

**EXHIBITOR SERVICES ORDER FORM:
DECORATING & INSTALLATION | BOOTH CLEANING**



**FREDERICKSBURG
CONVENTION CENTER**

Event: Original Sewing & Quilt Expo

Dates: September 28th - 30th , 2023

Company: _____ Booth #: _____

ADVANCED PAYMENT PRICE DEADLINE: Friday, September 22nd, 2023
In order to grant the discount, the Fredericksburg Convention Center MUST receive the full payment and the order form no later the above date. All payments received after this date will be charged REGULAR PRICE.

DECORATING SERVICES:

QTY.	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE
	8' Table (topped and skirted)	\$65.00	\$75.00
	6' Table (topped and skirted)	\$55.00	\$65.00
	4' Table (topped and skirted)	\$30.00	\$41.00
	Any Size Table (topped and skirted), 42" High	Add\$37.00	Add\$44.00
	8' Table (Plain—no top or skirt)	\$30.00	\$34.00
	6' Table (Plain—no top or skirt)	\$23.00	\$28.00
	4' Table (Plain—no top or skirt)	\$20.00	\$22.00
	Any size table (plain) 42" high	Add \$18.50	Add \$22
	High Cocktail Table (Plain—no top or skit)	\$14.00	\$18.00
	Padded Chair(s)	\$14.00	\$17.00
	Folding Chair(s)	\$7.00	\$9.00
	Counter Stool(s)	\$18.00	\$21.00
	Carpet 9' x 10'	\$75.00	\$85.00
	Carpet 9' x 20'	\$115.00	\$140.00
	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)	\$3.50	\$3.50
	8' Drape per running foot (Additional)	\$6.50	\$6.50
	8' Upright with Base	\$10.00	\$14.00
	3' Upright with Base	\$9.00	\$13.00
	Cross Bar	\$5.75	\$9.75

If you need an item that is not listed above, contact FCC at 540-548-5555 or email exhibitorservices@fred-center.com

BOOTH CLEANING:

CLEANING SERVICES:

A: Nightly Cleaning Service—Carpet vacuumed, floor swept, wastebasket emptied. Service starts on the final night of move-in and is provided nightly after show closing. Service ends the night before closing.

Total Sq Ft.	Rate per Sq. Ft.	# of Show Days	Total:
_____	@0.75/sq. ft.	x <u>3</u>	\$ _____

B: On-Time Cleaning Service—Carpet vacuumed, floor swept, wastebasket emptied. Service is provided ONLY the night before the show opens.

Total Sq Ft.	Rate per Sq. Ft.	# of Show Days	Total:
_____	@0.50/sq. ft.	x _____	\$ _____

TOTAL PAYMENT:

Subtotal of Decorating	+	_____
Add 5.3% VA Sales TAX.....	+	_____
Booth Cleaning.....	+	_____
3.5% Credit Card Processing Fee (ALL Card Payments).....	+	_____
TOTAL PAYMENT.....	\$	_____

Payment by check: Payable to Fredericksburg Convention Center—mail to 2371 Carl D. Silver Parkway, Fredericksburg, VA 22401
Payment by credit card: Fill in all credit card information below, sign form and mail, or email to exhibitorservices@fred-center.com or fax to 540-548-5577
QUESTIONS? Contact Fredericksburg Convention Center at 540-548-5555 or exhibitorservices@fred-center.com

COMPANY NAME:		NAME ON CARD:	
ADDRESS:		PHONE:	
CITY:	STATE:	ZIP CODE:	
PAYMENT METHOD (CIRCLE): CHECK VISA MC AMX DISC		CARD #:	
EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		

EXHIBITOR SERVICES ORDER FORM:

DRAYAGE | SHIPPING | MATERIAL HANDLING | FORKLIFT



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DRAYAGE | SHIPPING | MATERIAL HANDLING:

FREIGHT HADLING FEES PER HUNDRED WEIGHT (CWT)

- Shipments up to 100 lbs. -----\$40.00 per 100 pounds
- 101—200 lbs. -----\$37.00 per 100 pounds
- 201—300 lbs. -----\$32.00 per 100 pounds
- 301—400 lbs. -----\$27.00 per 100 pounds
- 401—500 lbs. -----\$22.00 per 100 pounds

Amounts over 500 lbs. -----Please call in advance to make receiving arrangements.

