



## VENDOR/EXHIBITOR INFORMATION PACKET

Thank you for your support of the Community Transportation Association of Virginia and your interest in exhibiting at the 2018 Conference. As a reminder this conference is scheduled for August 7<sup>th</sup> – 9<sup>th</sup> in Fredericksburg, Virginia. Included in this packet is the conference schedule for your reference. Please be sure to review ALL information included in this packet and notify us right away if you have any questions pertaining to the information contained herein.

**The entire event will take place at the:**

Fredericksburg Expo & Conference Center  
 2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401

[www.fredericksburgexpoctr.com](http://www.fredericksburgexpoctr.com)

540-548-5555

<b><u>Best Airports and Transportation Options:</u></b>	<b><u>Best/Closest Hotel Options:</u></b>
<p>Dulles International</p> <p>Ronald Regan Washington National</p> <p>Richmond International Airport</p>	<p>Homewood Suites, Fredericksburg (Host Hotel)</p> <p>Hampton Inn, Fredericksburg (Host Hotel)</p> <p>Hilton Garden Inn Fredericksburg (Adjacent to Expo Center)</p> <p>Fredericksburg Hospitality House</p>

**EVENT POINTS OF CONTACT:**

<p>Josh Baker            CTAV President            540-449-1242  <a href="mailto:Josh.Baker@alexandriava.gov">Josh.Baker@alexandriava.gov</a></p>	<p>Alexis Quinn            CTAV Administrator            818-481-8680  <a href="mailto:Info@ctav.org">Info@ctav.org</a></p>	<p>Mark Roberts            CTAV Vendor Chair            434-942-9329  <a href="mailto:mark@sonnymerryman.com">mark@sonnymerryman.com</a></p>
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**INTERNET/WI-FI:**

Provided complimentary and free of charge to **all** exhibitors.

**ADDITIONAL BOOTH UPGRADES/ADDITIONAL OPTIONS:**

See attached information from the EXPO center and contact them directly to pre-order.

**BOOTH SIGNAGE/HANGING SIGNAGE:**

Basic white sign with company name will be provided by the convention center at each booth. You are encouraged to provide your own branded sign for your booth or to hang one from above, please contact the convention center staff to arrange for installation per the attached instructions.

**VEHICLE/BUS DISPLAYS:**

1. If you will be showing a bus, large vehicle or lift. Please notify Josh Baker as soon as possible to ensure space is allocated.
2. NOTE: Vehicles must be setup on Tuesday evening (*see previous page*)
3. Fuel tank must contain  $\frac{1}{4}$  tank of gas or 5 gallons, whichever is less.
4. One battery cable must be disconnected and taped.
5. Gas tank must be sealed with a locking type fuel cap – or – gas tank cover must be taped.
6. Keys must remain in the facility, in the possession of the Fredericksburg Expo & Conference Center Management.
7. Refueling and/or draining of fuel must be done OFF PREMISES.
8. All liquid propane tanks are NOT PERMITTED on Expo & Conference Center property.

*Continued on next page.*

## **“GAMIFICATION” AND SPECIAL INSTRUCTIONS REGARDING PRIZES/GIVEAWAYS:**

This year there we will again offer vendor raffles, however there will also be multiple **new** participant engagement/networking/and social opportunities to connect with your current and prospective customers!

IMPORTANT: Please review the information below for details of how you are requested to be involved.

### **1. Booth/Trade Show Individual Raffles:**

- a. Each vendor is asked to bring (or purchase locally) a prize which participants may enter to win by visiting your booth and providing you with their business card. Blank raffle prize cards will also be provided for those participants who do not have a card. *The visitor information collected will be yours to take with you for a record of who visits your booth*
- b. The recommended prize values are: \$25 - \$100  
*(however there is no minimum or maximum limit)*
- c. Throughout the event we will visit your booth to announce you over the loudspeaker, talk briefly about your product and then to allow you to draw a winner.

### **2. NEW: Gamification/GRAND PRIZE:**

- a. There will be three (3) Grand Prizes which will be drawn at the Big Night Out on Wednesday, August 8<sup>th</sup> beginning at 6:00pm with prize drawings around 9:30pm. **All vendors/exhibitors are strongly encouraged to attend this important networking event. Your participation is free of charge!** (Make sure you selected a ticket in your registration)
- b. You will be issued a set of “Gamification Tickets” at check-in which you may provide to your new contacts, people who visit your booth, those you speak with at any time and even at the Big Night Out. The more tickets participants collect, the more chances they have to win a grand prize. Further instructions will be provided at check-in.

