writing, twenty-four (24) hours prior to the day labor is requested.

Labor Order

Service	Date	Start Time (AM or PM)	No. of Workers	x	Approx. Hrs.	x	Rate	=	Plan B	+	Supervision	=	Plan A
Installation				x		x	\$	=	\$	+	\$	=	\$
Installation TOTAL									\$				
Dismantle				x		x	\$	=	\$	+	\$	=	\$
Dismantle TOTAL									\$				

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

☐ YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**
EXHIBITING FIRM _____ BOOTH NO. _____
ADDRESS _____
CITY AND STATE _____ ZIP CODE _____
AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)
TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

I & D
Critical
Information



Deadline Date For Return of this Form: September 11, 2026

Inbound Freight Information

Carrier		Ship Date	
# Pieces		Target Date	
Weight		Shipped to?	☐ Warehouse ☐ Show Site
PRO Number		Packaging	☐ Crated ☐ Uncrated

Set-Up Instructions for Installation

Booth Size?		Carpet is?	☐ Rented from HOLLINS ☐ Owned
Set-Up Drawings?	☐ With this document ☐ Packed with exhibit	Padding?	☐ Yes ☐ No
# Workers Needed		Shipped to?	☐ Warehouse ☐ Show Site
Approximate Hours		Packaging	☐ Crated ☐ Uncrated
Forklift Required?	☐ Yes ☐ No		

Did You Order?

Electric Service	☐ Yes ☐ No	Electric Drawings	☐ With this document ☐ Packed with exhibit
Booth Cleaning	☐ Yes ☐ No	Utility Placement	☐ Under carpet ☐ Other
Furniture	☐ Yes ☐ No	Other Instructions:	
A/V Equipment	☐ Yes ☐ No		
Telephone/Internet	☐ Yes ☐ No		

Outbound Freight Information

Freight Charges?	☐ Collect ☐ Prepaid	Ship To:
Bill To:		Attn:
Address		Address
City		City
State, ZIP		State, ZIP

☐ **Going to Another Show?** Show Name Booth Number

☐ **Method:** ☐ Show Carrier ☐ Common Carrier ☐ Van Line ☐ Air Freight ☐ Other

Outbound Carrier

Carrier?		Telephone	
----------	--	-----------	--

Show Site Contact

Name		Arrival Date/Time	
Title		Hotel	
Telephone		Purchasing Authorization?	☐ Yes ☐ No
Cell			

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**

EXHIBITING FIRM BOOTH NO.

ADDRESS

CITY AND STATE ZIP CODE

AUTHORIZED BY **X** (Please Type or Print) (Signature)

TELEPHONE NO. DATE

☐ **FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE:**



Official Service Provider Information

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition
- Assure the distribution of labor to all Exhibitors according to need
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself
- See that the proper type and limits of insurance are in force
- Avoid any conflict with local union and/or exhibit hall regulations and requirements

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder

In both such instances, HOLLINS shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and HOLLINS Exposition Services (HOLLINS) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name HOLLINS Exposition Services (HOLLINS) (Official Service Provider), Virginia Asian American Store Owners Association (Show Management), Virginia Asian American Store Owners Association Trade Show (Show) and Richmond Raceway Complex (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with HOLLINS or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives

are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc., should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to HOLLINS at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and HOLLINS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to HOLLINS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with HOLLINS.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. HOLLINS must provide labor.
 7. All information must be received in the HOLLINS office in Roanoke, Virginia by the deadline date.

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/12	
1. PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE					
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
4. A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/12	01/01/13	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP-OP AGG \$2,000,000		
	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HERED AUTOS ☒ NON-OWNED AUTOS ☐ _____				COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident)		
B	GARAGE LIABILITY ☐ ANY AUTO ☐ _____	SKLS-029499S	01/01/12	01/01/13	AUTO ONLY-EA ACCIDENT \$1,000,000 OTHER THAN \$ A \$		
	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$				EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$		
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/12	01/01/13	☒ NO STAT-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000		
D	OTHER Professional Liability	000P98298-AI1	01/01/12	01/01/13	Each Occurrence & Aggregate \$1,000,000 \$3,000,000		
5. HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), and (Show) are hereby named as additional insured, except for Workers' Compensation. HOLLINS Exposition Services (HOLLINS) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of HOLLINS Exposition Services (HOLLINS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by HOLLINS shall be excess and non-contributory.							
6. CERTIFICATE HOLDER		☒ ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
HOLLINS EXPOSITION SERVICES P. O. Box 7001 Roanoke, Virginia 24019		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC					

