



BALLANTINE MANAGEMENT GROUP

**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.fredericksburgexpoctr.com.

Drayage / Shipments

The Fredericksburg Expo & Conference Center & Ballantine Management Group 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 Ballantine Management Group 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.

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 Ballantine Management Group 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 Laurie Liddy at 540-548-5555 x100 for an order form. This service is provided for \$.20 per square foot.

Forklift

If you require forklift service, it must be ordered through Ballantine Management Group. Please contact Laurie Liddy at 540-548-5555 x100 further information and rates.

Food & Service

Written permission must be obtained from Fredericksburg Expo & Conference Center & Ballantine Management Group 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 Ballantine Management Group & 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!

DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo
& Conference Center**
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Tel: 540-548-5555
Fax: 540-548-5577

DECORATING SERVICES

Event Name: **Original Quilting and Sewing Expo**
 Event Dates: **October 5-7, 2017**
 Company Name: _____
 Billing Address: _____

 Contact: _____
 Email: _____
 Phone: _____ Fax: _____

ADVANCE PAYMENT DEADLINE DATE :		Thursday, September 21st, 2017		
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
	<u>Booth Pkg:</u> 1-8' Backdrop, 2-3' Side Rails, 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' x 10'	\$50.00	\$65.00	
	3' Drape per running foot (Additional)	\$2.75		
	8' Drape per running foot (Additional)	\$3.25		
			Subtotal:	
			5.3% Sales Tax:	
			Total Due:	

If you need an item that is not listed above, contact Fred Expo Center at 540-548-5555

PAYMENT INFORMATION:

CREDIT CARD: ___ VISA ___ MC ___ AMEX ___ DISC CREDIT CARD #: _____

PRINT NAME: _____ EXP DATE: _____ CVV CODE: _____
 (As it appears on card)

SIGNATURE: _____

PERSONAL CHECK: CHECK NUMBER _____
 (checks payable to: Fredericksburg Expo Center, LLC)
*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
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Phone: 540-548-5555 Fax: 540-548-5577

DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS

Event Name: Original Sewing & Quilt Expo

Date(s): October 5 - 7, 2017

Location: Fredericksburg Expo & Conference Center, Fredericksburg, Virginia

The Fredericksburg Expo & Conference Center 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:

Fredericksburg Expo Center, LLC.

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 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 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 ITEMS SHIPPED HERE BETWEEN Monday, September 25 to October 4th, 2017 AND ARRANGE FOR PICK UP BY Monday, October 9th, 2017

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

Exhibitor Company Name: _____
Booth #: _____

Outbound Shipping

The Fredericksburg Expo & Conference Center 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. It is the exhibitors responsibility to make ALL arrangements for pick up. Any items left at the Fredericksburg Expo & Conference Center after **October 9th, 2017** will be considered trash and will be disposed of.



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

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

Booth #: _____

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: _____ CVV: _____

CARD HOLDER'S SIGNATURE: _____

Make Checks Payable to: **Fredericksburg Expo Center, LLC.**

SHIPMENT INFORMATION

Show Name: Original Sewing & Quilt Expo Estimated Delivery Date: _____

Carrier: _____

Total Number of Packages: _____ Total Weight: _____ Total Cost (See Above): _____

Questions regarding shipping instructions? Call Fred Expo at 540-548-5555



ELECTRICAL & WATER ORDER FORM

Event: Original Sewing & Quilt Expo 2017
 Dates: October 5-7th, 2017

Company: _____

ADVANCE PAYMENT PRICE DEADLINE: THURSDAY, SEPTEMBER 21, 2017

In order to grant this discount, the Fredericksburg Expo & Conference Center 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:
 Fredericksburg Expo Center LLC

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.**

The Fredericksburg Expo & Conference Center 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	
120 VOLT					
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	_____
208 VOLT SINGLE PHASE (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	_____
208 VOLT THREE PHASE (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 Expo Center at: 540-548-5555
POWER USAGE GUIDE: 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:	
CARD HOLDER SIGN HERE:	PRINT NAME:	



HIGH SPEED INTERNET — TELEPHONE ORDER FORM

Company Name: _____

Event: Original Sewing & Quilt Expo

Dates: October 5 - 7th, 2017

ADVANCE PAYMENT PRICE DEADLINE: Thursday, September 21st, 2017

In order to grant this discount, the Fredericksburg Expo & Conference Center **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>
Wireless Internet		Included	Included	
Ethernet Internet Line	<i>Limited Availability - First come First Serve</i>	\$150.00/1 computer (\$100.00 each additional computer) PLUS 5.3% tax	\$210.00 plus 5.3% sales tax	
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:		
TOTAL:				\$ _____

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.
- Fredericksburg Expo & Conference Center is not responsible for exhibitor equipment incompatible with Fredericksburg Expo & Conference Center equipment.
- No claims will be considered unless filed with 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 – 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 Fredericksburg Expo Center in good condition and working order.

