



**Architecture Exchange East
November 2 – 4, 2011
Greater Richmond Convention Center**

Dear Exhibitor,

The following pages in the 2011 Exhibitor Kit contain very important information and order forms for the upcoming show. Please make sure you read and understand all pages, as well as complete and return any necessary forms for services needed.

The following will be provided for each booth:

- 8 ft. high pipe & flame resistant fabric backdrops
- 3 ft. high pipe & flame resistant fabric side rails
- 1 – 7"x44" booth identification sign

Please note that the exhibit area will have aisle carpet only. The booth areas will not have carpet. If you would like to order carpet and/or any additional furnishings for your booth, please complete the enclosed Rental Order Form and return it to our show decorator, **Exhibits Inc.**, along with the Payment Policy Form.

If you are shipping materials for the event, please see the Drayage & Material Handling Forms enclosed from Exhibits Inc. These contain information regarding advance and direct shipping addresses, shipping deadlines, and terms and conditions for handling your materials. Address labels are also included in this kit for your convenience.

If you will require electricity, telecommunications, audio visual and/or Internet/Wireless services in your booth, please see the enclosed order forms from the **Greater Richmond Convention Center (GRCC)**.

Electronic Lead Retrieval Systems are available from **Expo Tracker**. Order forms are included in this exhibitor kit.

Show colors are black and plum (drapes) and black (aisle carpet)

Following the enclosed deadlines will save you time and money!

Your 2011 booth number can also be found in this packet or give us a call.

Questions?

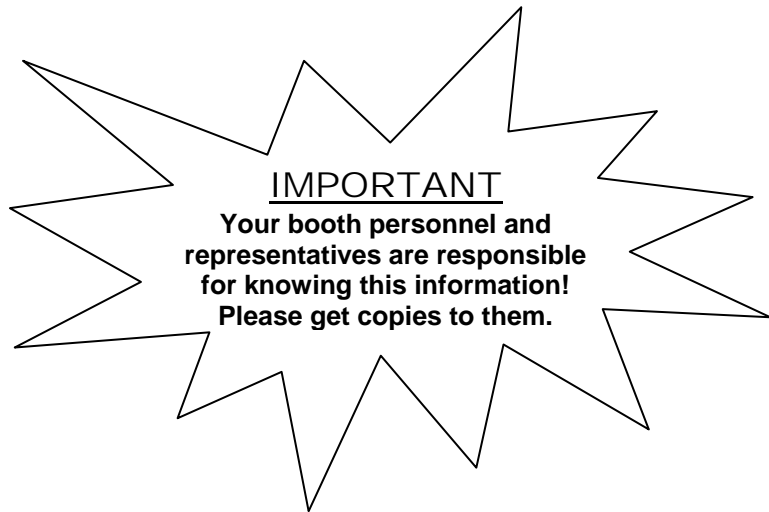
Contact: Cathy Guske

Phone: 804-644-3041, ext. 301

Email: cguske@aiava.org



Architecture Exchange East
 November 2 – 4, 2011
 Greater Richmond Convention Center



IMPORTANT
 Your booth personnel and
 representatives are responsible
 for knowing this information!
 Please get copies to them.

Exhibitor Schedule

Booth set-up:

Wednesday, Nov. 2 11:00 a.m. – 6:00 p.m.

All booths must be set-up by 6pm Wednesday

Exhibit hall will not be open to exhibitors until 9:00 a.m. on Thursday – 1 hour prior to floor open (no exceptions).

Parking is available in the loading dock area (for an extra charge) or at the parking garages connected to the GRCC or the Marriott (extra per day charges apply)

Exhibit Hall Hours:

Exhibit hall admission is free for any attendee registered to attend the conference. If you have guests who are not registered to attend, they can visit the exhibit hall for free on Friday only.

Thursday, Nov. 3, 10:00 a.m. – 7:00 p.m. Exhibit Hall Open

9:00 – 10:00 a.m.	Exhibit hall open to exhibitors only
10:00 – 10:45 a.m.	Attendees break in the exhibit hall
10:45 – 12:15 p.m.	Attendee seminars
12:15 – 2:30 p.m.	Lunch in the exhibit hall
2:30 – 4:00 p.m.	Keynote Address in Ballroom
4:15 – 5:45 p.m.	Attendee seminars
5:30 – 7:00 p.m.	CONNECTIONS Cocktail Party

Friday, Nov. 4, 10:00 a.m. – 2:00 p.m. Exhibit Hall Open

9:00 – 10:00 a.m.	Exhibit hall open to exhibitors only
10:00 – 2:00 p.m.	Exhibit hall open to attendees and guests
10:00 – 10:45 a.m.	Attendees break in the exhibit hall
12:15 – 2:00 p.m.	Lunch in the exhibit hall
2:00 – 6:00 p.m.	Exhibits break down

Booth breakdown: Friday, Nov. 4, 2:00 – 6:00 p.m.

the loading dock, including the parking lot, will not be accessible until 2:00 p.m.

Your booth contract prohibits you from dismantling your booth prior to 2:00 p.m.

Booth materials not removed from the floor by 6:00 p.m. will be shipped back to the exhibitor at the exhibitor's expense.



Architecture Exchange East 2011

Exhibitor Deadlines and Checklist

Page	<input checked="" type="checkbox"/>	Form	Return to:	Deadline
1&2		Exhibitor Schedule & Information	Read & distribute	
4		Exhibitor Booth Numbers		
5		Conference Program - Advertising	Virginia Society AIA Fax: 804-644-6714	September 16
email		Conference Program - Company Listing Look for email in your inbox to complete listing information	Virginia Society AIA cguske@aiava.org	September 16
6		Reserve Hotel Rooms	Hotel	Varies
7		Lead Retrieval Systems (remember to order electric service also)	Expo Tracker, LLC Fax: 703-978-7025	October 17
9		Audio-Video-Data Services	Projection – GRCC Fax: 804-225-0508	October 18
10		Electrical Service	GRCC Fax: 804-225-0508	October 18
11		Telecommunications-Wireless Services	OpenBand - GRCC Fax: 804-643-1690	October 25
12		Rental Order Form (carpet, tables, etc.)	Exhibits, Inc. Fax: 804-788-0186	October 25
14		Booth Cleaning Order Form	Exhibits, Inc. Fax: 804-788-0186	October 25
15		Shipping/Drayage & Material Handling Advanced Shipments (rec'd by Oct. 28) Direct Shipments to Site (Nov 2nd ONLY)	Exhibits, Inc. Fax: 804-788-0186	Prior to Shipping freight
19		Exhibit Booth Labor Order Form	Exhibits, Inc. Fax: 804-788-0186	October 25
26		Food/Beverage Sampling Guidelines	Aramark	
Online		Reserve Badges for booth personnel 3 free badges (includes lunch) with each 10x10 booth for both Thursday and Friday	www.archex.net	October 26
Fax or Mail		Certificate of Liability Insurance (Submit only If you are a new exhibitor for 2011) Contact your business insurance company for details Certificate Holder: Architecture Exchange East	Virginia Society AIA Fax: 804-644-6714 Or mail to: 2501 Monument Ave., Richmond, VA 23220	October 28

Questions?

