OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

HOLLINS
EXPOSITION SERVICES

Mailing Address:
P. O. Box 49837
Greensboro, NC 27419

Phone: (336) 315-5225
Fax: (336) 315-5220

email orders to:
tpugh@hollins-expo.com

Trade Show

NC Association of School Business Officials 2027 Convention

February 17, 2027
Sheraton Four Seasons Hotel
Joseph S. Koury Convention Center
Greensboro, North Carolina

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EXPOSITION SERVICES

Mailing Address:
P. O. Box 49837
Greensboro, NC 27419
tpugh@hollins-expo.com
Phone: (336) 315-5225

Street Address:
121 N. Chimney Rock Rd.
Greensboro, NC 27409
Fax: (336) 315-5220

HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the NC Association of School Business Officals Annual Convention. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to ensure a profitable and rewarding experience.

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

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

(A) BOOTH EQUIPMENT

Each booth space will be provided with:

8 ft. high back wall drape
3 ft. high side divider drape
one 6 ft. skirted table
one 7 in. x 44 in. booth identification sign
two chairs
one wastebasket

Orders received will be considered additional to the above and charged accordingly.

NOTE: The exhibit hall floor is ceramic tile.

(B) EXHIBITOR MOVE-IN SCHEDULE

Tuesday, Februay 16, 2027
5:00 p.m. - 9:00 p.m.

Wednesday, February 17, 2027
7:00 a.m. - 8:00 a.m.

(C) EXHIBITOR MOVE-OUT SCHEDULE

Wednesday, February 17, 2027

3:45 p.m. - 6:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 3:45 p.m., Wednesday, February 17, 2027. The exhibit hall must be cleared by 6:00 p.m.

(D) DISCOUNT RATES

If you need additional booth furnishings, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must receive your order with full payment by February 2, 2027 unless otherwise indicated. Orders received after February 2nd, orders without payment and orders placed at the show will be processed at Standard Rates.

(E) SHIPPING

ADVANCE RECEIVING AT THE WAREHOUSE -
Hollins Exposition Services will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. Material should be shipped to arrive at our warehouse in Greensboro, NC no later than Friday, February 12th. The warehouse will receive shipments Monday through Friday during the hours of 9:00 a.m. - 4:00 p.m.

DO NOT SHIP ADVANCE FREIGHT TO THE SHERATON FOUR SEASONS -
The Sheraton Four Seasons is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. Should any freight be received by them, it will be consigned to Hollins Exposition Services and subject to the prevailing drayage rate PLUS an additional fee for handling.

DIRECT SHIPMENTS TO THE SHOW SITE -
Hollins Exposition Services will receive direct shipments to the show site beginning Tuesday, February 16th. Shipments sent direct to show site prior to February 16th WILL BE REFUSED. Shipments sent to show site after show opens will be charged an additional handling fee.

(F) TAX

Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

TO AVOID A $75 SURCHARGE WE MUST RECEIVE PAYMENT PRIOR TO RECEIVING MATERIALS.

(contd.)

(G) LABOR INFORMATION:

To assist you in planning your show participation in Greensboro, we are certain you will appreciate knowing in advance that Hollins Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, Hollins Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify Hollins Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor".

(H) ASSISTANCE IN PLANNING

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. If you require assistance in planning your exhibit, please call our office for suggestions on how you can make your booth space more functional and attractive.

(I) GENERAL INFORMATION

HOLLINS Exposition Services is the official service contractor for the NC Association of School Business Officials Annual Convention and is responsible for the following:

Drayage: Drayage is the delivery of freight from the warehouse or loading dock to the exhibitor's booth and from the booth to the loading dock, and picking up and delivering of the empty crates or boxes.

Empty crates will be removed to off-site storage and returned to your booth at the end of the show at no charge, provided that you have used Hollins Exposition Services' drayage service for the delivery of your freight. "Empty" container labels will be provided for your use during move-in. Do not store merchandise in containers marked for empty storage, as there will be no access to the containers during the show.