CONVERTER RETURN – initial at end of show

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

PAYMENT INFORMATION

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

Payable to: **Fredericksburg Expo, LLC**
 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: 540-548-5555

The Fredericksburg Expo & Conference Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

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

Booth #: _____

Left Right

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!



BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered by **Thursday, September 21st, 2017** to take advantage of the advanced rate. Please Fax or Mail order form to:

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

Show: Original Sewing & Quilt Expo Show Dates: October 5-7th, 2017					
Company Name:			Phone No:		
Address:		City:	State:	Zip:	
Ordered by:					
Credit Card Information: () VISA () MC () AMEX () DISCOVER					
Name as it appears on Credit Card:					
Credit Card Number:		Exp Date:	CVV:		
Authorizing Signature:			Date Authorized:		
Cleaning Services					
	Total Sq. Ft.	Rate per Sq. Ft.	Total # of Show Days	TOTAL amt.	
A. Nightly Cleaning Service _____ @ \$.20/sq. ft. X _____ \$ _____					
Carpet vacuumed, floor swept, wastebasket emptied. Service starts on the final night of move-in and is provided <i>nightly</i> after show closing. Service ends the night before closing.					
B. One-Time Cleaning Service _____ @ \$.25/sq. ft. X _____ \$ _____					
Carpet vacuumed, floor swept, wastebasket emptied. Service is provided ONLY the night before show opening.					
C. Carpet Shampoo _____ @ \$.45/sq. ft. X _____ \$ _____					
Service is provided ONLY the night before show opening Shampoo mechanically extracted with solution, overnight air dry. No guarantee on stain removal or on liability for damage. Service available ONLY with 14 days prior notice .					
<ul style="list-style-type: none"> • Orders received later than PRIOR TO SHOW through the first show day will be assessed \$30.00 late charge 					
			Late Fee:	\$ _____	
			Total Amount Due:	\$ _____	
For Fredericksburg Expo Center Use Only					
Received By:					
Payment Type:	Visa	MC	AMEX	DISCOVER	Auth #
Check Number and Amount:					

FREDERICKSBURG EXPO AND CONFERENCE CENTER

FAX ORDER TO: 540-548-5577

BANNER/SIGN HANGING FROM RAFTERS

Mail or Fax this form and payment BEFORE your show.

Original Sewing & Quilt Expo 2017

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: _____

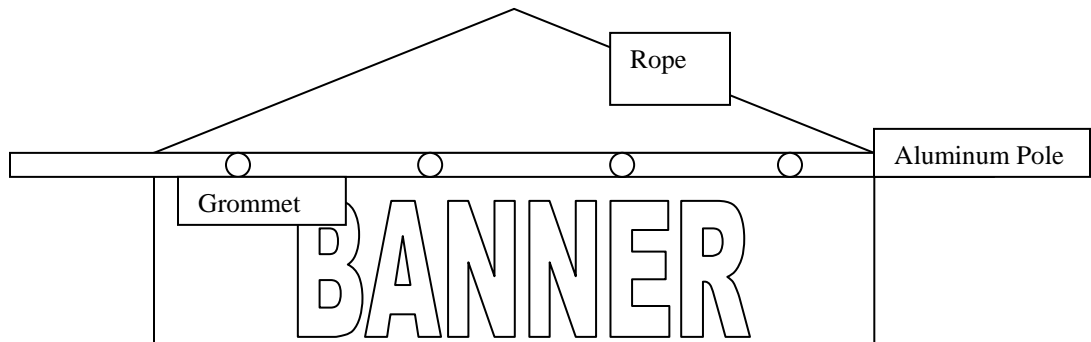
PAYMENT INFORMATION	Booth #: _____
Company Name: _____	On-Site Representative: _____
Company Address: _____	City: _____ State: _____ Zip: _____
Phone Number: _____	Fax Number: _____
PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # _____	
CARD NUMBER: _____	Expiration Date: _____/_____/_____
CARD HOLDER'S SIGNATURE: _____	

Make Checks Payable to: **Fredericksburg Expo Center, LLC.**

- 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 Expo Center at 540-548-5555



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

ORIGINAL SEWING & QUILT EXPO 2017

FORKLIFT / LABOR ORDER FORM

Company: _____

Address: _____

City, State Zip: _____

Contact person: _____

Phone: _____ Fax: _____

Email: _____

Credit Card # _____ Exp. _____ CW: _____

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 _____

Additional Labor rate: \$45 / hr.

Dates and times additional labor is needed (indicate am or pm):

Date: _____ From: _____ to _____ # of people _____

Date: _____ From: _____ to _____ # of people _____

Date: _____ From: _____ to _____ # of people _____

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