

Show Facts

State Fair of Virginia Meadow Event Park Doswell, VA September 24 - October 3, 2021



BOOTH EQUIPMENT

Each 10' deep x 10' wide booth includes: one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, and one 7" x 44" booth ID sign. Show colors are expo green and white.

EXHIBIT HALL CARPET

The exhibit booths are located in the Farm Bureau Center and the Meadow Pavilion. These spaces are not carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this kit, we must receive your order by: *Friday, September 10, 2021. Order online (see page 2) and save the 8% Administrative Fee.*

SHOW SCHEDULE:

Exhibitor Move-In/Indoor Set Up Schedule:

Monday, September 20, 2021 from 10:00am to 4:00pm Tuesday, September 21, 2021 from 10:00am to 4:00pm Wednesday, September 22, 2021 from 9:00am to 7:00pm Thursday, September 23, 2021 from 9:00am to 7:00pm

Show Hours:

Show Opens Friday, September 24, 2021 at 10:00am Show Closes Sunday, October 3, 2021 at 9:00pm See Website for daily hours of operation.

Exhibitor Move-Out:

Sunday, October 3, 2021 from 9:00pm - Midnight Monday, October 4, 2021 from 8:00am - 3:00pm Tuesday, October 5, 2021 from 8:00am - Noon All vendor booths must be set up and manned by 9:30AM on Friday, 9/24/21.

Vendors may not break down their booths before 9:00PM on Sunday, 10/3/21 without prior permission from Fair Management.





State Fair of Virginia



Online Ordering

Looking for an easier way to place your order? Tired of faxing or emailing forms?

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing <u>info@xhibitsinc.com</u> (please specify show name and date). We will then create an online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

Using our online storefront saves you an 8% administrative fee! Orders placed via email or fax will be assessed this fee.

Last day to receive discount pricing is Friday, September 10, 2021. Floor prices apply after that date. The Storefront will close on Friday, September 17, 2021. No online orders after that date; please contact office directly.







State Fair of Virginia







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Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

CREDIT CARD:	VISA	MasterCard	AMEX	
EXPIRATION DATE:				
CARDHOLDER'S SIGN				
				:===

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name:		Booth #:	
Card Billing Address:		Authorized by:	
City/State/Zip:		Signature:	
Phone:	Fax <u>:</u>	Date:	
Email Address:			

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Exhibits Inc in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Exhibits Inc. prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by Friday, September 10, 2021 for pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Exhibits Inc. to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS





State Fair of Virginia



Standard Furnishings

Order Online and Save the 8% Administrative Fee

	CARPET	TING			CHAIRS				
QTY	Carpet Size	Advance	Floor	Subtotal	QTY	VIAI	Advance	Floor	Subtotal
	9' x 10' Carpet	149.00		Cubiola		Upholstered arm chair	60.00	75.00	Cubiolai
	9' x 20' Carpet	289.00	353.00			Black Bar Stool w/ foot rest	66.00	83.00	
	9' x 30' Carpet	433.00	529.00			Tubular folding chair	35.00	40.00	
	9' x 40' Carpet	545.00	641.00			Upholstered bar stool	85.00	92.00	
Carp	pet Color: Gray Blue Red Burg			ack (Circle Choice)		Padded side chair	35.00	42.00	
Boo	SPECIAL CUT (oth Size:ft. xft.=_		r i n G x 3.00=		SPECIAL DRAPERY/SKIRTING			G	
		ADDING	<u>x 0.00-</u>			olors: Gray Blue Red Black White (
Boo	th Size:ft. xft.=_	sq. ft.	x 1.75=		QTY	····, ···,	Advance	Floor	Subtotal
	SKIRTED	TABLE	S			8' high drapery Per Linear Foot	9.00	11.00	
Skirt Co	lors: Gray Blue Red Black White G)		3' high drapery Per Linear Foot	8.00	10.00	
QTY	Table Size	Advance	Floor	Subtotal		13'-long table skirting	68.00	83.00	
	2' x 4' x 30" high	84.00				ACCESSO	DRIES		
	2' x 6' x 30" high	96.00			QTY		Advance	Floor	Subtotal
	2' x 8' x 30" high	107.00	133.00			Clothes Tree	67.00	95.00	
	2' x 4' x 40" high	107.00	133.00			Easel (Tripod Display)	35.00	40.00	
	2' x 6' x 40" high	120.00	150.00			Garment Rack	83.00	118.00	
	2' x 8' x 40" high	132.00	162.00			Panelboard	175.00	240.00	
	UNSKIRTED	TABL	ES			Pegboard	196.00	275.00	
QTY	Table Size	Advance	Floor	Subtotal		Stage (4' x 4' all heights up to 36")	149.00	211.00	
	2' x 4' x 30" high	50.00	53.00			Stage (4' x 4' w/ carpet & skirt)	149.00	211.00	
	2' x 6' x 30" high	53.00	57.00			Stanchion Post	59.00	75.00	
	2' x 8' x 30" high	64.00	68.00			Stanchion Belt	6.00	10.00	
	2' x 4' x 40" high	58.00	71.00			Waste Basket	23.00	29.00	
	2' x 6' x 40" high	65.00	80.00			Aluminum Rail	7.00	10.00	
	2' x 8' x 40" high	74.00	82.00					I	
	WOOD TABL	TABLE RISERS			- ORDE	R SUM	MARY -		
QTY	Riser Size	Advance	Floor	Subtotal		Subtotal:	\$		
	4' x 10" Undraped	35.00	45.00			6.00% Sales Tax:	\$		
	6' x 10" Undraped	45.00	55.00			8.00% Admin Fee:	\$		
	4' x 10" Draped	65.00	75.00			Grand Total:			
	6' x 10" Draped	75.00	85.00				L		1
	Wood Table Riser Colors: Blac	k or White (cir	rcle choice)						