1. PRODUCER: Insurance Agent/Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Service Provider Information in this Exhibitor Service Kit.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: HOLLINS Exposition Services (HOLLINS), (Show Management), (Venue), (Show), as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be : HOLLINS Exposition Services (HOLLINS)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information in this Exhibitor Service Kit.
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Deadline Date For Return of this Form: August 24, 2026
VAASOA 2026

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

COMPANY NAME	E-MAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply HOLLINS Exposition Services (HOLLINS) with all necessary information by the deadline date indicated above.

PLEASE TYPE OR PRINT	
Exhibitor Appointed Contractor _____	
Street Address _____	
(City, State, Zip) _____	
Phone (area code _____) _____	Fax (area code _____) _____
Contact: _____	
Description of Proposed Service for Exhibitor _____	

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractor shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractor shall be prepared to show evidence it has authorization from the Official Service Provider.
5. The Exhibitor agrees that he or she is ultimately responsible for all services in connection with his or her exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance and must do so no later than 10 days prior to show opening.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with HOLLINS. (Based upon Exhibitor Appointed Contractor not number of booths).
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or HOLLINS Management.

11. During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and HOLLINS Exposition Services (HOLLINS) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

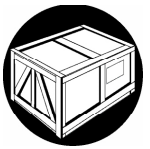
For insurance and safety reasons, the Official Service Provider designated in this service guide must be used exclusively for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made.

Tips to Exhibitor Appointed Contractors

1. Order services required from HOLLINS and the Exhibit Hall in advance. Ordering labor or services on-site which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If HOLLINS is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with HOLLINS, will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the HOLLINS Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.



As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the venue and to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How are material handling rates calculated?

MATERIAL HANDLING RATES are calculated based on the Show Move-in and Move-out Times, as follows:

ST/ST: If freight is handled into and out of the show during straight time hours.

ST/OT: If freight is handled one way during straight time hours and one way during overtime hours.

OT/OT: If freight is handled into and out of the show during overtime hours.

DT/OT: If freight is handled one way during double time hours and one way during overtime hours.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, contact Exhibitor Services at (540) 362-3940.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivering carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "CWT" (one hundred weight). All shipments are subject to reweigh.
- On the Calculation Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures. Special Handling Shipments incur a surcharge.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to your booth during the overtime period stated in the forms "General Information". This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated in the forms "General Information".
- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without RECEIPTS or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

Any materials handled during OT or DT hours incur a surcharge.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement (MHA) or Bill of Lading (BOL) in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the MHA or BOL in advance, or you may contact the Service Desk at show site for your shipping documents. The MHA and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed MHA must be turned in at the Service Desk.
- Call your designated carrier with pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.
- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by HOLLINS are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Accessible storage at venue
- Exhibit transportation services
- Priority empty return
- Scissor lifts, condors
- Security storage at show site
- Local pick-up and delivery
- Short-term and long-term warehouse storage



Mail or fax to us as indicated above. Retain a copy for your files.

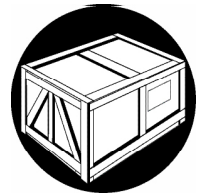
Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Material Handling Rate Schedule and Order Form



Advance Shipments to the Warehouse: Received March 6 - September 18, 2026

Shipments to the Show Site will NOT be accepted prior to: September 22, 2026

**SHIPMENTS MUST BE PREPAID.
COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

CRATED - Material that is in any type of shipping container or skidded so that it can be unloaded at the dock by forklift or pallet jack with no additional handling required.