Contact: Cathy Guske, Sales Administrator

cguske@aiava.org

804-644-3041, ext. 301

804-644-6714 fax

Architecture Exchange East website -- www.archex.net



2011 Exhibitors & Booth Numbers

(as of 10-5)

CompanyBooth Number

Abakus Solar.....	901,902
ACS/Firestone Building Products.....	225
Ameristar Fence Products.....	205
ARC - Richmond.....	614
ATAS International, Inc.	705
Atlantic Aluminum Products, Inc.	216
Batchelder & Collins.....	615
CADD Microsystems.....	605
Capitol InnerWindow.....	604
CENTRIA.....	303
Chas. Lunsford Sons & Associates.....	708
Clancy & Theys Construction Company.....	502
Diversified Educational Systems.....	102
Dixon Hughes Goodman.....	603
Duradek MidAtlantic.....	312
Electrolux.....	403,404,405
Englert, Inc.	105
Franklin International.....	616
FSR Inc.	612,613
Gropen, Inc.....	309
Hanson Brick & Hardscapes.....	503
Homasote Company.....	228
Interlock Paving Systems.....	610
James Hardie Building Products.....	505
JES Construction, Inc.....	301
Keith Fabry Reprographic Solutions.....	217
KONE.....	517
LiteSteel Technologies America LLC.....	507
LuXout Stage Curtains/The Specialty Group.....	508
Mahan Rykiel Associates, Inc.	416
Marco Sales & Associates.....	602
Marvin Windows & Doors.....	308,408
Mid-Atlantic Precast Association.....	611
Mosaic Tile Company.....	509
New Holland Concrete.....	608,609
Pilkington North America.....	514
Polysonics Corp.	410
Risk Management Associates.....	417
Riverbend Nursery.....	223
Riverside Brick & Supply Co., Inc.	409
SAF Perimeter Systems Division.....	201,202
Shade & Wise Brick Company.....	713
Sherwin Williams.....	506
Smart Vent Flood Vents.....	515
Smith-Midland Corporation.....	617
Stanley K2 Commercial Hardware.....	412
Swirnow Building Systems.....	512
Thorburn Associates, Inc.	311
Timely Frames/Architectural Resources Inc.	310
Timmons Group.....	221

USG.....	709
Virginia Masonry Association.....	206
Vision Technologies.....	907
Warthan Associates, Inc.	305
WoodWorks.....	518

AIA Richmond
AIA Northern Virginia

Virginia Tech, Blacksburg
Virginia Tech, WAAC

Virginia Society AIA
Inform Magazine
Virginia Center for Architecture



Architecture Exchange East 2011 Registration Brochure & Conference Program Advertising Contract

ad size	color	single insertion price	W x H in inches
Registration Brochure:			
SOLD full page 1 available	4-COLOR	\$1,100	8 1/2 x 11
Conference Program:			
SOLD full page 1 available	4-COLOR	\$1,100	7 1/4 x 9 15/16
<input type="checkbox"/> full page	B&W	\$ 700	7 1/4 x 9 15/16
<input type="checkbox"/> 2/3 page	B&W	\$ 520	4 3/4 x 9 15/16
<input type="checkbox"/> 1/2 page horizontal	B&W	\$ 410	7 1/4 x 4 13/16
<input type="checkbox"/> 1/2 page vertical	B&W	\$ 410	3 1/2 x 9 15/16
<input type="checkbox"/> 1/3 page standard	B&W	\$ 340	4 3/4 x 4 13/16
<input type="checkbox"/> 1/3 page vertical	B&W	\$ 340	2 1/4 x 9 15/16
<input type="checkbox"/> 1/4 page	B&W	\$ 295	3 1/2 x 4 13/16

Yes! Please reserve Space in the 2011 ArchEx Conference Program for my Company.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name: _____

Signature: _____ Date: _____

Artwork Contact Name: _____ Artwork Contact Email: _____

Reserve Space by Sept. 16 - Artwork due Sept. 23

fax this reservation form to 804-644-6714

questions? call the sales department at 804-644-3041, ext. 301

Advertising space will be billed when the program is printed and invoice will be sent with tear sheet
ALL CANCELLATIONS MUST BE SUBMITTED IN WRITING 30 DAYS TO THE SPACE RESERVATION DEADLINE.
Virginia Society AIA, 2501 Monument Avenue, Richmond, VA 23220



HOTEL INFORMATION

A block of rooms has been reserved at a reduced rate for Architecture Exchange East exhibitors and attendees at the following hotels.

Visit www.ArchEx.net and click on the "travel" tab for links to these locations.

OFFICIAL CONFERENCE HOTEL

Marriott Richmond
500 East Broad Street
Richmond, VA 23219
(804) 643-3400 | 1-800-228-9290
\$145 rate secured through Oct. 11
Request Architecture Exchange East rate

OTHER NEARBY HOTELS

Hilton Garden Inn
501 East Broad Street
Richmond, VA 23219
(804) 344-4300
\$129 rate secured through Oct. 2
Request Architecture Exchange East rate
Online code - AEE

The Jefferson Hotel
101 West Franklin Street
Richmond, VA 23220
(804) 649-4690 | 1-800-424-8014
\$190-230 rate secured until block is filled
Request Architecture Exchange East rate

Linden Row Inn
100 East Franklin Street
Richmond, VA 23219
(804) 783-7000 | 1-800-348-7424
\$89-\$99 rate secured until Oct. 14
Request Architecture Exchange East rate
Online code - AEX

Holiday Inn Express
201 East Cary Street
Richmond, VA 23219
(804) 788-1600 | 1-888-465-4329
\$89/109 rate secured through Oct. 19
Request Architecture Exchange East rate
Online code - AEX



Expo Tracker
Lead Retrieval Order Form
Architecture Exchange East 2011
 Richmond, Virginia
 November 2 – 4, 2011



EXPO TRACKER LEAD RETRIEVAL ORDER FORM

USE THIS FORM, OR ORDER ONLINE [HTTPS://WWW.EXPOTRACKER.NET/LROS](https://www.expotracker.net/lros) (SHOW CODE ARCHEX2011)