Decorating: Decorating refers to providing furnishings, drape, carpeting, signage, etc.

Labor: This is for rigging, carpentry, and installation and dismantle of exhibits.

Security: Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Hollins Exposition Services is not responsible for items left in booths unattended.

Equipment Use: Hollins Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor on the forms provided.

(J) PLEASE NOTE:

No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services

(K) QUESTIONS AND ADJUSTMENTS:

Concerns about a possible discrepancy in items ordered versus items received as well as complaints orquestions about services must be reported to the Hollins Exposition Services' Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at:
(voice) 336-315-5225
(fax) 336-315-5220

OFFICIAL CONTRACTORS

GENERAL SERVICE CONTRACTOR:
(Furnishings, Cleaning, Labor, Drayage)
HOLLINS EXPOSITION SERVICES
P. O. Box 49837
Greensboro, NC 27419
Street Address:
121 North Chimney Ro-ck Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220

ADVANCE RECEIVING WAREHOUSE:
(Receiving and Storage of Exhibit Materials)
HOLLINS EXPOSITION SERVICES
121 North Chimney Ro-ck Road
Greensboro, NC 27409
Phone: (336) 315-5225
Fax: (336) 315-5220
www.hollins-expo.com

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IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with Hollins Exposition Services.

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

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

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

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

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

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

☐ MasterCard ☐ VISA ☐ American Express

EXPIRATION DATE	SECURITY CODE

Account Number

☐ Corporate ☐ Personal

X

PRINT CARDHOLDER NAME SIGNATURE OF CARDHOLDER

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

Calculation of Orders

PURCHASE ORDER IS NOT CONSIDERED PAYMENT.

	TOTAL
Furnishings and Carpet	$
Plants and Floral Arrangements	$
Cleaning Services	$
Installation / Dismantle Labor	$
Material Handling (Freight)	$
Other Hollins Services (Specify)	$
Other Hollins Services (Specify)	$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank $

To simplify payment, send one check payable to Hollins Exposition Services for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount

Check No. Date In the amount

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT

NAME OF EVENT NC School Business Officials

EXHIBITING FIRM BOOTH NO.

ADDRESS

CITY AND STATE ZIP CODE

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

TELEPHONE NO. DATE

HOLLINS EXPOSITION SERVICES

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tpugh@hollins-expo.com
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ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate
February 2, 2027

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

SEATING

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	22.00	28.60
_____	Upholstered Arm Chair	30.00	39.00
_____	Upholstered Stool (30" High)	35.00	45.50

ACCESSORIES

	Pedestal Table (White Laminate Top)		
_____	(30" Round x 30" High)	40.00	52.00
_____	(30" Round x 42" High)	45.00	58.50
_____	(36" Round x 30" High)	45.00	58.50
_____	(36" Round x 42" High)	50.00	65.00
	Cocktail Table (White Laminate Top)		
_____	(24" Round x 18" High)	30.00	39.00
	Cocktail Table (White Laminate Top)		
_____	(36" x 20" x 115" High)	30.00	39.00
_____	Coat Tree	26.00	33.80
_____	Wastebasket	15.00	19.50
_____	Tripod Floor Easel	20.00	26.00

DISPLAY PANELS

	Perforated Board (Pegboard)	75.00	97.50
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
	Tackboard Display Panel	75.00	97.50
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	50.00	65.00

CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	80.00	104.00
_____	9' x 20' Carpet	160.00	208.00
_____	9' x 30' Carpet	240.00	312.00
_____	9' x 40' Carpet	320.00	416.00
___ ft. x ___ ft.	Custom Cut Carpet - per sq. ft.	1.50	1.95
___ ft. x ___ ft.	Carpet Padding - per sq. ft.	.75	.98
___ ft. x ___ ft.	Visqueen Covering - per sq. ft.	.50	.65
_____ ft.	Additional Taping - per linear ft.	.80	1.04

Carpet Color Preferred:

☐ Red ☐ Blue ☐ Seafoam ☐ Silver Gray ☐ Hunter Green

SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	6.00/LF	7.80/LF
_____	Linear Feet of 3' High Drapery	4.00/LF	5.20/LF

WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
	Standard Height (30" High)		
_____	2' x 4' Table - Draped	$60.00	$78.00
_____	2' x 4' Table - No Drape	30.00	39.00
_____	2' x 6' Table - Draped	65.00	84.50
_____	2' x 6' Table - No Drape	35.00	45.50
_____	2' x 8' Table - Draped	70.00	91.00
_____	2' x 8' Table - No Drape	40.00	52.00
_____	Drape Exhibitor Table	35.00	45.50
	Counter Height (42" High)		
_____	2' x 4' Table - Draped	70.00	91.00
_____	2' x 4' Table - No Drape	40.00	52.00
_____	2' x 6' Table - Draped	75.00	97.50
_____	2' x 6' Table - No Drape	45.00	58.50
_____	2' x 8' Table - Draped	80.00	104.00
_____	2' x 8' Table - No Drape	50.00	65.00
_____	Drape Exhibitor Table	40.00	52.00

Draping Color Preferred:

☐ Red ☐ Blue ☐ Hunter Green ☐ Gold ☐ White ☐ Black ☐ Burgundy
☐ Silver Gray ☐ Seafoam ☐ Beige ☐ Plum

Note: Draping includes white vinyl top and pleated skirting on three sides. *

* Optional 4th side draped: _____ ft. @ $3.50 per linear ft. = _____

WOOD TABLE TOP RISERS & DRAPING

	1' x 4' Table Top Riser 12" High		
_____	Riser - Draped	35.00	45.50
_____	Riser - No Drape	25.00	32.50
	1' x 6' Table Top Riser 12" High		
_____	Riser - Draped	42.00	54.60
_____	Riser - No Drape	30.00	39.00

Draping: White Only

SUB TOTAL $ _____
6.75% Sales Tax $ _____
TOTAL $ _____

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

PLEASE TYPE OR PRINT

NAME OF EVENT NC School Business Officials

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P.O. Box) (City) (State) (Zip)

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

PHONE (_____) _____ DATE _____

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Greensboro, NC 27419
tpugh@hollins-expo.com
Phone: (336) 315-5225

Street Address:
121 N. Chimney Rock Rd.
Greensboro, NC 27409
Fax: (336) 315-5220

ORDER FORM FOR INSTALLATION / DISMANTLE LABOR

Deadline Date For Return of This Form February 2, 2027

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

PLEASE TYPE OR PRINT

RATES:

Straight Time $60.00/HR
8:00 AM to 5:00 PM Monday through Friday

Overtime $90.00/HR
5:00 PM to Midnight Monday through Friday
8:00 AM to Midnight Saturday and Sunday

Doubletime $120.00/HR
Midnight to 8:00 AM Monday through Sunday and all Holidays

— RATES ARE PER MAN PER HOUR ONE ~~HO~~UR MINIMUM PER MAN —

PLEASE INDICATE SERVICE DESIRED:

☐ PLAN A - SUPERVISION BY HOLLINS EXPOSITION SERVICES

This plan is offered to have exhibits set prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Hollins Exposition Services. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 30% of the total labor bill, with a minimum of $35.00 on installation and $35.00 on dismantle.

To complete your exhibit to your satisfaction, we must receive the following information:

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other _____
Carpet: With Exhibit _____ Ordered from Hollins _____ Color _____ Size _____
Set-Up Plan/Photo: Attached _____ In Crate _____ Exhibit Shipped To: Warehouse _____ Show Site _____
Please provide an emergency contact: Name _____ Telephone No. (____) _____

Return shipping instructions are as follows:

Ship to: _____ Via: ☐ Common Carrier ☐ Air Freight
_____ ☐ Other _____
_____ ☐ Prepaid ☐ Collect

Please Note: Hollins Exposition Services will not be responsible for materials improperly packed and labeled by exhibitor personnel.