### **3. NEW: EXPO Fun & Games:**

- a. Throughout the course of the Tradeshow on Wednesday, August 8<sup>th</sup>, there will be four (4) areas throughout the show floor where participants may engage in a friendly competition between each other or against you! Winners of these ‘mini-games’ will have additional chances to win prizes which will include the mini-games themselves.
- b. Winners of the mini-games will be drawn at the Big Night Out.

### **4. Tuesday Night “Take Your Customer Out”**

- a. Tuesday night (August 7<sup>th</sup>) is now reserved for you to have a chance to meet up with your customers, prospective contacts and your fellow vendors. Please try to get to town early enough to make these important connections.

**PARTICIPANT LIST/REGISTRATION INFORMATION:**

Approximately two (2) weeks prior to the event we will e-mail an excel spreadsheet of registrants and e-mail addresses. You may use this information to encourage participants to visit your booth at the show. Please send a maximum of no more than two (2) e-mails out to avoid overloading participant mailboxes.

You may also review direct contact information including participant websites on our members site by logging in to [www.ctav.org](http://www.ctav.org) and going to the "Calendar" and then selecting the EXPO Event.

You are also encouraged to develop your online profile including photo and other information on our website for participants to see your information.

**BOOTH ASSIGNMENTS AND BOOTH NUMBERS:**

You will be sent your booth number assignment in a separate message. Please use that as a point of reference for yourself however note that participants will not be provided booth numbers until arriving at the conference. This show is small enough that they should have no issue locating you by company name.

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Any questions please reach out to us anytime using the contact information provided above.

*We look forward to seeing you in Fredericksburg!*

**FREDERICKSBURG EXPO AND CONFERENCE CENTER**

**FAX ORDER TO: 540-548-5577**

**BANNER/SIGN HANGING FROM RAFTERS**

Email or Fax this form and payment BEFORE your show.

Community Transportation Association of VA

August 6 - 8th, 2018

Banner/Sign Hanging Fees

Banners (up to 8') ----- \$ 55.00

Banners (8' and above)----- \$ 75.00

Signs ----- \$ 100.00 (if Illuminated - need to order electrical and one hour labor)

Please Indicate Banner/Sign size: \_\_\_\_\_

**PAYMENT INFORMATION**

Company Name:\_\_\_\_\_ On-Site Representative:\_\_\_\_\_

Company Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_ Zip:\_\_\_\_\_

Phone Number:\_\_\_\_\_ Fax Number:\_\_\_\_\_

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # \_\_\_\_\_

CARD NUMBER:\_\_\_\_\_ Exp Date:\_\_\_\_\_ CVC \_\_\_\_\_

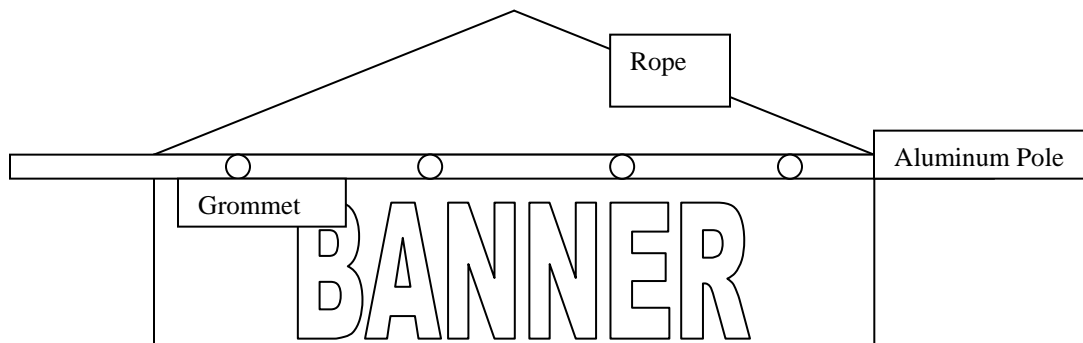
CARD HOLDER'S SIGNATURE:\_\_\_\_\_

Make Checks Payable to: **Ballantine Management Group**

- EXHIBITOR **must provide all required hardware, such as chains, rope, braces, hooks** etc.
- If wish to purchase material from us - please check all that apply:

Material	Price	Quantity
Aluminum Pole and Tie Wraps:	\$25.00 per banner	_____
Rope:	\$10.00 per banner	_____

- If the sign is illuminated, you will need to order electric (see enclosed electrical order form).
- Banner requests will be honored until 12pm on **DAY PRIOR TO EVENT.**



**Questions? Contact Casey Silversmith at 540-548-9239 or csilversmith@bmg1.com**



Ballantine Management Group



BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered by MONDAY, July 23rd, 2018 to take advantage of the advanced rate. Please Fax or Mail order form to:

Fredericksburg Expo Center - Ballantine Management Group
2371 Carl D. Silver Parkway, Fredericksburg, VA 22401
Attn: Exhibitor Services
Phone: 540-548-9239 Fax: 540-548-5577

Form containing show information, company details, credit card info, cleaning services (A, B, C), late fee, and payment type.

# DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:

# BMG

Ballantine Management Group

**Ballantine Management Group**

2371 Carl D. Silver Parkway

Fredericksburg, VA 22401

Tel: 540-548-5555 x 108

Fax: 540-548-5577

Email: csilversmith@bmg1.com

Event Name: **Community Transportation Association of VA**

Event Dates: **August 6 - 8th, 2018**

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## DECORATING SERVICES

<b>ADVANCE PAYMENT DEADLINE DATE :</b>		<b>MONDAY July 23rd, 2018</b>		
<b>Qty.</b>	<b>Description</b>	<b>Advance Price / Item</b>	<b>Regular Price / Item</b>	<b>Total Amount</b>
<u>Booth Package:</u>	1 - 8' Backdrop, 2 - 3' Side Rails, 1 - 6' T/S Table, 2 - Chairs, 1 - Wastebasket, 1-ID Sign			
	8' Table (topped and skirted)	\$65.00	\$75.00	
	6' Table (topped and skirted)	\$55.00	\$65.00	
	4' Table (topped and skirted)	\$41.00	\$50.00	
	Any Table (topped & skirted) , 42" High	Add \$37.00	Add \$44.00	
	8' Table (no top or skirt)	\$30.00	\$34.00	
	6' Table (no top or skirt)	\$23.00	\$28.00	
	4' Table (no top or skirt)	\$20.00	\$22.00	
	Padded Chairs	\$14.00	\$17.50	
	Folding Chairs	\$7.00	\$8.00	
	Counter Stools	\$18.00	\$21.00	
	Waste Basket	\$7.00	\$8.00	
	Carpet 9' x 10'	\$70.00	\$80.00	
	Carpet 9' x 20'	\$112.00	\$138.00	
	Carpet 20x20 or larger	\$.50/ sq. ft.	\$.70/ sq. ft.	
	Carpet Padding per 9'x10'	\$50.00		
	3' Drape per running foot (Additional)	\$2.75		
	8' Drape per running foot (Additional)	\$3.25		
			<b>Subtotal:</b>	
			<b>5.3% Sales Tax:</b>	
			<b>Total Due:</b>	

**If you need an item that is not listed above, contact Exhibitor Services @ 540-548-9239 or csilversmith@bmg1.com**

### PAYMENT INFORMATION:

**CREDIT CARD:**  VISA  MC  AMEX  DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
(As it appears on card)

EXP DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PERSONAL CHECK:** CHECK NUMBER \_\_\_\_\_  
(checks payable to: Ballantine Management Group)

*Thank you for choosing the  
Fredericksburg Expo & Conference Center!*

#### FOR OFFICE USE ONLY

DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_





Fredericksburg Expo & Conference Center  
Ballantine Management Group of VA  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Phone: 540-548-5555 Fax: 540-548-5577

**Ballantine Management Group**

**DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS**

The Fredericksburg Expo & Conference Center & Ballantine Management Group will receive and store shipments, and will deliver packages to your booth.

**Fees**

All fees MUST be paid in advance.

Checks should be made payable to:

**Ballantine Management Group  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401**

**Shipment Weight**

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center/BMG does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,  
or for materials unable to be hand delivered.**

**FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.**

**Insurance**

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center/BMG will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

**Shipping Label Format: YOU MAY HAVE YOUR ITEM SHIPPED HERE BETWEEN July 30<sup>th</sup> – August 3<sup>rd</sup>, 2018  
AND ARRANGE FOR PICK UP BY August 9<sup>th</sup>, 2018**

Ship to: Show Name: \_\_\_\_\_  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401

Exhibitor Company Name: \_\_\_\_\_

**Outbound Shipping**

The Fredericksburg Expo & Conference Center / BMG will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items ARE NOT TO BE LEFT on the show floor for carrier pick-up without proper documentation. You are **responsible** for packing up, labeling and making the arrangements for carrier to pick up your package. We are not responsible for this.