Contact Information

COMPANY NAME _____ BOOTH # _____

CONTACT NAME & TITLE _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

PHONE NUMBER _____ EMAIL ADDRESS _____

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (on/before 10/17/11)	LATE/ONSITE RATE (after 10/17/11)	QUANTITY	TOTAL
Expo Terminal —Standard unit w/ printout. You must order electrical to operate this. Each unit includes a 6 foot power cord.	\$265.00	\$315.00		
Expo Hand Held —Does not require additional electrical order. Does NOT include printer.	\$285.00	\$335.00		
OPTIONAL ITEMS				
Printer for Hand Held — Bluetooth, wireless	\$55.00	\$75.00		
Keyboard Rental - add notes to disk	\$30.00	\$35.00		
USB Drive - or use your own at no charge	\$35.00	\$35.00		
Booth Delivery - instead of service desk pickup	\$30.00	\$30.00		
Customized Checklist - (see next page)	\$50.00	\$75.00		
Data Conversion — create Excel spreadsheet	\$50.00	\$75.00		
			TOTAL DUE	

Payment Check # _____ American Express MasterCard Visa

CREDIT CARD NUMBER _____ EXPIRATION DATE (MM/YY) _____

NAME ON CARD _____ AUTHORIZED SIGNATURE _____

Send completed form and payment to: Expo Tracker, LLC :: 10355-A Democracy Lane :: Fairfax, VA 22030 :: or fax to 703-978-7025
 For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 :: Email questions to info@expotracker.net
 Any cancellations prior to 14 days before the event are subject to a \$50.00 cancellation fee. Any cancellations received within 14 days of the event will not be refunded. All equipment must be returned to the Lead Retrieval Services Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.

Check here and sign that you have read and agree to the terms _____



Expo Tracker
 Lead Retrieval Order Form
Architecture Exchange East 2011
 Richmond, Virginia
 November 2 – 4, 2011



COMPANY NAME

BOOTH #

Standard Checklist Included with Expo Tracker Terminal

- | | | |
|-----------------|--------------------|---------------------|
| Send Line Card | Send Catalog | Send Detailed Quote |
| Send Sample | Have Salesman Call | Provide Quote |
| Immediate Need | Set up Demo | End User |
| Distributor | VAR | OEM |
| Does Purchasing | Recommends | Final Say |

ADVANCED ORDER - \$50.00

ONSITE – \$75.00

*List your questions below. Use a separate sheet for additional questions.
There is a limit of 18 characters per question.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____



Utility Services Connection Order Form

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

Event: _____ Date: _____
 Company: _____ Booth #: _____
 Address: _____ Contact: _____
 City/St/Zip: _____ E-mail: _____
 Phone: _____ Fax: _____

FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY FORM.

A. ELECTRICAL CONNECTION(S)

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Qty	Description	Advance	Floor	Total	24 hr. Power
STANDARD CONNECTION					
_____	20 amp 110v	\$ 60.00	\$ 80.00	_____	<input type="checkbox"/>
SINGLE PHASE 208V					
_____	30 amp 208v 1 phase	\$ 160.00	\$ 205.00	_____	<input type="checkbox"/>
_____	60 amp 208v 1 phase	\$ 330.00	\$ 425.00	_____	<input type="checkbox"/>
_____	100 amp 208v 1 phase	\$ 535.00	\$ 695.00	_____	<input type="checkbox"/>
_____	200 amp 208v 1 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	400 amp 208v 1 phase #	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
THREE PHASE 208V					
_____	30 amp 208v 3 phase	\$ 255.00	\$ 325.00	_____	<input type="checkbox"/>
_____	60 amp 208v 3 phase	\$ 445.00	\$ 575.00	_____	<input type="checkbox"/>
_____	100 amp 208v 3 phase	\$ 640.00	\$ 830.00	_____	<input type="checkbox"/>
_____	200 amp 208v 3 phase	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
_____	400 amp 208v 3 phase #	\$ 910.00	\$ 1,185.00	_____	<input type="checkbox"/>
THREE PHASE 480V #					
_____	30 amp 480v 3 phase	\$ 275.00	\$ 350.00	_____	<input type="checkbox"/>
_____	60 amp 480v 3 phase	\$ 450.00	\$ 585.00	_____	<input type="checkbox"/>
_____	100 amp 480v 3 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	200 amp 480v 3 phase	\$ 1,070.00	\$ 1,390.00	_____	<input type="checkbox"/>
RENTAL ITEMS **					
_____	power strip	\$ 15.00	\$ 25.00	_____	
_____	extension cords	\$ 10.00	\$ 20.00	_____	
LABOR FOR CUSTOM ELECTRICAL					
_____	On-Site Electrician	\$42.00 per hour		_____	
_____	Overtime/Holiday/Weekend	\$63.00 per hour		_____	
24-Hour Power: Add 50% to that service					
Subtotal Electrical:					_____

** Rental Items remain property of GRCC.

On-site orders are subject to equipment availability and additional labor charges.

B. MECHANICAL CONNECTION(S)

Compressed Air: Exhibitor must supply own drier or regulator for critical

Qty	Description	Advance	Floor	Total
_____	Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00	_____
_____	Water/Drain (fill)	\$ 125.00	\$ 150.00	_____
_____	Water/Drain (fill) over 1000 gal.	Call for Details and Price		
_____	Labor - Maintenance (per hour)	\$ 33.00	\$ 49.50	_____
_____	Labor - Electric (per hour)	\$ 42.00	\$ 63.00	_____
Subtotal Mechanical:				

* Exhibit booths requiring air, water/drain need to be located next to a column.

Advance service orders and payment in full must be received a minimum of 14 days prior to the first scheduled move-in date before the show. Otherwise, Floor rates will apply.

C. SPECIAL INSTALLATION REQUEST

Install Date/Time: _____ AM/PM
 Remove Date/Time: _____ AM/PM

D. SERVICES GRAND TOTAL (from sections A & B)

\$ _____

Please have your payment fourteen (14) days prior to move-in of the event to receive advance price rates.

E. PAYMENT INFORMATION

Method of Payment (circle): CHECK VISA MC AMEX

Checks Payable -Greater Richmond Convention Center

The CSV Code is required to process credit card transactions but for security reasons should not be submitted on this form. Please email this 3 digit code on the back of your card to utilityservices@greaterrichmondcc.com

Credit Card Number

Expiration Date

Print Name on Card

Authorized Signature for Payment

I hereby authorize the Greater Richmond Convention Center to charge the above credit card for the services ordered on this form. Additionally, I acknowledge receipt of and will abide by the Utility Services Connection Order Form Conditions and Regulations.

Check here to receive copy of credit card receipt.