SPECIAL HANDLING (See "Special Handling Definitions" form) - Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or restricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, labor or equipment to unload, sort and deliver. Federal Express and UPS are included in this category due to their delivery procedures.

UNCRATED OR PAD WRAPPED - Material that is not in any type of shipping container, unskidded, shipped loose or pad wrapped.

STRAIGHT TIME - 8:00 AM to 4:30 PM Monday through Friday **OVERTIME -- 4:30 PM to 8:00 AM Monday through Friday -- ALL DAY Thursday, Sunday & Holidays**

BASE RATES & CLASSIFICATIONS (A)		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
Warehouse Shipment delivered on or before September 18, 2026 (200 lb. minimum)		
Crated Shipment	\$ 73.20	\$146.40
Special Handling Shipment (25% surcharge)	\$ 85.00	\$ 170.00
Show Site Shipment (200 lb. minimum)		
Crated Shipment	\$ 73.20	\$ 146.40
Special Handling Shipment (25% surcharge)	\$ 85.00	\$ 170.00
Uncrated or Pad Wrapped Shipment (30% surcharge)	\$ 88.40	\$ 176.80

SMALL PACKAGE (B)					
A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 25 lb. that is received on the same day, from the same shipper and delivered by the same carrier.					
Description	No. of Shipments	x	Rate Per Shipment	=	TOTAL (B)
Small Package		x	\$ 75.00	=	\$

ADDITIONAL SURCHARGES (A)		
All freight delivered to booths and/or outbound shipments after 4:30 PM Monday through Friday and ALL DAY Thursday, Sunday & Holidays will be assessed overtime charges.		
Description	Rate Per CWT (100 lb.)	200 lb. Minimum
Shipment Delivered after Deadline Date (in addition to Base Rates)		
Warehouse Shipment after September 18, 2026	\$ 16.80	\$ 33.60
Show Site Shipment after Show opening	\$ 16.80	\$ 33.60
Overtime Charge - Inbound (in addition to Base Rates)		
Crated Shipment	\$ 16.80	\$ 33.60
Special Handling Shipment	\$ 21.00	\$ 42.00
Uncrated or Pad Wrapped Shipment	\$ 21.84	\$ 43.68
Overtime Charge - Outbound (in addition to Base Rates)		
Crated Shipment	\$ 16.80	\$ 33.60
Special Handling Shipment	\$ 21.00	\$ 42.00
Uncrated or Pad Wrapped Shipment	\$ 21.84	\$ 43.68
Loading of outbound material will not begin until after 7:00 PM on Sat, August 24, 2023		

• **Shipments returned to the Warehouse** will be charged an additional \$18.00 per 100 lb. ~ \$300.00 minimum. • **Storage fees** prior to 30 days before the Show, and/or after 4 days following the Show will be an additional \$1.80 per 100 lb. per day ~ \$60.00 minimum • **Show Site storage for containers not brought in by HOLLINS** will be \$30.00 per piece. • **Shrink Wrap**: \$42.00 per skid (includes 30 mins. labor). • **Banding**: \$1.50 per foot (includes 30 mins. labor).

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. 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 HOLLINS. This estimate will prevail.

CLASSIFICATION	ESTIMATED HANDLING CHARGES (A) - Calculate in increments of 100 only. - Round up to the next 100 mark. - 200 lb. minimum per shipment.												
	Weight (lb.)	÷100	=	CWT	x	OT In / ST Out	ST In / ST Out	ST In / OT Out	OT In / OT Out	or	If Late	=	Charges (A)
Warehouse - Crated		÷100	=		x			\$ 90.00			\$ 101.60	=	\$
Warehouse - Special Handling		÷100	=		x			\$ 106.00			\$ 122.80	=	\$
Show Site - Crated		÷100	=		x			\$ 90.00			\$ 101.60	=	\$
Show Site - Special Handling		÷100	=		x			\$ 106.00			\$ 122.80	=	\$
Show Site - Uncrated or Pad Wrapped		÷100	=		x			\$ 110.24			\$ 127.04	=	\$
200 lb. minimum charge applies to each shipment - Example 1: You shipped two boxes together weighing seventy-five pounds each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound charge. - Example 2: You shipped the same two boxes weighing seventy-five pounds each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound charges.											TOTAL (A)		\$
											TOTAL (A)+(B)		\$

