DEAR EXHIBITOR:

EXHIBITS, INC. is pleased to advise that we have been appointed the Official Service Contractor for the above named event.

The following pages in this exhibitor kit contain very important information and order forms for the upcoming tradeshow. Please make sure that 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:

**Full Booths (10 ft. Wide x 8 ft. Deep):**
- *8 ft. high pipe & flame resistant fabric backdrops*
- *3 ft. high pipe & flame resistant fabric siderails*
- *(1) 6 ft. L x 2 ft. W x 30" H draped table*
- *(2) chairs*
- *(1) wastebasket with liner*
- *(1) 7” x 44” booth identification sign*
- *(1) electrical connection*

**Exhibit Hall Schedule:**
- **Set-Up:** Tuesday, May 14, 2019 | 1:00 - 6:00 PM
- **Hours:** Wednesday, May 15, 2019 | 10:00 AM-7:30 PM
- Thursday, May 16, 2019 | 7:15 AM-1:00 PM
- **Breakdown:** Thursday, May 16, 2019 at 1:00 PM

Please note that the exhibit area IS carpeted. If you would like to order carpet and/or any additional furnishings for your booth, please complete the enclosed Rental Order Form and return to Exhibits, Inc. along with the Payment Policy Form.

Exhibits, Inc. is the official drayage and material handling provider for the tradeshow. If you are shipping in material(s) for the event, please familiarize yourself with the Drayage & Material Handling Forms. These contain information regarding advance and direct shipping addresses, shipping deadlines and terms and conditions for handling of your materials. Please make sure that you complete the form, along with the Payment Policy Form and return to Exhibits, Inc. prior to your material(s) arriving. Address labels have also been included with this kit for your convenience.

**PLEASE NOTE:**
Your shipments need to be packaged so they will fit into the freight elevator. The door dimensions are 47"Wx82"H. The length of the elevator is 102" and the weight limit is 4,500 pounds. If your freight exceeds these measurements contact Exhibits, Inc. to discuss additional options.

If you will require labor services, please read and complete the enclosed Labor Order Form. This form needs to be returned to Exhibits, Inc. along with the Payment Policy Form.

If you will require electrical or telecommunications services, please read and complete the appropriate forms and return promptly to the facility/company listed on each form. Please note that these forms are not to be returned to Exhibits, Inc.

And finally, we would like to thank you for allowing us to be a part of your event. If you have any questions or concerns, please contact our office. We are all proud to serve you and are eager to help make this event a HUGE success!

See you at the Show -

Exhibits, Inc.
**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.

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

---

### CARPET

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Price</th>
<th>Show Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'x 10' Carpet</td>
<td>$149.00</td>
<td>$177.00</td>
<td></td>
</tr>
<tr>
<td>10'x 20' Carpet</td>
<td>$289.00</td>
<td>$353.00</td>
<td></td>
</tr>
<tr>
<td>10'x 30' Carpet</td>
<td>$433.00</td>
<td>$529.00</td>
<td></td>
</tr>
<tr>
<td>____ft. x ____ft. Carpet</td>
<td>3.00/sq.ft.</td>
<td>4.50/sq.ft.</td>
<td></td>
</tr>
<tr>
<td>____ft. x ____ft. Carpet Padding</td>
<td>.80/sq.ft.</td>
<td>1.00/sq.ft.</td>
<td></td>
</tr>
</tbody>
</table>

**Carpet Colors**
- Red
- Blue
- Hunter Green
- Gold
- Burgundy
- Grey
- Black

### TABLE WITH DRAPE

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Price</th>
<th>Show Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'x 2' Standard 30&quot; High</td>
<td>$84.00</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td>6'x 2' Standard 30&quot; High</td>
<td>$96.00</td>
<td>$117.00</td>
<td></td>
</tr>
<tr>
<td>8'x 2' Standard 30&quot; High</td>
<td>$107.00</td>
<td>$133.00</td>
<td></td>
</tr>
<tr>
<td>4'x 2' Raised 42&quot; High</td>
<td>$107.00</td>
<td>$133.00</td>
<td></td>
</tr>
<tr>
<td>6'x 2' Raised 42&quot; High</td>
<td>$120.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>8'x 2' Raised 42&quot; High</td>
<td>$132.00</td>
<td>$162.00</td>
<td></td>
</tr>
</tbody>
</table>