Sending Payments and Order Form

By Mail Greater Richmond Convention Center
 Attn: Utility Service Desk
 403 N 3rd Street
 Richmond, VA 23219

By Fax Send order form with credit card information to (804) 225-0508. The CSV Code is required to process payment.

For In-House Use Only

Total \$ Received: _____ Date _____
 Method of Payment: _____
 CC Authorization #: _____ Initials _____

403 North 3rd Street
Richmond, VA
23219

- Please discard all previous versions of this form -
For The Most Up-to-Date Order Form, Please Visit:
<http://www.richmondcenter.com/telecommunications.html>

Services Provided by:
OPENBAND of Virginia, LLC - A Division of M.C. Dean, Inc.
For service and order inquiries please contact **Dan Allred**
at 804-400-0251 or daniel.allred@mcdean.com



EVENT / SHOW / MEETING NAME:	Today's Date:	Your Expected Setup Date:	DATE/TIME SERVICES ARE FIRST REQUIRED:
YOUR COMPANY NAME or EXHIBIT NAME:	Event Day Onsite Contact & Mobile Ph#:	Your Booth#(s) or Room#(s):	

> TELEPHONE SERVICE: Standard phone service includes: 1) The one-time installation and removal of a single line, 2) A handset if needed, 3) Up to a 25 foot cord
> HIGH SPEED INTERNET: High speed internet access guarantees a *minimum* data rate of 128k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.
> EQUIPMENT RETURN: All equipment and cabling that is damaged, or is not returned to the Greater Richmond Convention Center will be billed to the responsible party.
> RATE CHANGES: All rates are subject to change without notice.

*** IMPORTANT NOTES: Customers relocating services after installation has been completed will be charged \$65 per end-connection that is moved.
†FLOOR RATE: The 'Floor Rate' (see below) will be applied to all orders not received *at least 3 days prior* to exhibitors expected first use as indicated above.

Item Qty.	TELEPHONE SERVICES	ADVANCED RATES	†FLOOR RATES	EXTENDED TOTALS
	Non-Dedicated Telephone Line with unlimited incoming calls and local dialing (PBX Switched 'Dial-9' phone line with public number. Generally best suited for Standard Incoming & Outgoing Voice Communications)	\$195 (Per Line, Per Event)	\$295 (Per Line, Per Event)	
	Dedicated Telephone Line with unlimited incoming calls and local dialing (Standard Direct-Dial phone line with public number. Best for Incoming & Outgoing Fax, Credit Card, Modem, and Broadcast Services)	\$225 (Per Line, Per Event)	\$325 (Per Line, Per Event)	
	>Need Long Distance? If yes, enter qty. of lines needing LD. *A credit card# must be provided (below) to receive LD capability		*LD usage will be billed separately following event at \$0.25/min.	
	>Telephone Handsets Required? If yes, enter qty. of lines needing handsets.		*Handsets are included as needed at <i>no additional charge</i>	

Qty. **Voice Mail - \$20** (Per Line, Per Event) Qty. **Call Forwarding - \$5** (Per Line, Per Event) Qty. **Call Waiting - \$10** (Per Line, Per Event)

Item Qty.	Duration of Svc.	INTERNET / SPECIALTY SERVICES / EQUIPMENT	ADVANCED RATES	†FLOOR RATES	EXTENDED TOTALS
		Videoconferencing / Telepresence: Take your voice-only teleconferenced meetings to the next level! Our Videoconference packages include a videoconference unit, camera, video monitor, a microphone, a dedicated communications link, and a trained operator, <u>all bundled together</u> to make this <i>Turn-Key</i> solution far more cost effective to our clients than when purchased individually. (Meeting space rental costs are separate).	\$2,585 \$2,795 1/2 Day ¹ Full Day ²	\$3,360 \$3,635 1/2 Day ¹ Full Day ² <small>*If Available *If Available</small>	
		Dedicated 1.5Mbps: Dedicated bandwidth between exhibitor & GRCC Internet Service Provider. **NEW** >> Dedicated segments up to 15Mbps also available. <i>Please call for pricing and availability.</i>	\$2,195 (Week)	\$2,915 (Week)	
		High Speed Internet Access (HSIA): (Shared) Internet includes one network port and one IP address. Wireless internet is provided at 512kbps unless otherwise arranged. ALL HSIA connections are for a single 'base' pc/client. If additional nodes will be connected, 'Additional IP Addresses' (below) must be purchased. <i>Please note:</i> *The 'Week' rate is best for service needs of 3 days or more. *Wireless is not available in all areas. Please call to verify for your room/space. (HSIA counts as the Initial/'Base' client for each zone)	\$295 \$795 Wireless Wireless (Day) (Week)	\$530 \$1,060 Wireless Wireless (Day) (Week)	
		Additional IP Addresses are for all <u>additional</u> users of each HSIA 'base' connection. All guests must purchase one ip address for each node/user in order to share a 'base' connection. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using it. <Hub/Switch required>	\$125 Wireless (Per User, Per <i>Event</i>)	\$165 Wireless (Per User, Per <i>Event</i>)	
		Hub/Switch Rental: A Hub or Switch may be available for customers wishing to establish LANs at their location. These are typically 8 port, unmanaged 10/100BaseT devices. Guests may NOT utilize routers without prior consent. *Purchase of Additional IP Addresses is <i>required</i> for each connection to any hub/switch used.	\$100 (Event)	\$125 (Event)	
		Patch Cables: Patch cables are available in lengths from 6 to 25 feet. These are Category-5 or greater patch cables. Exhibitors may provide their own patch cables if so desired.	\$15 (Event)	\$20 (Event)	
		Technical Support for issues not related to the physical connectivity of <i>ordered</i> services will be charged at a rate of \$65 per hour with minimum one hour charge.		\$65 (Per Hour)	

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form. Lines will be installed using the most logical placement unless a detailed diagram is provided by the customer with this form. Disconnection will generally occur within 1 hour after published close of event.