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

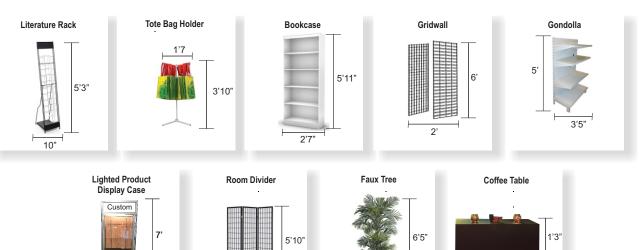




State Fair of Virginia

Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Actual products may vary from images shown

4'4'

ITEM	QTY	Х	PRICE	=	TOTAL
LITERATURE RACK		Х	\$ 95.00	=	
TOTE BAG HOLDER/RACK		Х	\$ 60.00	=	
BOOKCASE		Х	\$ 250.00	=	
GRIDWALL (MUST ORDER AT LEAST 2)		Х	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		Х	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		x	\$ 25.00 EA	=	
LIGHTED PRODUCT DISPLAY CASE		х	\$ 575.00	=	
ROOM DIVIDER		Х	\$ 160.00	=	
SILK PALM TREE		Х	\$ 70.00	=	
COFFEE TABLE		Х	\$ 50.00	=	
			SUBTOTA	۹L	\$
			6.00% SALES TA	٨X	\$
			8.00% ADMIN FE	Ε	\$
			GRAND TOTA	۹L	\$

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



Custom

3'5"



State Fair of Virginia

3'5"

Elite Series Furniture



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Х

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Х

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\$ 145.00

\$ 145.00

\$

\$

290.00

265.00

6.00% SALES TAX

8.00% ADMIN FEE

GRAND TOTAL

SUBTOTAL

=

=

=

\$

\$

\$

\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



SANIBEL BAR CHAIR - LOW BACK

SANIBEL BAR CHAIR - HIGH BACK

SORRENTO CHAIR WHITE

SORRENNTO CHAIR BLACK



State Fair of Virginia



Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 804.788.4400.











State Fair of Virginia



Custom Booth Rental



This custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.

Custom Graphic Specs:

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.125"x14"

*Customizable panels with Logos and/or Graphics: Prices quoted upon request. Please call 804-788-4400

PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

9'X10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red White	Blue Green	Gray Black	Burgundy
I.D. Sign Letter Color: I.D. Sign Text (up to 20 ch	Red aracters):	Blue	Black	

Additional I.D. Sign Characters can be ordered @\$8.00 per character

# CUSTOM BOOTH RENTAL PACKAGES X \$1,034.00		\$
10% DISCOUNT (TWO OR MORE UNITS)	\$	
ADDITIONAL I.D. SIGN CHARACTERS @ \$	\$	
LOGOS AND/OR GRAPHICS	LOGOS AND/OR GRAPHICS	
	SUBTOTAL	\$
	6.00% SALES TAX	\$
	8.00% ADMIN FEE	\$
	GRAND TOTAL	\$

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	





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Sign & Graphics Order Form

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Exhibits Inc. can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

	PRICINC	G GUIDE
	L X Round length and wi	= Square Feet
Square Feet	\$9.00 per Sa. Ft.	Discount Price = Total
Minimum order per graphic 6 correcting may incur	sq. ft.; Double sq. ft. for double additional labor charges Exhibit	order must be received by September 10, 2021. e-sided graphics; File conversion, retouching, cloning or color its Inc. will advise of charges before work is performed). for price quotes on graphics over 80 sq. ft.
BACKIN	IG MATERIAL	SIGN LAYOUT
Standard: Foam Core PVC Fluted	Upgraded: (additional 15% char Sintra Gator Board Plexi	rge) The quick brown fox ran over the steep hill. The quick brown
	OF LOIAL INC	STRUCTIONS
	Please indicate the file name that will or uploaded to our FTP (see	
Total	X 6.00% - Sales Tax	+ 8.00% Grand Admin Fee Total
		please use one order form per graphic/sign. he 8% Administrative Fee
ompany Name:		Booth# (if known):
ddress:		Phone:
ity/State/Zip:		Date:
Authorized by:		Signature:
E-mail:		





State Fair of Virginia



Artwork & File Guidelines

Exhibits Inc. will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

•Files may also be uploaded to Exhibits Inc. Box Files. Please contact Exhibits Inc. at 804-788-4400 to obtain access.