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

### SEATING

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Price</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholstered Arm Chair</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Upholstered Side Chair</td>
<td>$56.00</td>
<td>$67.00</td>
</tr>
<tr>
<td>Molded Plastic Side Chair</td>
<td>$49.00</td>
<td>$58.00</td>
</tr>
<tr>
<td>Molded Plastic Folding Chair</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>High Back Stool</td>
<td>$56.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>High Stool</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Price</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Basket with Liner</td>
<td>$23.00</td>
<td>$29.00</td>
</tr>
<tr>
<td>Floor Easel</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Chrome Stanchions</td>
<td>$49.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>8 Ft. Red Velour Ropes</td>
<td>$39.00</td>
<td>$49.00</td>
</tr>
<tr>
<td>22&quot;x 28&quot; Chrome Sign Holder</td>
<td>$67.00</td>
<td>$87.00</td>
</tr>
</tbody>
</table>

### PEGBOARD/DISPLAY PANELS

<table>
<thead>
<tr>
<th>Item</th>
<th>Advance Price</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'x 8' Pegboard (Vert. or Horiz.)</td>
<td>$120.00</td>
<td>$151.00</td>
</tr>
<tr>
<td>4'x 8' Grey Cloth Display Panel</td>
<td>$155.00</td>
<td>$198.00</td>
</tr>
</tbody>
</table>

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

---

**PLEASE NOTE:** If exhibit area is carpeted - only order if you prefer a solid color listed below!

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

---

### TABLE WITH DRAPE

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Price</th>
<th>Show Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' Round Table</td>
<td>$60.00</td>
<td>$73.00</td>
<td></td>
</tr>
<tr>
<td>5' Round Table</td>
<td>$72.00</td>
<td>$88.00</td>
<td></td>
</tr>
<tr>
<td>24&quot; Round Pedestal Table</td>
<td>$45.00</td>
<td>$54.00</td>
<td></td>
</tr>
<tr>
<td>90&quot; Round White Table Linen</td>
<td>$38.00</td>
<td>$57.00</td>
<td></td>
</tr>
</tbody>
</table>

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

### TABLE TOP RISERS & DRAPEING

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Price</th>
<th>Show Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 1' 12&quot; Table Top Riser</td>
<td>$23.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>4' x 1' 12&quot; Riser / Draped</td>
<td>$49.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>6' x 1' 12&quot; Table Top Riser</td>
<td>$38.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>6' x 1' 12&quot; Riser / Draped</td>
<td>$60.00</td>
<td>$73.00</td>
<td></td>
</tr>
</tbody>
</table>

**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)*

---

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

**TOTAL YOUR ORDER HERE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>$</td>
</tr>
<tr>
<td>6.0% Sales Tax (Required)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL DUE</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

---

Your Company ______________________________

Address ________________________________

City __________________ State ______ Zip ______

Telephone No. _______________________

Authorized By (Print name) ___________________________ Title _______________________

Signature ___________________________ E-mail _______________________

Name of Event ___________________________ Booth No. ___________________________

EXHIBITS, INC.
2505 Glen Center Street
Richmond, VA 23223
Phone (804) 788-4400
Fax (804) 788-0186
Send completed form by fax or email to custom_service@xhibitsinc.com.
PAYMENT POLICY FORM

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

NAME OF EVENT: MEGARUST
EVENT LOCATION: RENAISSANCE PORTSMOUTH, PORTSMOUTH, VA
EVENT DATE: MAY 14-16, 2019
YOUR BOOTH #

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 6.0% 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 6.0% 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 ☐ ☐ ☐ ☐ 
SIGNATURE: __________________________

PLEASE PRINT CLEARLY: Card Holder's Name: __________________________
Card Holder's Billing Address: __________________________

Your Company: __________________________ Phone: ______________ Fax: ______________
Address: ____________________________________________________________________________
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:** $58.00 PER CWT per shipment. 2 CWT MINIMUM OR $116.00 per shipment.

**ADVANCE SHIPPING ADDRESS**
Receiving Hours: Monday - Friday, 8:30am - 4:00pm
Advance Shipments must be received by TUESDAY, MAY 7, 2019!

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

**DIRECT SHIPPING ADDRESS**
Direct Shipments will ONLY be received during exhibitor set-up dates & times! Shipments arriving at any other day/time will be refused.