Any items left at the Fredericksburg Expo & Conference Center after **August 9<sup>th</sup>** will be considered trash and will be disposed of.



Fredericksburg Expo & Conference Center  
 Ballantine Management Group  
 2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401  
 Phone: 540-548-5555 Fax: 540-548-5577

**Ballantine Management Group**

**DRAYAGE / SHIPPING / ORDER FORM**

Mail or Fax this form and payment BEFORE your show.

Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs \_\_\_\_\_ \$38.00 per 100 pounds  
 101 lbs - 200 lbs \_\_\_\_\_ \$35.00 per 100 pounds  
 201 lbs - 300 lbs \_\_\_\_\_ \$30.00 per 100 pounds  
 301 lbs - 400 lbs \_\_\_\_\_ \$25.00 per 100 pounds  
 401 lbs - 500 lbs \_\_\_\_\_ \$20.00 per 100 pounds  
 Amounts over 500 lbs \_\_\_\_\_ Please call in advance to make receiving arrangements.

**Example: 450 lbs divide by 100 = 4.5 X \$20.00 = \$90.00**

*Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.*

**PAYMENT INFORMATION**

Company Name: \_\_\_\_\_ On-Site Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC \_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_

Please initial that you understand that you have to make all the arrangements for pick up after the show is over - you pack it up, you provide the labels and you will call for carrier pick up: \_\_\_\_\_

Make Checks Payable to: **Ballantine Management Group**

**SHIPMENT INFORMATION**

Show Name: Community Transportation Association of VA Estimated Delivery Date: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Packages: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total Cost (See Above): \_\_\_\_\_

**Questions? Contact Exhibitor Services at 540-548-9239 or csilversmith@bmg1.com**



# ELECTRICAL & WATER ORDER FORM

Event: Community Transportation Assoc of VA  
 Dates: August 6 - 8th, 2018

Company: \_\_\_\_\_

## ADVANCE PAYMENT PRICE DEADLINE: MONDAY, JULY 23rd, 2018

In order to grant this discount, Ballantine Management Group MUST receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

### LABOR RATES & INFORMATION:

Electrical Labor Rates apply to the following:

**208V & Higher:** minimum labor charge of 1hr. for installation & 1/2 hr. for removal of all high voltage services. Material charges may apply.

**Island Booths:** minimum labor charge of 1 hr. to deliver power to island booths. All additional distribution is done on a time & materials basis.

**Electrical orders during show hours:** minimum labor charge of 1 hour to deliver power, in addition to regular price of service ordered.

#### Rates:

ST= Mon-Fri 8:00am - 4:30pm (non- holidays)  
 \$55.00 / hour

OT= Mon-Fri 4:31pm -7:59am, and all day  
 Sat & Sun and holidays  
 \$110.00 / hour

**DEDICATED OUTLET** requires 20amp outlet

### ELECTRICITY SERVICE HOURS

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, on show days only. If you require power any other time, order 24 hour service at double the rate.

### PAYMENT INFORMATION

#### Payment by check:

Payable to:  
 Ballantine Management Group  
 Send to:  
**2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401**

All Foreign Checks must be drawn on US Banks.

#### Payment by credit card:

Fill in all credit card information, sign the form and **fax to: 540-548-5577.**

Ballantine Management Group will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