[Example: 450 lbs. divided by 100 = 4.5 x \$22.00 = \$99.00]

*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 of less are received and sored free of charge.

SHIPPING ADDRESS:

Fredericksburg Convention Center
Center 2371 Carl D. Silver Parkway
Fredericksburg, VA 22401

SHIPPING INFORMATION:

Show Name: _____ Estimated Delivery Date: _____
Carrier: _____ Total # of Packages: _____ Total Cost (See Above): _____

INSTRUCTIONS:

- **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.
- **Insurance:** All shipments should be insured by the exhibitor. We will not be responsible for lost or stolen exhibits from the time received, while on show floor, or while being moved out.
- **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. Any items left after show closing will be considered trash and disposed of.
- We will accept shipments from SEPTEMBER 21st-September 28th , 2023
- You must arrange for pick up by OCTOBER 2nd, 2023

FORKLIFT:

RATE = \$110/per hour (Includes driver; 1 hour minimum for use) Dates and times the forklift is needed (indicate AM or PM):

Date: _____ From: _____ To: _____
 Date: _____ From: _____ To: _____
 Date: _____ From: _____ To: _____
 Date: _____ From: _____ To: _____

TOTAL PAYMENT:

Shipment Total + _____
 Forklift Rental..... + _____
 3.5% Credit Card Processing Fee
 (ALL Card Payments) + _____
TOTAL PAYMENT..... \$ _____

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EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		

EXHIBITOR SERVICES ORDER FORM:

ELECTRICAL | WATER | BANNER HANGING | LABOR



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ELECTRICAL & WATER:					
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	Advanced Payment	Regular	
120 VOLT					
501-1000 WATTS (10 AMPS)	_____	_____	95.00	110.00	_____
1001-1500 WATTS (15 AMPS)	_____	_____	153.00	230.00	_____
1501-2000 WATTS (20 AMPS)	_____	_____	176.00	264.00	_____
208 VOLT (SINGLE PHASE)					
10 AMPS	_____	_____	231.00	347.00	_____
15 AMPS	_____	_____	263.00	395.00	_____
20 AMPS	_____	_____	329.00	494.00	_____
30 AMPS	_____	_____	394.00	591.00	_____
208 VOLT (THREE PHASE)					
10 AMPS	_____	_____	307.00	461.00	_____
15 AMPS	_____	_____	353.00	530.00	_____
20 AMPS	_____	_____	441.00	662.00	_____
30 AMPS	_____	_____	529.00	794.00	_____
ELECTRICAL LABOR RATES: (Applies to 208v & Higher)					
STANDARD TIMES = Mon - Fri 8:00am— 4:30pm (non-holidays) 225.00 per hour _____					
LIGHTING EQUIPMENT (Labor Included) Include drawing showing light location					
150 WATT POLE LIGHT	_____	_____	60.00	89.00	_____
MATERIAL (Electricity not included)					
EXTENSION CORDS (15', 25', 50')	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____
ETHERNET _____ 150.00 _____					
WATER (Labor Included)					
Water Fill (up to 200 gallons)	_____	_____	115.00	_____	_____
Water removal (up to 200 gallons)	_____	_____	115.00	_____	_____
Ice (per 10lbs)	_____	_____	10.00	_____	_____

BANNER HANGING:		
<ul style="list-style-type: none"> EXHIBITOR must provide all required hardware, such as chains, rope, braces, hooks, etc. If the sign is illuminated, you will need to order electric. If you wish to purchase material from us please check all that apply below: 		
BANNER/SIGN FEES:	PRICE:	QUALITY:
Banners (up to 8')	\$55.00	_____
Banners (8' and above)	\$75.00	_____
Signs	\$100.00	_____
MATERIAL:		
Aluminum Pole & Tie Wraps	\$25.00/per banner	_____
Rope	\$10.00/per banner	_____
*PLEASE INDICATE BANNER/SIGN SIZE: _____		