**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)**
1. Forklift Service: 5000 lb. Forklift
   Rate $87.00 per hour S.T. AND/OR $128.00 per hour O.T. - 1 hour minimum charge per each Forklift pick-up
   Larger forklifts quoted upon request.
2. Return to warehouse for storage by designated carrier, customer pickup, or UPS outbound
   Rate $37.00 per CWT - Minimum charge $111.00
   Please list carrier that will be picking up:
3. 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
4. Truck and driver rates for special pickup and delivery/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.
5. Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
6. 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** ___________________________ **State** ___________________________ **Zip** ___________________________
**Authorized By (Print name)** ___________________________ **Signature** ___________________________

**Weight** ___________________________ **No. of pieces** ___________________________ **Estimated Arrival** ___________________________
(# of CWT’s) x $ ___________________________ (Rate) =

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

**Name of Event:** MEGARUST
RENAISSANCE PORTSMOUTH, PORTSMOUTH, VA
MAY 14-16, 2019

**DRAYAGE SERVICE AND MATERIAL HANDLING ORDER FORM**

**NOTE:** VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, CASH

Send completed form by fax or email to customer_service@xhibitsinc.com.
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.
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 exhibitor’s 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 exhibitor’s 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.
ADVANCE WAREHOUSE
MUST BE RECEIVED BY TUESDAY, MAY 7, 2019.

TO: ____________________________________________
    (Exhibiting Company Name)

BOOTH #: _________________________________

C/O Exhibits, Inc.
5770 Thurston Ave., Suite 106
Virginia Beach, VA  23455

MEGARUST

ADVANCE WAREHOUSE
MUST BE RECEIVED BY TUESDAY, MAY 7, 2019.

TO: ____________________________________________
    (Exhibiting Company Name)

BOOTH #: _________________________________

C/O Exhibits, Inc.
5770 Thurston Ave., Suite 106
Virginia Beach, VA  23455

MEGARUST

ADVANCE WAREHOUSE
MUST BE RECEIVED BY TUESDAY, MAY 7, 2019.

TO: ____________________________________________
    (Exhibiting Company Name)

BOOTH #: _________________________________

C/O Exhibits, Inc.
5770 Thurston Ave., Suite 106
Virginia Beach, VA  23455

MEGARUST

ADVANCE WAREHOUSE
MUST BE RECEIVED BY TUESDAY, MAY 7, 2019.

TO: ____________________________________________
    (Exhibiting Company Name)

BOOTH #: _________________________________

C/O Exhibits, Inc.
5770 Thurston Ave., Suite 106
Virginia Beach, VA  23455

MEGARUST

ADVANCE WAREHOUSE SHIPPING LABELS - Please make sure that each piece shipped, contains a label for proper receiving & placement within your booth. Duplicates are acceptable, if needed.
DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON: Tuesday, May 14, 2019
DURING SCHEDULED SET-UP TIMES 1:00 - 6:00 PM

TO: ________________________________

(Exhibiting Company Name)

BOOTH: ___________________________

MEGARUST

RENAISSANCE PORTSMOUTH
C/O Exhibits, Inc.
425 WATER STREET
PORTSMOUTH, VA 23704

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON: Tuesday, May 14, 2019
DURING SCHEDULED SET-UP TIMES 1:00 - 6:00 PM

TO: ________________________________

(Exhibiting Company Name)

BOOTH: ___________________________

MEGARUST

RENAISSANCE PORTSMOUTH
C/O Exhibits, Inc.
425 WATER STREET
PORTSMOUTH, VA 23704

DIRECT TO SHOW SITE

WILL ONLY BE RECEIVED ON: Tuesday, May 14, 2019
DURING SCHEDULED SET-UP TIMES 1:00 - 6:00 PM

TO: ________________________________

(Exhibiting Company Name)

BOOTH: ___________________________

MEGARUST

RENAISSANCE PORTSMOUTH
C/O Exhibits, Inc.
425 WATER STREET
PORTSMOUTH, VA 23704

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DIRECT TO SHOW SITE SHIPPING LABELS - Please make sure that each piece shipped, contains a label for proper receiving & placement within your booth. Duplicates are acceptable, if needed.
EXHIBIT LABOR ORDER FORM

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

EXHIBITS, INC.
2505 Glen Center Street
Richmond, VA 23223
Phone (804) 786-4400
Fax (804) 788-0186
Send completed form by fax or email to
customer_service@xhibitsinc.com.

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 $63.00 per hour prevails from 8:00 AM to 4:30 PM, Monday through Friday; the rate for overtime is $97.00 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.

<table>
<thead>
<tr>
<th>LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>INSTALLATION LABOR</td>
</tr>
<tr>
<td>DISMANTLING LABOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUB-TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISION CHARGE</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

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: MEGARUST
RENAISSANCE PORTSMOUTH, PORTSMOUTH, VA
MAY 14-16, 2019
Booth No. ___________
SERVICES REQUEST FORM
Must be received a minimum of fourteen (14) business days prior to your arrival.