Special Instructions:	Subtotal
	Applicable Discounts
	0%
	8% Taxes/Line ³ (Telephone Services Only)
	\$1.58 Fees/Line ⁴ (Telephone Services Only)
Tax Exemption Cert #	
TOTAL	

>>> CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER <<<

PAYMENT AMOUNT ENCLOSED \$ _____ CHECK NUMBER _____ (If Applicable)

AMEX VISA MASTERCARD

CREDIT CARD NUMBER _____ EXPIRATION _____

NAME ON CREDIT CARD _____ CVC Code _____
(Exactly as it appears on credit card) (from back of card)

AUTHORIZED SIGNATURE _____
(Must be signed in ink) *My signature also authorizes any unpaid balance and/ or long distance calls be charged to this credit card.*

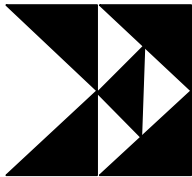
Company: _____ **INDIVIDUAL PLACING ORDER: {Required}**

Address: _____ Order Completed By: _____

City: _____ Email Address: _____

State: _____ Zip: _____ Contact Phone No: _____

I- **PLEASE FAX THIS COMPLETED FORM TO: 804-643-1690** >>> Then proceed to Note II below for **PAYMENT MAILING INSTRUCTIONS**
 N II- **Payments by Check** should be made payable to **OpenBand** and mailed with order copy to: **OpenBand, Attn: Accounting Dept., 22461 Shaw Road, Dulles, VA 20166**
 O III- All payments for services ordered must be received no later than 3 days prior to the requested installation date (As entered above)
 T IV- Charges to credit cards may appear on your bill as either 'OpenBand' or 'M.C. Dean, Inc.'
 E V- **IF TAX EXEMPT**, please provide a copy of Tax Exemption Certificate with this order form
 S ¹ 1/2 Day is defined as 5 hours or less each day ² Full Day is defined as 5+ hours to a maximum of 11 hours for each day of service (*Rates can not be intermixed*)
³ 5% Communications Sales Tax + 3% Federal Excise Tax ⁴ .75¢ E911 Fee per phone line + .83¢ Public Right of Way Fee per phone line (subject to change without notice)



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223

Phone (804) 788-4400

Fax (804) 788-0186

XhibitsInc.com



Orders must be received one week prior to
show date in order to receive the advance price.

RENTAL ORDER FORM

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

CANCELLATION POLICY:

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

6/2008

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

CARPET				
Qty.		Advance Price	Show Price	Amount
_____	10'x 10' Carpet	\$135.00	\$161.00	_____
_____	10'x 20' Carpet	\$260.00	\$320.00	_____
_____	10'x 30' Carpet	\$392.00	\$480.00	_____
_____	_____ft. x _____ft. Carpet	2.70/sq.ft.	3.95/sq.ft.	_____
_____	_____ft.x _____ft. Green Turf	1.38/sq.ft.	2.69/sq.ft.	_____

Carpet Colors

Red Blue Hunter Green Gold Grey
 Burgundy Teal Plum Black

SEATING				
		Advance Price	Show Price	Amount
_____	Upholstered Arm Chair	\$54.00	\$68.00	_____
_____	Upholstered Side Chair	\$50.00	\$61.00	_____
_____	Molded Plastic Side Chair	\$45.00	\$52.00	_____
_____	Molded Plastic Folding Chair	\$31.00	\$36.00	_____
_____	High Back Stool	\$50.00	\$54.00	_____
_____	High Stool	\$27.00	\$36.00	_____

ACCESSORIES				
		Advance Price	Show Price	Amount
_____	Waste Basket with Liner	\$21.00	\$27.00	_____
_____	Floor Easel	\$31.00	\$36.00	_____
_____	Chrome Stanchions	\$45.00	\$54.00	_____
_____	8 Ft. Red Velour Ropes	\$35.00	\$45.00	_____
_____	Corner Table-24"x24"x15"high	\$45.00	\$54.00	_____
_____	Cocktail Table-Round x 15" high	\$49.00	\$61.00	_____
_____	22"x 28" Chrome Sign Holder	\$61.00	\$79.00	_____

PEGBOARD/DISPLAY PANELS				
		Advance Price	Show Price	Amount
_____	4'x 8' Pegboard (Vert. or Horiz.)	\$109.00	\$137.00	_____
_____	4'x 8' Grey Cloth Display Panel	\$141.00	\$174.00	_____

TABLE WITH DRAPE				
Qty.		Advance Price	Show Price	Amount
_____	4'x 2' Standard 30" High	\$76.00	\$94.00	_____
_____	6'x 2' Standard 30" High	\$87.00	\$106.00	_____
_____	8'x 2' Standard 30" High	\$97.00	\$121.00	_____
_____	4'x 2' Raised 42" High	\$97.00	\$122.00	_____
_____	6'x 2' Raised 42" High	\$109.00	\$136.00	_____
_____	8'x 2' Raised 42" High	\$120.00	\$147.00	_____

Draped tables include vinyl top and pleated skirt on three sides.

Drape Colors

Red White Blue Hunter Green Plum Expo Green
 Gold Black Grey Burgundy Teal Beige

FOURTH SIDE TABLE DRAPE				
		Advance Price	Show Price	Amount
_____	30" High Table	\$19.00	\$37.00	_____
_____	42" High Table	\$25.00	\$44.00	_____

ROUND TABLES & LINENS				
		Advance Price	Show Price	Amount
_____	4' Round Table	\$54.00	\$67.00	_____
_____	5' Round Table	\$66.00	\$80.00	_____
_____	24" Round Pedestal Table	\$41.00	\$49.00	_____
_____	90" Round White Table Linen	\$34.00	\$54.00	_____

Round Tables do not come with a linen unless a linen is ordered.

TABLE TOP RISERS & DRAPING				
		Advance Price	Show Price	Amount
_____	4'x 1'x 12" Table Top Riser	\$21.00	\$29.00	_____
_____	4'x 1'x 12" Riser / Draped	\$45.00	\$54.00	_____
_____	6'x 1'x 12" Table Top Riser	\$34.00	\$41.00	_____
_____	6'x 1'x 12" Riser / Draped	\$54.00	\$67.00	_____

Drape Colors

Red White Blue Hunter Green
 Gold Black Grey Burgundy

***Show colors will be used if no color is indicated where required.
(i.e. carpet, table draping)**

**PLEASE RETURN ONE COPY TO EXHIBITS, INC.
AND RETAIN A COPY FOR YOUR FILES.**

**FULL PAYMENT MUST ACCOMPANY ALL ORDERS
US FUNDS ONLY!**

Please print or type below:

Your Company _____

Address _____ Telephone No. _____

City _____ State _____ Zip _____ Fax _____

Authorized By (Print name) _____ Title _____

Signature _____ E-mail _____

Name of Event **Architecture Exchange East 2011
Greater Richmond Convention Center, Richmond, VA
November 2-4, 2011**

Booth No. _____

TOTAL YOUR ORDER HERE	
Sub-Total	\$ _____
5% Sales Tax (Required)	\$ _____
TOTAL DUE	\$ _____



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



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

NAME OF EVENT:	Architecture Exchange East 2011
EVENT LOCATION:	Greater Richmond Convention Center, Richmond, VA
EVENT DATE:	November 2-4, 2011
	YOUR BOOTH # <input type="text"/>

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY EXHIBITS, INC. FOR THE EVENT LISTED ABOVE.