LABOR:		
RATE = \$35/per hour		
Dates and times needed (indicate AM or PM):		
Date: _____	From: _____	To: _____
Date: _____	From: _____	To: _____
Date: _____	From: _____	To: _____
Date: _____	From: _____	To: _____

TOTAL PAYMENT:	
Electric / Water Total	+ _____
Banner Hanging / Labor.....	+ _____
Add 5.3% VA Sales TAX	
(Lighting Equip. & Materials Only)	+ _____
3.5% Credit Card Processing Fee	
(ALL Card Payments). +	_____
TOTAL PAYMENT.....	\$ _____

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PRINT NAME:	SIGNATURE:		



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EXHIBITOR SERVICES ORDER FORM:

BOXED LUNCH ORDERS

Event: Original Sewing & Quilt Expo

Dates: September 28th - 30th , 2023

Company: _____ Booth #: _____

BOXED LUNCHES ORDER DEADLINE: Wednesday, September 20th, 2023

Payment by check: Payable to Fredericksburg Convention Center—2371 Carl D. Silver Parkway, Fredericksburg, VA 22401

Payment by credit card: Fill in all credit card information below, sign form and email to exhibitorservices@fred-center.com or fax to 540-548-5577

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BOXED LUNCH - CONCESSIONS ITEMS	Thursday 9/28/23	Friday 9/29/23	Saturday 9/30/23
	(Quantity)	(Quantity)	(Quantity)
Chef Salad	\$15.50 x _____	\$15.50 x _____	\$15.50 x _____
Beef Hot Dog w/ Fries Ketchup & Mustard included	\$13.50 x _____	\$13.50 x _____	\$13.50 x _____
Personal Cheese Pizza	\$13.50 x _____	\$13.50 x _____	\$13.50 x _____
Personal Pepperoni Pizza	\$14.50 x _____	\$14.50 x _____	\$14.50 x _____
Turkey & Swiss on 9-Grain	\$12.50 x _____	\$12.50 x _____	\$12.50 x _____
Ham & Cheddar on Pretzel Bun	\$12.50 x _____	\$12.50 x _____	\$12.50 x _____
Chicken Salad	\$12.50 x _____	\$12.50 x _____	\$12.50 x _____
Chicken Tenders w/Fries	\$14.50 x _____	\$14.50 x _____	\$14.50 x _____
Beverages: (Included - one per meal)	Water x _____	Water x _____	Water x _____
	Pepsi x _____	Pepsi x _____	Pepsi x _____
	Diet Pepsi x _____	Diet Pepsi x _____	Diet Pepsi x _____
	Starry x _____	Starry x _____	Starry x _____
	Dr. Pepper x _____	Dr. Pepper x _____	Dr. Pepper x _____
	Mt. Dew x _____	Mt. Dew x _____	Mt. Dew x _____
TOTAL:	\$ _____	\$ _____	\$ _____

Thursday:	Friday:	Saturday:	Subtotal: _____
(Circle Selections)	(Circle Selections)	(Circle Selections)	
BBQ	BBQ	BBQ	+11.3% Tax: _____ (City Meals & VA Tax) +3.5% Credit Card Processing Fee: _____ (All Card Payments) TOTAL DUE: _____
Honey Mustard	Honey Mustard	Honey Mustard	
Ranch	Ranch	Ranch	
Balsamic	Balsamic	Balsamic	
Ketchup	Ketchup	Ketchup	
Mustard	Mustard	Mustard	

COMPANY NAME:		NAME ON CARD:	
ADDRESS:		PHONE:	
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EXPIRATION:	CVV CODE:	EMAIL:	
PRINT NAME:	SIGNATURE:		