STEP 1

Conference Name:  MegaRust  Conference Date:  May 14th-16th, 2019
Service Begin/End Dates: ___________________________  On-site Contact Name:  Kati Carnahan

Company Requesting Service: ____________________________________________________________
Address: ____________________________________________________________
City: __________________________________ State: ___________ Zip: __________
Phone: ___________ Fax: ___________ E-mail: __________________________

Type of Payment:  __Check   __Visa   __MasterCard   __American Express   __Discover___

Room Charge (Verify) ___
Credit Card Number: ____________________________________________________________________ Expiration Date: __________
Authorized by: ____________________________  ____________________________
(Print)  (Signature)

** Service for late requests cannot be guaranteed.  A charge of $100 will be applied to all late requests in addition to normal charges. Banner charges will have an additional late penalty if requested less than 24 hours in advance. The Hotel and Conference Center reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

STEP 2

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th># of Days</th>
<th>Fee Per Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Standard Electrical Service Included in Booth Fee</strong> (110 volt 20 amp)</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Power cords must be returned to the hotel otherwise your credit card will be charged an additional $20.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Specialty Electricity Service</strong> (plug in charge)</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>208/230 V 50 Amp 1 Phase</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>208/230 V 50 Amp 3 Phase*</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>208/230 V 100 Amp 3 Phase*</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portable Dedicated Electric Box (Band Box)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hook up charge into electrical panel for 208/230*</td>
<td>One Time Fee</td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>
|          | *User to supply tails from area needed to electrical panel (minimum 100' but may be longer depending on location of booth or event)
|          | Power Strip                                           |           | $20.00     |       |
|          | Additional Equipment-Pallet Jack**                    |           | $50.00      |       |
|          | Genie Personnel Lift**                                |           | $300.00     |       |

**Total Electrical Charges: $ _______**

**Must supply certificate of insurance 14 days prior to use
Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.
STEP 3

Rules and Regulation

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Renaissance Portsmouth Hotel's Engineering department.
2. Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Portsmouth, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

STEP 4

BOX HANDLING/STORAGE

- Address incoming boxes as follows:

  Mr./Ms. Contact Name  
  Name of Your Company  
  c/o (meeting name and start date)  
  The Renaissance Portsmouth Hotel and Waterfront Conference Center  
  425 Water Street  
  Portsmouth, VA 23704  
  Attention: Kati Carnahan

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

Out-going:
- All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- Guests can ship out by contacting the Loss Prevention and/or Banquet’s Department to the Loss Prevention Office by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be put on the on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- Loss Prevention Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- Large boxes and exhibit cases need to remain in the exhibit area, however the Banquet’s Plum Coat will still assist with making the arrangements.
- Questions should be directed to your Conference Services Manager prior to the meeting.
TELEPHONE PRODUCTS

STEP 5

<table>
<thead>
<tr>
<th>Description</th>
<th>Rates</th>
<th># of Days</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local/ Long Distance Analog Phone Line</td>
<td>$100.00 hookup * (plus calls per day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Speed Internet Line (T1)</td>
<td>$250.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional user</td>
<td>$9.95 per day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Telephone Charges: $________

*Hotel's published telephone rates will apply for outgoing calls.

STEP 6

<table>
<thead>
<tr>
<th>Banner Fee Information</th>
<th># of Banners</th>
<th>Cost per banner</th>
<th>Total Banner Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hang Banners</td>
<td></td>
<td>$50.00</td>
<td>$________</td>
</tr>
<tr>
<td>Hang Banners w/out 24 hour notice</td>
<td></td>
<td>$150.00</td>
<td>$________</td>
</tr>
</tbody>
</table>

Banners to be delivered to your catering/conference services manager at least four hours prior to function.
Banners to be hung (location in room): ________________________________________________

Audio Visual equipment is available by calling the Hotel's Audio-Visual Department, Presentation Services @ 757-673-3050

Disclaimer: The Renaissance Portsmouth Hotel and Waterfront Conference Center is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business-related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

STEP 7

<table>
<thead>
<tr>
<th>Payment</th>
<th>Total Electrical Charges:</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Telephone Charges:</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Total Banner Charges:</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Total Charges from above:</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Plus $25 Late fee if applicable</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Plus Tax (5%)</td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Due with tax: $________

Note: Credit cards will be charged upon receipt of this form.

Fax or mail completed form to:
The Renaissance Portsmouth Hotel and Waterfront Conference Center
Sales Department
425 Water Street
Portsmouth, VA 23704
Phone: 757-673-3050
Fax: 757-673-3020