☐ PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.

It is important that exhibitor check in at service desk to pick up men ordered. Exhibitor must also check men out at service desk upon completion of work. All work to be done under the supervision of exhibitor or exhibitor representative. If no date and time is indicated, no men will be assigned until exhibitor checks in at service desk. Supervisor will be: _____

NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED UNLESS A WRITTEN CANCELLATION ORDER IS RECEIVED BY 11:00 AM PRIOR TO THE DAY LABOR IS REQUESTED.

	No. of Men		Approx. Hrs.		Rate		PLAN B		SUPERVISION		PLAN A
INSTALLATION		X		X	$	=	$	+	$	=	$
DISMANTLE					$		$		$		$
						TOTAL	$			TOTAL	$

	Date	Start Time
INSTALLATION		

	Date	Start Time
DISMANTLE		

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

PLEASE TYPE OR PRINT

NAME OF EVENT NC School Business Officials

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

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

PHONE (____) _____ DATE _____

IMPORTANT
PLEASE READ

All freight shipped in advance of show must be shipped.....

TO: (Exhibitor's Firm Name and Booth Number)
FOR: NC School Business Officials
C/O: Hollins Exposition Services
121 North Chimney Rock Road
Dock #1
Greensboro, NC 27409

DO NOT SHIP ADVANCE FREIGHT TO THE JOSEPH S. KOURY CONVENTION CENTER

Should any freight be received by the Koury Convention Center, it will be consigned to HOLLINS EXPOSITION SERVICES and subject to the prevailing drayage ***plus an additional fee for handling charged by the hotel.***

Jurisdiction Information:

The unloading and delivery of all display related materials, machinery and equipment from the convention center docks to the exhibitor's booth and loading out from the exhibitor's booth to trucks at the docks falls under the jurisdiction of Hollins Exposition Services and will be performed exclusively by Hollins Exposition Services with one exception. Exhibitors may "hand carry" items into the convention center, provided they do not use material handling equipment to assist them.

We urge you to ship your materials in advance.

By shipping in advance, your materials will be in your booth for you to begin set-up at your designated set-up time.

Please see "SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE" form for labeling.

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Greensboro, NC 27409

Fax: (336) 315-5220

SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
FOR: NC School Business Officials
C/O: Hollins Exposition Services
121 North Chimney Rock Road
Dock #1
Greensboro, NC 27409

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (EXHIBITOR'S FIRM NAME AND BOOTH NUMBER)
FOR: NC School Business Officials
C/O: Hollins Exposition Services
Sheraton Four Seasons
Joseph S. Koury Convention Center
3121 Gate City Blvd.
Greensboro, NC 27407

Deadline for receiving advance shipments at warehouse:
February 12, 2027

Shipments to show site will not be accepted prior to:
February 16, 2027

The show site HAS NO PROVISIONS TO ACCEPT SHIPMENTS PRIOR TO EXHIBITOR SET-UP PERIOD.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

	Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
ADVANCE SHIPMENTS - WAREHOUSE (Includes 30 days storage) Receive crated shipments at the warehouse, store up to 30 days prior to the show. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.	$86.00 per 100 lbs.	200 lbs.
DIRECT SHIPMENTS - SHOW SITE Receive shipments at the show site during set-up period only. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.	$96.00 per 100 lbs.	200 lbs.
VAN LINE - CRATED For all van lines and specialized carriers. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.	$86.00 per 100 lbs.	200 lbs.
VAN LINE - UNCRATED / PAD WRAPPED - SHOW SITE For all van lines and specialized carriers with uncrated or specialized equipment. Deliver to the booth, remove and return empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.	$96.00 per 100 lbs.	200 lbs.
LATE PAYMENTS Any SHIPMENT received PRIOR TO PAYMENT WILL INCUR A $50 SURCHARGE	$150.00 per 100 lbs.	200 lbs.