TERMS

DISCOUNT PRICES only apply to advance orders with payment IN FULL, including 5% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid by either CASH, CHECK, or for your convenience, VISA, MASTERCARD or AMERICAN EXPRESS. All prices subject to 5% VA sales tax.

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

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL AND/OR TELECOMMUNICATION ORDERS SHOULD BE MAILED AND PAID TO THE FACILITY ON THE ORDER FORM FOR THAT SERVICE.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

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

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) MasterCard Visa American Express

EXPIRATION DATE

ACCOUNT NUMBER:

CVC 3 (or) 4 DIGIT CODE

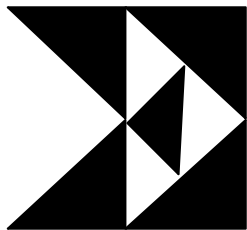
MONTH YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: Cardholders Name: _____
Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

XhibitsInc.com

BOOTH CLEANING ORDER FORM

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

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets before the initial opening of the event and/or daily there after.

DAILY - Before initial opening of event and daily there after

ONCE - Before initial opening of event ONLY

Please compute cost below:

ADVANCE PRICE \$.55 PER SQUARE FOOT

SHOW PRICE \$.75 PER SQUARE FOOT

NOTE: MINIMUM 100 SQUARE FEET PER DAY

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

Please return one copy to Exhibits, Inc. and retain a copy for your files

Please print or type below:

Your Company _____

Address _____ Telephone # _____

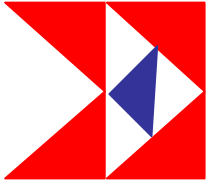
City _____ State _____ Zip _____ Fax # _____

Authorized By (Print Name) _____ Title _____

Signature _____

Name of Event **Architecture Exchange East 2011
Greater Richmond Convention Center, Richmond, VA
November 2-4, 2011**

Booth Number _____



EXHIBITS, INC.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186



DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM

XhibitsInc.com

If you will be shipping freight, this form must be completed and mailed or faxed to the address above.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, including storage of up to 30 days prior to the show. Delivery to your booth removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock
ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: 55.00 PER CWT per shipment. 2 CWT MINIMUM OR \$110.00 per shipment

ADVANCE SHIPPING ADDRESS Receiving Hours: Monday - Friday, 8:30am - 4:00pm Advance Shipments must be received Friday, October 28, 2011!	YOUR COMPANY NAME BOOTH# _____ Architecture Exchange East 2011 c/o EXHIBITS, INC. 2505 GLEN CENTER STREET RICHMOND, VA 23223
---	---

SERVICE B - DIRECT SHIPMENT TO SHOW SITE:

Shipments will be received at show site during installation period ONLY includes unloading freight and delivery to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock
ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT) - 2 CWT MINIMUM PER SHIPMENT

RATES: \$52.00 PER CWT per shipment. 2 CWT MINIMUM OR \$104.00 per shipment

DIRECT SHIPPING ADDRESS Direct Shipments will ONLY be received during Exhibitor Set-Up Dates & Times!	YOUR COMPANY NAME BOOTH# _____ Architecture Exchange East 2011 Greater Richmond Convention Center c/o EXHIBITS, INC. 401 N. 3rd Street Richmond, VA 23219
--	---

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

SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.
Rate \$87.00 per hour S.T. AND/OR \$128.00 per hour O.T. - - 1 hour minimum charge per each Forklift pick-up
- Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$35.00 per CWT - Minimum charge \$105.00 → Please list carrier that will be picking up: _____
- When crate and carton storage only are needed
Rates \$17.00 per small crate, \$36.00 per large crate, \$8.00 per carton - - \$30.00 minimum
- Truck and driver rates for special pickup and deliver/late warehouse deliveries
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$50.00 per pallet.

(*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)

Your Company _____	Telephone No. _____
Street Address _____	Fax No. _____
City _____ Stat _____	Zip _____
Authorized By (Print name) _____	Signature _____
Weight _____ No. of pieces _____	Estimated Arrival _____
_____ (# of CWT's) x \$ _____ (Rate)	=TOTAL AMOUNT DUE FOR DRAYAGE: \$ _____
ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER	TOTAL AMOUNT SPECIAL SERVICES: \$ _____
	GRAND TOTAL DUE THIS ORDER: \$ _____

Name of Event *Architecture Exchange East 2011*
Greater Richmond Convention Center, Richmond, VA
November 2-4, 2011

Booth No _____

LIMITATIONS OF EXHIBITS, INC. LIABILITY & RESPONSIBILITY

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

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

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

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

THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES FOR RECEIVING OR STORING MATERIALS.

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

SERVICE B - EXHIBIT SITE MATERIAL HANDLING

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

WHEN USING SERVICE A and/or SERVICE B:

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

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

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

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

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

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

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

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

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

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

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

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

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

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

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

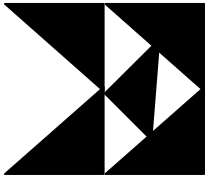
MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW

will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

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

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

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



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

XhibitsInc.com

EXHIBIT LABOR ORDER FORM

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



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

Straight time rate of \$60.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is \$92.00 per hour and is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$50.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

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

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

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

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

Exhibitor will furnish supervision for Installation Dismantling
Exhibits, Inc. to furnish supervision for Installation Dismantling

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

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

PLEASE RETURN ONE COPY TO EXHIBITS, INC. AND RETAIN A COPY FOR YOUR FILES.

Your Company _____ Telephone No. _____

Street Address _____ Fax No. _____

City _____ State _____ Zip _____

Authorized By: _____ Signature _____
(Print Name)

Name of Event _____ Booth No. _____

*Architectural Exchange East 2011
Greater Richmond Convention Center, Richmond, VA
November 2-4, 2011*

DIRECT SHIPPING LABELS

WILL ONLY BE RECEIVED DURING EXHIBITOR SET-UP DATES & TIMES

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

**ARCHITECTURE EXCHANGE EAST 2011
GREATER RICHMOND CONVENTION CENTER
c/o Exhibits, Inc.
401 N. 3RD STREET
RICHMOND, VA 23219**

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

**ARCHITECTURE EXCHANGE EAST 2011
GREATER RICHMOND CONVENTION CENTER
c/o Exhibits, Inc.
401 N. 3RD STREET
RICHMOND, VA 23219**

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

**ARCHITECTURE EXCHANGE EAST 2011
GREATER RICHMOND CONVENTION CENTER
c/o Exhibits, Inc.
401 N. 3RD STREET
RICHMOND, VA 23219**

