



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 2009**
Greater Richmond Convention Center, Richmond, VA
November 4-6, 2009 Booth Number _____



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PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



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

NAME OF EVENT:	Architectural Exchange East 2009
EVENT LOCATION:	Greater Richmond Convention Center, Richmond, VA
EVENT DATE:	November 4-6, 2009
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