SHIPMENTS RETURNED TO WAREHOUSE

Crated material returned to the warehouse at the close of the show will be loaded on outbound carriers at the rate of $37.50 per one hundred pounds (100 lbs / 200 lb minimum) for each shipment received. Minimum charge $75.00. Plus a $100 processing fee. Please provide outbound shipping labels.

TO AVOID A $75 SURCHARGE WE MUST RECEIVE PAYMENT PRIOR TO RECEIVING MATERIALS.

Example 1: You shipped two boxes together via UPS weighing 75 lbs. each. The packages arrive as one shipment. This entire shipment will result in one minimum 200 lb. charge.
Example 2: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times. This will result in TWO minimum 200 lb. charges.

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the INBOUND Bill of Lading and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hollins Exposition Services. This weight estimate will prevail.

SMALL PACKAGE HANDLING

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight per shipment is 50 lbs.

$65.00 for the first carton

$50.00 for each additional carton, per shipment

SPECIAL SERVICES

Rates quoted above do not include the following services.

Local Pickups and Deliveries	$75.00 per hr. ST	$95.00 per hr. OT
Banding	$ 0.75 per ft. plus labor (1/2 hr. minimum)	
Shrinkwrap	$25.00 per pallet plus labor (1/2 hr. minimum)	

MATERIAL HANDLING
LIMITS OF LIABILITY

Important Information! Please Read!

Hollins Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES' LIABILITY AND RESPONSIBILITY

1) Hollins Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

2) Hollins Exposition Services shall not be responsible for loss, theft, or disappearance of an exhibitor's materials after they have been delivered to the exhibitor's booth.

3) Hollins Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth for loading out after the show. "Bills of lading" furnished to Hollins Exposition Services by the exhibitor - covering outgoing shipments - will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

4) Hollins Exposition Services shall not be liable - to any extent whatsoever - for any actual, potential, or assumed loss of profits or revenues; or for any collateral costs which may result from loss or damage to an exhibitor's material, which may make it impossible or impractical to exhibit same.

5) The consignment or delivery of a shipment to Hollins Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor, shall be construed as an acceptance by the exhibitor (and/or other shipper) of the terms and conditions as set forth in this document.

6) Hollins Exposition Services shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. Hollins Exposition Services shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. Hollins Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Hollins Exposition Services is limited to thirty cents ($.30) per pound per article, with a maximum of fifty dollars ($50.00) per item, and a maximum of one thousand dollars ($1,000.00) per shipment. This applies while said goods are in Hollins Exposition Services' warehouse, vehicles for delivery, or possession at show site.

7) Claims for loss or damage which are not submitted to Hollins Exposition Services within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against Hollins Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefor.

8) Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hollins Exposition Services for such shipments.

9) Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or the exhibitor's representative. All previous labels should be removed or completely covered. Hollins Exposition Services assumes no responsibility for: errors to the aforementioned procedure, removal of containers with old empty labels - without Hollins Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Hollins Exposition Services will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, Hollins Exposition Services shall have the authority - without further clearance from the exhibitor - to change designated carriers.

12) Labor and services ordered on behalf of an exhibitor by a display builder or other party, must be so authorized in a letter from the exhibitor. Payment for all labor and services will be the responsibility of the exhibitor.

13) Material handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out materials are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be the responsibility of the exhibitor.

14) Where an exhibitor indicates choice of carrier for pickup other than the Official Show Carrier, it is the exhibitor's responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of the exhibitor's material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.

15) Hollins Exposition Services will not be responsible for material left behind without orders placed at the service desk. Material left behind without orders placed at the service desk may be classified as abandoned.

16) Hollins Exposition Services will not be responsible for any delay of rush shipments. We will expedite rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.

17) EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss, and all other hazards; from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood Hollins Exposition Services is not an insurer. Insurance, if any, must be obtained by the exhibitor. The amounts payable to Hollins Exposition Services hereunder are based on the value of the material handling services. The scope of Hollins Exposition Services liability is set forth in this document.