### ELECTRICAL OUTLETS Approx. 120V 208V A.C. 60 Cycle – PRICES ARE FOR ENTIRE EVENT.

	QUANTITY		PRICE		COST
	For Show Hours Only	For 24 hrs/day (Double price)	ADVANCE PAYMENT	REGULAR	
<b>120 VOLT</b>					
0 – 500 WATTS (5 AMPS)	_____	_____	75.00	113.00	_____
501 – 1000 WATTS (10 AMPS)	_____	_____	131.00	197.00	_____
1001 – 1500 WATTS (15 AMPS)	_____	_____	153.00	230.00	_____
1501 – 2000 WATTS (20 AMPS)	_____	_____	176.00	264.00	_____
<b>208 VOLT SINGLE PHASE</b> (labor fees additional)					
5 AMPS	_____	_____	155.00	233.00	_____
10 AMPS	_____	_____	231.00	347.00	_____
15 AMPS	_____	_____	263.00	395.00	_____
20 AMPS	_____	_____	329.00	494.00	_____
30 AMPS	_____	_____	394.00	591.00	_____
60 AMPS	_____	_____	516.00	774.00	_____
100 AMPS	_____	_____	681.00	1020.00	_____
<b>208 VOLT THREE PHASE</b> (labor fees additional)					
5 AMPS	_____	_____	233.00	350.00	_____
10 AMPS	_____	_____	307.00	461.00	_____
15 AMPS	_____	_____	353.00	530.00	_____
20 AMPS	_____	_____	441.00	662.00	_____
30 AMPS	_____	_____	529.00	794.00	_____
60 AMPS	_____	_____	693.00	1040.00	_____
100 AMPS	_____	_____	914.00	1371.00	_____

### LIGHTING EQUIPMENT (Labor Included) Include drawing showing light location.

150 WATT FLOOD POLE LIGHT	_____	_____	60.00	89.00	_____
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### MATERIAL (Electricity not included)

EXTENSION CORDS 15', 25', 50'	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

### WATER (Labor Included)

Water Fill (up to 200 gallons)	_____	_____	115.00	_____	_____
Water removal (up to 200 gallons)	_____	_____	115.00	_____	_____

**LABOR** (If applicable. See rates listed to the left)..... + \_\_\_\_\_

**Add 5.3% TAX to Lighting Equipment and Materials Only**..... + \_\_\_\_\_

**TOTAL PAYMENT**..... \$ \_\_\_\_\_

**QUESTIONS?** Contact Exhibitor Services at: 540-548-5555 or csilversmith@bmg1.com  
**POWER USAGE GUIDE:** [www.edlen.com/powerusage/default.htm](http://www.edlen.com/powerusage/default.htm)

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	CVV:
CARD HOLDER SIGN HERE:	PRINT NAME:	

# BMG

Ballantine Management Group



Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
(P): 540.548.5555 (F): 540.548.5577

## Community Transportation Association of VA August 6 – 8th, 2018

### **FORKLIFT ORDER FORM**

Company: _____
Address: _____
City, State Zip: _____
Contact person: _____
Phone: _____ Fax: _____
Email: _____
Credit Card # _____ Exp. _____ CVV _____
Name on credit card _____ Signature _____

Forklift rate: \$75 / hr

- Includes driver
- 1 hour Minimum for each time used

Dates and times the forklift is needed (indicate am or pm):

Date: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

**If a shipment is associated with this order, please fill out the Drayage Form.  
One hour minimum for all forklift time. Additional time will be rounded up to nearest quarter hour.**

**Questions? Contact Exhibitor Services at 540-548-9239 or CSILVERSMITH@BMG1.COM**

Company Name: \_\_\_\_\_ BOOTH No: \_\_\_\_\_

Event: Community Transportation Association of VA Dates: August 6th - 8th, 2018

### **ADVANCE PAYMENT PRICE DEADLINE: MONDAY, JULY 23rd, 2018**

In order to grant this discount, Ballantine Management Group **MUST** receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

<u>Description</u>	<u>Quantity</u>	<u>Advanced Payment Price</u>	<u>Standard Price</u>	<u>Cost</u>
<b>Wireless Internet</b>		Included	Included	
<b>Ethernet Internet Line</b>	<i>Limited Availability - First come First Serve</i>	<b>\$150.00/1 computer (\$100.00 each additional computer) PLUS 5.3% tax</b>	<b>\$170.00 plus 5.3% sales tax</b>	
Standard Voice Line		\$140.00	\$200.00	
Dial-Up Modem or Credit Card Line		\$140.00	\$210.00	
Fax Line		\$140.00	\$210.00	
Phone Instrument		\$25.00 plus 5% Sales Tax:		
<b>TOTAL:</b>				\$ _____

### **Terms and Conditions**

- Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
- Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
- To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
- NO REFUNDS OR CREDIT** will be given for services once installed.
- A \$500.00 service charge will be assessed to relocate your line after installation.
- A \$500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
- There will be a \$25 surcharge for all "1-800" calls, and a \$.95 surcharge for all long distance directory assistance calls.
- Ballantine Management Group is not responsible for exhibitor equipment incompatible with BMG/Fredericksburg Expo Center equipment.
- No claims will be considered unless filed with BMG & Fredericksburg Expo & Conference Center prior to closing of show.
- Customers who choose to pay by check **must also supply a valid credit card number**. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you accept knowledge and agree to all terms and conditions herein and will authorize Fredericksburg Expo Center to bill your credit card.