•If your artwork files are below 6 megabytes they can be e-mailed to info@xhibitsinc.com.





State Fair of Virginia



Audio/Visual Equipment

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$85.00 per hour labor charge will apply. *REMINDER:* You will need to order electricity through the venue.

MONITOR RENTAL (per	devic	e/per sho	(W
Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$350.00	
42" LCD Flat Screen Monitor (tabletop)		\$395.00	
50" LCD Flat Screen Monitor		\$685.00	
Monitor Stand (fits 50" monitor only)*		\$125.00	
*Only our 50" Monitor will fit th		Sub-total	
Stand; all monitors may be displated to the Example of the Example	hibits Inc.	5.30% Sales Tax	
AV department with o	questions.	8.00% Admin Fee	
		Total	
	Order O	nline and Save the 8	% Administra

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

Laptop has i5 processor, 4GB of RAM, and is bluetooth and wifi enabled.

Includes DVD drive, 3 USB ports, headphone/mic jack, SD reader, LAN port, VGA out, and HDMI port.

PC LAPTOP (per device/per day)				
Description	QTY	# OF DAYS	Rental Rate (per device/per day)	Total
14" Dell Latitude E6430			\$225.00	
			Sub-total	
		6.00% Sales Tax		
		8.00% Admin Fee		
		Total		

Order Online and Save the 8% Administrative Fee

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
F-mail [.]	





State Fair of Virginia



Material Handling Instructions

Materials can be shipped in advance to the Exhibits Inc. Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Exhibits Inc. or to the venue will not be accepted. Advance shipments must be consigned to Exhibits Inc. and all material handling services must be prepaid. Exhibits Inc. Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock. All direct shipments will be handled by Event Meadow Park; see vendor guidelines.

	ADVANCE SHIPPING ADDRESS Please use enclosed labels on all pieces
TO: FOR:	Name of Exhibitor & Booth Number State Fair of Virginia c/o Exhibits Inc. 756 S West St., Bldg. 3 Petersburg, VA 23804
event. Loos received we Deadline to	b. Warehouse will receive shipments and provide up to 30 days storage prior to the se materials will not be received at Exhibits Inc. Warehouse. Shipments may be eekdays (excluding holidays) between 8:30am – 4:30pm. o receive advance shipments without late fee: Friday, September 10, 2021 00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs;
minimum of Special Ha fee of 75% Overtime: Late shipn be refused fees if spec Non-paym	charge 2 cwt per shipment. indling: Any material not crated or properly packaged will be subject to a handling of the total drayage charges. \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours. pents: Items received at the Advance Warehouse after the Deadline Date will not A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, plus additional ial transportation is required. ent: Shipments received without a completed Material Handling form and full II be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Exhibits Inc. Service Desk.

- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.

- Exhibitors can make arrangements with the designated show carrier, Yellow Freight at the Exhibits Inc. Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.

- Exhibitors may arrange with their own LTL carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle).

- All non-LTL carriers outbound shipments will incur material handling charges of \$40.00 per cwt (\$80.00 minimum applies).

- If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Exhibits Inc. warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning Thursday, October 7, 2021. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).

- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.

- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$72.00	\$142.00	\$
SHIPMENT 2			lbs.	\$72.00	\$142.00	\$
SHIPMENT 3			lbs.	\$72.00	\$142.00	\$
SHIPMENT 4			lbs.	\$72.00	\$142.00	\$
PAYMENT ENCLOSED:		IT(s) to Exhibi	ts Inc. Warehouse	\$20.00	\$80.00 Minium Charge	\$
Company Check			_		6% Service Fee	\$
Credit Card Authorization		Order On	ine and Save th	e 8% Administrativ	/e Fee 8.00% Admin Fee	\$
Total due must be paid before material handling services are provided	ı				TOTAL ESTIMATED CHARGES	\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	





State Fair of Virginia



Shipping Lables Advance

Copy and use this label for Advanced Shipment to Warehouse. Please have shipment(s) arrive by Friday, September 10, 2021 to avoid the late fee.

	RUSH!
TO:	T S
	EXHIBITING COMPANY Please write exhibiting companies name in this box
	State Fair of Virginia
	С
	BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment
	c/o Exhibits Inc.
	756 S West St., Bldg 3
	Petersburg, VA 23804 G
	Ť
Carrie	er
Numb	er of pieces





State Fair of Virginia



EXHIBITS INCORPORATED shall not be responsible for damage to uncrated materials improperly packed materials, or concealed damage.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipment which are furnished to EXHIBITS INCORPORATED by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

EXHIBITS INCORPORATED shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

EXHIBITS INCORPORATED's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, EXHIBITS INCORPORATED's liability shallbe limited to \$0.30 per pound.

EXHIBITS INCORPORATED 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 any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or deliver of a shipment to EXHIBITS INCORPORATED by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be constructed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.





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