HOLLINS
EXPOSITION SERVICES

Mailing Address:
P. O. Box 49837
Greensboro, NC 27419
tpugh@hollins-expo.com
Phone: (336) 315-5225

Street Address:
121 N. Chimney Rock Rd.
Greensboro, NC 27409

Fax: (336) 315-5220

MATERIAL HANDLING NOTIFICATION FORM

PLEASE TYPE OR PRINT

COMPLETE AND RETURN TO THE ADDRESS ABOVE

(Retain a copy for your files)

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER(S)
ADVANCE SHIPMENTS Warehouse			
DIRECT SHIPMENTS Show Site			

SHIPMENTS

SHIPPED FROM: (CITY) _____ (STATE) _____

CARRIER USED: _____

DATE SHIPPED: _____ ESTIMATED DATE OF ARRIVAL: _____

A Bill of Lading for all OUTBOUND SHIPMENTS must be completed and turned in at the Service Desk. DO NOT LEAVE YOUR BILL OF LADING AT YOUR BOOTH!!

Local cartage and storage services are available - rates furnished upon request.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" and hereby agree to the conditions as set forth therein.

_____ _____

PRINT NAME SIGNATURE

Attach separate sheets for multiple shipments if necessary.

PLEASE TYPE OR PRINT

NAME OF EVENT NC School Business Officials

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P. O. Box) (City) (State) (Zip)

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

PHONE (_____) _____ DATE _____

HOLLINS
EXPOSITION SERVICES

RUSH

DO NOT DELAY

DEADLINE DATE: February 12, 2027

TO: _____

(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
121 North Chimney Rock Road
Dock #1
Greensboro, NC 27409

WAREHOUSE

EVENT: NC School Business Officials

BOOTH NO._____ NO.___OF___PCS.

CARRIER: _____

HOLLINS
EXPOSITION SERVICES

RUSH

DO NOT DELAY

CANNOT ARRIVE UNTIL: February 16, 2027

TO: _____

(Name of Exhibiting Company)

C/O: HOLLINS EXPOSITION SERVICES
Sheraton Four Seasons
Joseph S. Koury Convention Center
3121 Gate City Blvd.
Greensboro, NC 27407

SHOW SITE

EVENT: NC School Business Officials

BOOTH NO._____ NO.___OF___PCS.

CARRIER: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLEASE MAKE COPIES OF THE APPROPRIATE LABEL AND PLACE ONE ON
EACH PIECE SHIPPED TO INSURE PROPER DELIVERY.

SHERATON
Greensboro Hotel
at Four Seasons

Electrical Services

Please follow one of the links below to complete request and payment for electrical service for your exhibit space.

https://sertifiguidedapi.com/InSessionSigning.aspx?id=42d4ea58-61fb-4ca8-a715-0427ab653b21

Electrical Form

Please note, requests for electrical service must be received 14 days prior to event date in order to ensure availability.

* Electrical fees are one (1) time charges as follows and are posted to the group master account unless other arrangements are confirmed with the Sales Office

Exhibit load-in/load-out

Please confirm with event organizer designated date/time for exhibit load-in and load-out
***ALL** vendors must load-in and load-out from the hotel loading dock located on Pinecroft Rd. **No** load-in or load-out is permitted through the hotel lobby.*

All items must be removed immediately upon completion of event. JOSEPH S.KOURY CONVENTION CENTER does not accept responsibility for items left in function or exhibit space.

Unloading Instructions

Please unload quickly and move your vehicle from the dock so that others may access the dock. The hotel has limited access to flat carts that can be borrowed from the Banquet Department. You will need to leave your drivers license to get a cart.

Directions to the Loading Dock

To the Loading Dock from the Sheraton Portico (Entry F),
Follow Koury Blvd to the intersection with Pinecroft Rd. Turn right at the light and the loading dock is the first driveway on the right. The Loading Dock is directly ahead.

To the Loading Dock from Gate City Blvd.
Turn onto Pinecroft Rd and take the second driveway on the left. The loading dock is directly ahead.