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

**ARCHITECTURE EXCHANGE EAST 2011
GREATER RICHMOND CONVENTION CENTER
c/o Exhibits, Inc.
401 N. 3RD STREET
RICHMOND, VA 23219**

Piece # _____ of _____

ADVANCE SHIPPING LABELS

Must be RECEIVED on or before FRIDAY, OCTOBER 28, 2011

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ARCHITECTURE EXCHANGE EAST 2011
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ARCHITECTURE EXCHANGE EAST 2011
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ARCHITECTURE EXCHANGE EAST 2011
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

Piece # _____ of _____

TO: _____ # _____
(Exhibiting Company Name) (Booth #)

ARCHITECTURE EXCHANGE EAST 2011
c/o Exhibits, Inc.
2505 Glen Center Street
Richmond, VA 23223

Piece # _____ of _____



2505 GLEN CENTER STREET
 RICHMOND, VA 23223
 PHONE (804) 788-4400
 FAX (804) 788-0186
 WWW.EXHIBITSINC.COM

YRC FREIGHT INBOUND SHIPPING ORDER FORM



Please read, complete & fax the following, along with the Payment Policy Form, to Exhibits, Inc. if this service is requested.

Exhibits, Inc. can provide a service for inbound shipping of your show materials prior to the event listed below, via YRC (Yellow/Roadway). This inbound shipping service includes providing you with a quote for your YRC shipping charges (based on the information that you list below) plus an Exhibits, Inc. 35% handling fee, a completed YRC freight bill of lading, labels for your show materials & scheduling a pick up for inbound shipment. **Exhibits, Inc. does have a discount through YRC & may be able to provide you with a competitive rate quote versus other LTL carriers.**

PLEASE NOTE: When Exhibits, Inc. receives this form, they will notify you with details regarding your freight quote and total charges for this service. You will then have the chance to opt out of this service or follow through.

Architecture Exchange East 2011 - Greater Richmond Convention Center, Richmond, VA - November 2-4, 2011

PICK UP INFORMATION

DATE OF PICK UP: _____ WEEKEND PICK UP: YES NO
 PICK UP CONTACT NAME: _____ PHONE #: (____) _____
 PICK UP ADDRESS: _____
STREET CITY STATE ZIP
 SPECIAL INSTRUCTIONS (I.E. NO DOCK, LIFT GATE NEEDED, OVERSIZE PALLETS, ITEM MORE THAN 25 FT. LONG, ETC. - ADDITIONAL CHARGES MAY APPLY): _____

DELIVERY INFORMATION

DATE DELIVERY IS NEEDED: _____ RECEIVING HOURS: _____
 (LEAVE BLANK IF NO EXPEDITED RUSHES REQUIRED)
 DESTINATION: _____
NAME / COMPANY NAME
 ADDRESS: _____
STREET CITY STATE ZIP
 DELIVERY LOCATION CONTACT: _____
CONTACT NAME CONTACT #
 NOTIFY PRIOR TO DELIVERY: YES NO LIFT GATE NEEDED: YES NO
 INSIDE DELIVERY: YES NO RESIDENTIAL DELIVERY: YES NO
 PLEASE COMPLETE THE FOLLOWING IF THE NEXT DESTINATION IS A SHOW SITE:
 SHOW NAME: _____ SHOW CONTRACTOR: _____
 SHOW CONTRACTOR TELEPHONE #: (____) _____

METHOD OF SHIPMENT

EXACT EXPRESS: STANDARD GROUND:

DECLARED VALUE: *Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. If the value is omitted, the shipment will be subject to the lowest actual or released value in NMFC 100 Series. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding*

\$ _____ per _____

SPECIAL INSTRUCTIONS: _____

WEIGHT & DIMENSIONS

MARK "X" IN THE H/M COLUMN TO DESIGNATE HAZARDOUS MATERIALS AS DEFINED IN DEPARTMENT OF TRANSPORTATION REGULATIONS

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	
TOTAL PIECES:		TOTAL WEIGHT:			

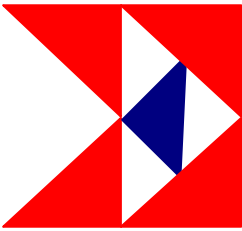
HAZARDOUS MATERIALS CONTACT NUMBER: (____) _____

Please retain a copy for your records & return a copy to Exhibits, Inc.

By signing this order form, you have read & understand all of the above and are bound by all terms & conditions listed on the Exhibits, Inc. Payment Policy Form. **All charges incurred from this service must be prepaid by credit card listed on the Exhibits, Inc. Payment Policy Form.** All quoted freight charges are subject to change due to surcharges & other applicable fees.

Your Company Name: _____ Company #: (____) _____ Booth #: _____
 Company Fax #: (____) _____

Authorized By: _____ Signature: _____ Date: _____



Exhibits, Inc.

2505 Glen Center Street
Richmond, Virginia 23223
Phone (804) 788-4400
Fax (804) 788-0186

XhibitsInc.com

STORAGE ORDER FORM

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

Exhibitors who will require on-site EMPTY storage must complete this form & return to Exhibits, Inc. along with the Payment Policy Form enclosed.

Once you complete unpacking with in your booth space, empty containers that possess an empty label will be removed and placed with in our storage area and then returned at the close of the show. Empty labels can be found at the Exhibits, Inc. service desk. Please place a label on each container that needs to be stored and place these items with in the aisle for pick-up. Empty containers **WILL NOT** be available during the duration of the show!

Exhibits, Inc. is not responsible for any contents with in the empty containers.

***If you are utilizing our Drayage & Material Handling Service, please do not complete this form!
Storage is already inclusive of these charges. Your empty stickers are also available at the Exhibits, Inc. service desk.***

PLEASE COMPLETE THE FOLLOWING:

LARGE CRATE/TUB STORAGE			
NUMBER OF PIECES			
_____	X	\$35.00 EA.	= \$ _____

SMALL CRATE/TUB STORAGE			
NUMBER OF PIECES			
_____	X	\$24.00 EA.	= \$ _____

CASE/SKID/BOX STORAGE			
NUMBER OF PIECES			
_____	X	\$18.00 EA.	= \$ _____

Please return one copy to Exhibits, Inc. and retain a copy for your files

Please print or type below:

Your Company _____

Address _____ Telephone # _____

City _____ State _____ Zip _____ Fax # _____

Authorized By (Print Name) _____ Title _____

Signature _____

Name of Event **Architecture Exchange East 2011**
Greater Richmond Convention Center, Richmond, VA
November 2-4, 2011

Booth Number _____

PLEASE READ ALL INFORMATION BELOW - VERY IMPORTANT REGARDING YOUR OUTBOUND FREIGHT SHIPMENTS



YRC (Yellow/Roadway) is the Official On-Site LTL Carrier for **Architecture Exchange**. If you have an account with YRC and would like to take advantage of using their services, please see the Exhibits, Inc. service desk to complete a YRC bill of lading or turn in a completed bill of lading.

