

OFFICIAL SERVICE
CONTRACTOR

Information and Order Forms



Street Address:
121 North Chimney Rock Road
Greensboro, NC 27409

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

tpugh@hollins-expo.com

NC Traffic Safety Conference
& Expo

April 21-25, 2024
Greenville Convention Center
Greenville, NC

Table of Contents

General Information
Payment Policy & Credit Card Authorization.....1

Material Handling
Material Handling Information..... 2,3,4,5,6



Street Address
 121 North Chimney Rock Rd.
 Greensboro, NC 27409
 Phone: 336-315-5225
 Fax: 336-315-5220

IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM
 MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with HOLLINS.

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.

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 you or 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 HOLLINS 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 ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)			VERIFICATION CODE (back of card)	EXPIRATION DATE																				
<input checked="" type="checkbox"/> MasterCard	<input checked="" type="checkbox"/> VISA	<input checked="" type="checkbox"/> American Express	<input type="text"/>	<input type="text"/>																				
Account Number			<input checked="" type="checkbox"/> Corporate	<input checked="" type="checkbox"/> Personal																				
<table border="1"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
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 will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. 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 & Carpet		\$
Custom Booths		\$
Custom Signs & Graphics		\$
Cleaning Services		\$
Installation & Dismantle Labor		\$
Material Handling (Freight)		\$
Other HOLLINS Services (Specify)		\$
Other HOLLINS Services (Specify)		\$
Other HOLLINS Services (Specify)		\$

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.

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

Charge my credit card in the amount of \$

Check No. Date In the amount of \$

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

NAME OF EVENT NC Traffic Safety Conference & Expo

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

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

TELEPHONE NO. _____ DATE _____

IMPORTANT PLEASE READ

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

TO: (Exhibitor's Firm Name and Booth Number)
FOR: NC Traffic Safety Conference & Expo
C/O: HOLLINS EXPOSITION SERVICES
121 North Chimney Rock Road
Dock 1
Greensboro, NC 27409

**DO NOT SHIP ADVANCE FREIGHT TO THE
GREENVILLE CONVENTION CENTER**

HOLLINS has exclusive rights to drayage services on all freight shipped to show site.

Any and all freight received by Greenville Convention Center will be consigned to HOLLINS and subject to the prevailing drayage rate.

We urge you to ship your materials in advance.

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 shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.
- 2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.
- 3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.
- 4) HOLLINS 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 your material which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.
- 6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS' 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 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' warehouse, vehicles for delivery or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS 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 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 your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.
- 9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS 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 shall have the authority (without further clearance from you) to change designated carriers.
- 12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.
- 13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You 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 your responsibility.
- 14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your 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 you in accordance with prevailing rates for the service performed.
- 15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.
- 16) HOLLINS will not be responsible for any delay of shipments. We will expedite 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) YOU 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 is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.



Mailing Address
 P.O. Box 49837
 Greensboro, NC 27419
 Phone: 336-315-5225

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

SHIPPING INSTRUCTIONS
 &
 MATERIAL HANDLING
 RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm's Name and Booth Number)
 FOR: NC Traffic Safety Conference & Expo
 C/O: HOLLINS EXPOSTION SERVICES
 121 North Chimney Rock Road
 Dock 1
 Greensboro, NC 27409

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

Do not ship freight into the Greenville Convention Center.

**Deadline for receiving advance shipments at warehouse:
 April 18, 2024**

Do Not Ship Freight into the Greenville Convention Center.

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

ADVANCE WAREHOUSE SHIPMENTS (Includes thirty (30) days storage)

Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

Material Handled Into And Out Of Exhibit Area	Minimum Charge Per Shipment
\$ 80.00 per 100 lb.	200 lbs.

(

\$ 195.00 per 100 lb.	200 lbs.

LATE SHIPMENTS

Material received at the warehouse AFTER the above deadline date, and material received at the show site AFTER the show opens

SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE

• Shipments returned to the warehouse will be charged an additional \$25.00 per one-hundred pounds (100 lbs.) ~ \$50.00 minimum. • Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional \$50.00 per one-hundred pounds (100 lbs.) per day ~ \$100.00 minimum. • Show site container storage for freight not brought in by HOLLINS will be \$75.00 per piece. Plus a \$100 processing fee. Please provide outbound shipping labels from the carrier of your choice.

200 lb. minimum charge applies to each shipment HOLLINS receives.

- Example 1: You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound (200 lb.) charge.
- Example 2: You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound (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. 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 is 50 lbs. - per shipment, per delivery
- \$ 60.00 for the first carton - per shipment, per delivery
- \$ 45.00 for each additional carton - per shipment, per delivery

SPECIAL SERVICES

Rates quoted above do not include the following services.

- Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).
- Shrinkwrap \$ 50.00 per pallet plus labor (1/2 hr. minimum labor)



Street Address
 121 North Chimney Rock Rd.
 Greensboro, NC 27409
 Phone: 336-315-5225
 Fax: 336-315-5220

ORDER FORM FOR
 ESTIMATED
 MATERIAL HANDLING

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

PLEASE TYPE OR PRINT

INBOUND SHIPPING INFORMATION

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)
ADVANCE SHIPMENTS (Warehouse)					
DIRECT SHIPMENTS (Show Site)					

SHIPPED FROM: (City) _____ (State) _____

DATE SHIPPED: _____ ESTIMATED DATE OF ARRIVAL: _____

Attach separate Order Forms for multiple shipments.

OUTBOUND SHIPPING INFORMATION

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH!

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

PAYMENT POLICY: For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment 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 in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

PLEASE TYPE OR PRINT

NAME OF EVENT NC Traffic Safety Conference & Expo

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 _____



R U S H

DO NOT DELAY

DEADLINE DATE: April 18, 2024

TO: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: NC Traffic Safety Conference & Expo

BOOTH NO. _____ NO. OF PCS.

CARRIER: _____

R U S H

DO NOT DELAY

DEADLINE DATE: April 18, 2024

TO: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: NC Traffic Safety Conference & Expo

BOOTH NO. _____ NO. OF PCS.

CARRIER: _____



R U S H

DO NOT DELAY

CAN BEGIN ARRIVING: APRIL 18, 2024

TO: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: NC Traffic Safety Conference & Expo

BOOTH NO. _____ NO. OF PCS.

CARRIER: _____

R U S H

DO NOT DELAY

CAN BEGIN ARRIVING: APRIL 18, 2024

TO: _____
(Name of Exhibiting Company)

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

WAREHOUSE

EVENT: NC Traffic Safety Conference & Expo

BOOTH NO. _____ NO. OF PCS.

CARRIER: _____