### **CONVERTER DELIVERY /PHONE INSTRUMENT – initial at time of install**

Fred. Expo Rep.: \_\_\_\_\_ Deposit received from client. Item(s) delivered in good condition and working order.  
Client: \_\_\_\_\_ Item(s) received from BMG/Fredericksburg Expo Ctr in good condition and working order.

### **CONVERTER RETURN /ETHERNET BOX – initial at end of show**

Fred. Expo Rep.: \_\_\_\_\_ Item(s) received from the client in good condition and working order.  
Client: \_\_\_\_\_ Deposit received from BMG/Fredericksburg Expo & Conference Center.

### **Indicate desired location in booth with an X**

Booth #: \_\_\_\_\_ Left  Right

### **PAYMENT INFORMATION**

**Payment by check:** (must be drawn on US Banks)

Payable to: **Ballantine Management Group**  
Send to: **2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401**

**Payment by credit card:**

Fill in all credit card information, sign the form and  
**FAX to: 540-548-5577**

**Questions: Exhibitor Services—540.548.9239**

**Ballantine Management Group / Expo Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.**

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	CVV:
CARD HOLDER SIGN HERE:	PRINT NAME:	

*Thank you for choosing the Fredericksburg Expo & Conference Center!*



## IMPORTANT EXHIBITOR INFORMATION PLEASE READ COMPLETELY

### **Regulation Reminders:**

#### **Exhibition Vehicle Rules**

If your display involves a fuel powered vehicle or engine, the following regulations MUST be followed:

- 1) Fuel tank must contain  $\frac{1}{4}$  tank of gas or 5 gallons, whichever is less.
- 2) One battery cable must be disconnected and taped.
- 3) Gas tank must be sealed with a locking type fuel cap – OR – gas tank cover must be taped.
- 4) Keys must remain in the facility, in the possession of the Fredericksburg Expo & Conference Center Management.
- 5) Refueling and or draining of fuel must be done OFF PREMISES.
- 6) All liquid propane tanks are NOT PERMITTED on Fredericksburg Expo & Conference Center property.

#### **Open Flames**

Open flames, including but not limited to candles, incense and sterno, are not permitted inside the Fredericksburg Expo & Conference Center.

#### **Overnight Parking**

Trailers (non-engine) may be left on premises overnight in the 'Exhibitor Lot' located at the rear of the building. Vehicles with engines, including cars, trucks and campers, are not permitted in the Fredericksburg Expo & Conference Center parking lot overnight. For hotel, camping and RV parking recommendations please log onto our website at [www.fredericksburgexpocenter.com](http://www.fredericksburgexpocenter.com).

#### **Drayage / Shipments**

The Fredericksburg Expo & Conference Center will accept drayage and packages delivered directly to the Fredericksburg Expo & Conference Center. Please use the enclosed drayage form and send your payment in advance.

### **Service Request Reminders:**

#### **Electrical / Water Order Form**

Please use the enclosed order form for electrical and water service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date. If you are unsure of how many amps your equipment requires, please refer to the power usage guide at [www.edlen.com](http://www.edlen.com).

#### **High Speed Internet / Telephone**

Please use the enclosed order form for high speed internet and telephone service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date.

#### **Booth Cleaning Requests**

If you would like your booth cleaned (trash removed and swept or vacuumed) nightly or before show opening, please contact Exhibitor Services at 540-548-9252 for an order form. This service is provided for \$.20 per square foot.

#### **Forklift**

If you require forklift service, it must be ordered through the Fredericksburg Expo & Conference Center. Please contact Exhibitor Services at 540-548-9252 for further information and rates.

#### **Food & Service**

Written permission must be obtained from Fredericksburg Expo & Conference Center Management for sampling of any food and beverages to event attendees: no exhibitors are allowed to sell food and beverage under any circumstances.

For non packaged items –The City of Fredericksburg County Health Department requires you to obtain a permit. Their phone number is: 540-899-4142

**A complete list of Fredericksburg Expo & Conference Center Rules & Regulations should be included with this exhibitor kit.**

**If it is missing, please contact your promoter for a copy.**

**It is very important that you read the complete rules and regulations thoroughly!**