PLEASE NOTE: If you do not have an account with YRC, but would like the convenience of using the on-site Carrier, Exhibits, Inc. can provide you with a shipping quote based on their YRC account. Exhibits, Inc. has discounted rates with YRC, which allows for very competitive & cost efficient shipping opportunities. Please see Angie at the Exhibits, Inc. service desk to complete an outbound shipping rate quote request.

OUTBOUND SHIPPING VIA A CARRIER OTHER THAN YRC - Please note the following:

- 1 - All outbound shipments MUST be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned in to the Exhibits, Inc. Service Desk prior to your departure. "Generic" bills of lading, UPS & Fed Ex labels are available at the Service Desk for your convenience.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!

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

- 2 - All materials MUST contain a shipping address for your next destination to prevent shipment separation.
- 3 - When shipping to different destinations, a separate bill of lading is required for each destination.
- 4 - All outbound shipments should be addressed/labeled as follows:

FROM:	SHIPPER NAME:	Your Company Name
	SHOW NAME:	Architecture Exchange East 2011
	FACILITY:	Greater Richmond Convention Center
	ADDRESS:	401 N. 3rd Street
	CITY, STATE, ZIP:	Richmond, VA 23219

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

- 5 - If you are using a carrier other than YRC, YOU ARE RESPONSIBLE FOR SCHEDULING YOUR PICK-UP!!

ALL OUTBOUND FREIGHT CARRIERS (OTHER THAN YRC) MUST BE SCHEDULED TO PICK-UP ON: FRIDAY, NOVEMBER 4, 2011, BY 6:00 P.M. AT THE GREATER RICHMOND CONVENTION CENTER OR AT THE EXHIBITS, INC. WAREHOUSE (RETURN TO WAREHOUSE SERVICE ONLY) ON MONDAY, NOVEMBER 7, 2011, BETWEEN THE HOURS OF 8:30 A.M. - 4:00 P.M.!!!

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY 6:00 P.M. ON FRIDAY, NOVEMBER 4, 2011, WILL BE FORCED ON THE SHOW CARRIER (YRC) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.



2505 GLEN CENTER STREET
 RICHMOND, VA 23223
 PHONE (804) 788-4400
 FAX (804) 788-0186
 WWW.EXHIBITSINC.COM

YRC FREIGHT OUTBOUND SHIPPING ORDER FORM



Please read, complete & fax the following, along with the Payment Policy Form, to Exhibits, Inc. if this service is requested.

Exhibits, Inc. can provide a service for outbound shipping of your show materials at the close of the event listed below, via YRC (Yellow/Roadway) This outbound shipping service includes providing you with a quote for your YRC shipping charges (based on the information that you list below) plus an Exhibits, Inc. 35% handling fee, a completed YRC freight bill of lading, labels for your show materials & scheduling a pick up for your outbound shipment. **Exhibits, Inc. does have a discount through YRC & may be able to provide you with a competitive rate quote versus other LTL carriers.**

PLEASE NOTE: When Exhibits, Inc. receives this form, they will notify you with details regarding your freight quote and total charges for this service. You will then have the chance to opt out of this service or follow through.

Architecture Exchange East 2011 - Greater Richmond Convention Center, Richmond, VA - November 2-4, 2011

PICK UP INFORMATION

DATE OF PICK UP: FRIDAY, NOVEMBER 4, 2011 WEEKEND PICK UP: YES NO
 PICK UP CONTACT NAME: _____ PHONE #: ()
 PICK UP ADDRESS: _____
STREET CITY STATE ZIP
 SPECIAL INSTRUCTIONS (I.E. NO DOCK, LIFT GATE NEEDED, OVERSIZE PALLETS, ITEM MORE THAN 25 FT. LONG, ETC. - ADDITIONAL CHARGES MAY APPLY): _____

DELIVERY INFORMATION

DATE DELIVERY IS NEEDED: _____ RECEIVING HOURS: _____
 (LEAVE BLANK IF NO EXPEDITED RUSHES REQUIRED)
 DESTINATION: _____
NAME / COMPANY NAME
 ADDRESS: _____
STREET CITY STATE ZIP
 DELIVERY LOCATION CONTACT: _____
CONTACT NAME CONTACT #
 NOTIFY PRIOR TO DELIVERY: YES NO LIFT GATE NEEDED: YES NO
 INSIDE DELIVERY: YES NO RESIDENTIAL DELIVERY: YES NO
 PLEASE COMPLETE THE FOLLOWING IF THE NEXT DESTINATION IS A SHOW SITE:
 SHOW NAME: _____ SHOW CONTRACTOR: _____
 SHOW CONTRACTOR TELEPHONE #: ()

METHOD OF SHIPMENT

EXACT EXPRESS: STANDARD GROUND:

DECLARED VALUE: *Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. If the value is omitted, the shipment will be subject to the lowest actual or released value in NMFC 100 Series. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding*

\$ _____ per _____

SPECIAL INSTRUCTIONS: _____

WEIGHT & DIMENSIONS

MARK "X" IN THE H/M COLUMN TO DESIGNATE HAZARDOUS MATERIALS AS DEFINED IN DEPARTMENT OF TRANSPORTATION REGULATIONS

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	
		L X	W X	H	

TOTAL PIECES: _____ TOTAL WEIGHT: _____

HAZARDOUS MATERIALS CONTACT NUMBER: ()

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Your Company Name: _____ Company #: () _____ Booth #: _____
 Company Fax #: () _____

Authorized By: _____ Signature: _____ Date: _____



EXHIBITOR SAMPLING GUIDELINES

Greater Richmond Convention Center
403 North Third Street
Richmond, Virginia 23219-1705
804-783-7303 Ph / 804-225-0508 Fax
www.ps.aramark.com

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the ARAMARK exclusive contract at the Greater Richmond Convention Center. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify ARAMARK in writing as to the nature of the proposed product give-away (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.

ARAMARK and the Greater Richmond Convention Center Authority do require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from ARAMARK at least seven (7) working days prior to the show opening whenever food or non-alcoholic beverage samples are being given away.

Any exhibitor providing samples of food and non-alcoholic beverage samples must operate within the local Health Department guidelines.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of Virginia (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications.

Alcoholic beverages are prohibited.

If you have any questions, please feel free to contact ARAMARK at **(804) 783-7303**.

Thank you in advance for your cooperation!