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

NAME OF EVENT **VAASOA 2026**

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

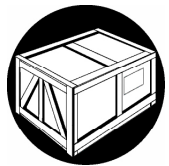
CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____

TELEPHONE NO. _____ (Please Type or Print) _____ (Signature) _____

DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to HOLLINS's warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

1. **DEFINITIONS.** For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.
2. **PACKAGING/CRATES AND STORAGE.** HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. HOLLINS recommends the securing of security services from Facility or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.
5. **DELIVERY TO THE CARRIER FOR RELOADING.** HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.
6. **DESIGNATED CARRIERS.** HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.
7. **FORCE MAJEURE.** HOLLINS's performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS's reasonable control, nor for ordinary wear and tear in the handling of materials.
8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS more than two (2) years after the date of loss or damage occurred.
 - a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.
 - b. **MAXIMUM RECOVERY.** If found liable for any loss, HOLLINS's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to

\$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of HOLLINS's maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

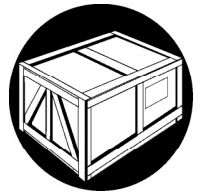
10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN.** Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks such as; U-hauls, drop deck flat bed trailers, drop floor van trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit, or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. HOLLINS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

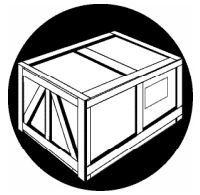


Mail one copy to us at the address above.
Retain a copy for your files.

Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
(e-mail) service@hollins-expo.com

29
Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Material Handling Shipping Addresses and Notification



Advance Shipments to HOLLINS Warehouse: Use the following address.

To: Company Name and Booth #
For: VAASOA 2026
c/o: HOLLINS Exposition Services
7615 Williamson rd
Roanoke, Va 24019

Deadline date for Advance Shipments:
September 18, 2026

Advance Shipments to HOLLINS Warehouse

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

Show Site Shipments: Use the following address.

To: Company Name and Booth #
For: VAASOA 2026
c/o: HOLLINS Exposition Services
600 E Laburnum Ave
Richmond, VA 23222

Show Site shipments will be accepted beginning:
September 22, 2026

Show Site Shipments

List show site shipments below. Attach separate forms for additional shipments.

Show Site Shipments	Number of Pieces	Est. Weight	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**
EXHIBITING FIRM _____ BOOTH NO. _____
ADDRESS _____
CITY AND STATE _____ ZIP CODE _____
AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)
TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____

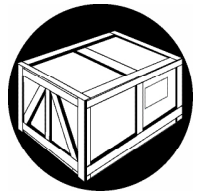


Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940
(e-mail) service@hollins-expo.com

30

Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

Material Handling Shipping Labels



Use these labels as they will expedite handling. Copies are acceptable if more labels are needed. **Please Type or Print**



RUSH

Advance Warehouse

DEADLINE DATE: September 18, 2026

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**
7615 Williamson rd
Roanoke, Va 24019

Event: **VAASOA 2026**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



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RUSH

Show Site

NOT BEFORE: September 22, 2026

TO: _____
(Name of Exhibiting Company)

C/O: **HOLLINS Exposition Services**
Richmond Raceway Complex
600 E Laburnum Ave
Richmond, VA 23222

Event: **VAASOA 2026**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



RUSH

Show Site

NOT BEFORE: September 22, 2026

TO: _____
(Name of Exhibiting Company)

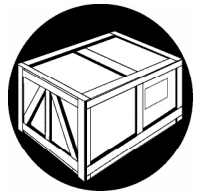
C/O: **HOLLINS Exposition Services**
Richmond Raceway Complex
600 E Laburnum Ave
Richmond, VA 23222

Event: **VAASOA 2026**

Booth No. _____ No. _____ Of _____ Pcs.

Carrier _____

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.



Deadline Date For Return of this Form: September 11, 2026

Special Freight Services - Small Passenger Vehicles Only!

This special service is offered exclusively for this show.
Maximum weight 200 lbs.

► To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit material during move-in, HOLLINS Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth OR your booth to the dock for a charge of \$60.00 each way.

► This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. More than one trip requires payment for "Material Handling Services", based on the weight of your shipment. If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.

► A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per vehicle.

► **Your vehicle must unload at the loading dock ONLY** (HOLLINS personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle - one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.

► Freight that is too large or too heavy must be handled by HOLLINS at the published freight handling rates. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

► **To receive this service, proceed directly to the HOLLINS Service Desk to request Cartload Service.** Pre-orders will receive preferential service at show site. You may also order this service on site at the HOLLINS Service Desk.

The following vehicle types qualify for Cartload Service:



Sedan



MiniVan



Van



Sport Utility

Other vehicles (including stakebed, semi, flatbed, trailers and rental box trucks) will be unloaded by HOLLINS at the published material handling rates.

Cartload Service - 8 pieces, 200 lb. maximum

Description	x Rate	TOTAL
Cartload Service - dock to booth (ST)	\$ 60.00	\$
Cartload Service - booth to dock (ST)	\$ 60.00	\$
Cartload Service - dock to booth (OT)	\$ 78.00	\$
Cartload Service - booth to dock (OT)	\$ 78.00	\$

Sub Total \$

5.3% State Tax \$

TOTAL \$

☐ YES, I have completed and enclosed the payment form.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT **VAASOA 2026**
EXHIBITING FIRM _____ BOOTH NO. _____
ADDRESS _____
CITY AND STATE _____ ZIP CODE _____
AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)
TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mail one copy to us at the address above.
Retain a copy for your files.

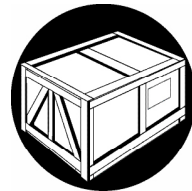
Mailing Address:
P. O. Box 7001
Roanoke, VA 24019
Phone: (540) 362-3940

(e-mail) service@hollins-expo.com

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Street Address:
7615 Williamson Rd. N.W.
Roanoke, VA 24019
Fax: (540) 362-8698

**Material Handling
Outbound Shipping**



PLEASE TYPE OR PRINT

NAME OF EVENT VAASOA 2026
EXHIBITING FIRM _____ BOOTH NO. _____
ADDRESS _____
CITY AND STATE _____ ZIP CODE _____
AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)
TELEPHONE NO. _____ DATE _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE ARE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO THE BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE _____ ZIP _____
PHONE: _____ ATTENTION: _____
SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship To

OR: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE _____ ZIP _____
PHONE: _____ ATTENTION: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

☐ **HOLLINS Exhibit Transportation**

No need to schedule your outbound shipment.
Charges will appear on your HOLLINS invoice.
Credit card on file required.

☐ **Other Carrier**

Carrier: _____
Carrier Phone: _____

**HOLLINS will make arrangements for all HOLLINS Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers is the responsibility of the exhibitor.**

☒ **Select a Speed of Service:**

- ☐ 2 Day: Delivery by 5:00 p.m. second business day
☐ Deferred: Delivery within 3-5 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated or truckload

☒ **Select Shipment Options:**

- ☐ Receiver has loading dock ☐ Lift Gate Required
☐ Inside delivery needed ☐ Air Ride Required
☐ Pad wrap required ☐ Residential Delivery
☐ Do not stack ☐ Delivery to Trade Show

☒ **Number of Labels Needed:** _____

Once your shipment is packed and ready for shipment, please return the Material Handling Agreement (following page) to the Exhibitor Service Desk. Shipments without a Material Handling Agreement on file may either be returned to our warehouse or re-routed on the carrier of our choice, at the Exhibitor's expense.



Mailing Address:

P. O. Box 7001
Roanoke, VA 24019

Phone: (540) 362-3940

Street Address:

7615 Williamson Rd. N.W.
Roanoke, VA 24019

Fax: (540) 362-8698

(e-mail) service@hollins-expo.com

ATTENTION

***DO NOT return the forms following this page to
HOLLINS Exposition Services.***

***Should you desire any of these services, please return the
form to the appropriate vendor(s).***

Thank you.