



Attn: Exhibitor Services
700 Monroe Street
Huntsville, AL 35801
Phone: 256-551-2358
exhibitorservices@vonbrauncenter.com

Show Name: _____

Booth Name: _____

Booth Number: _____

VBC Exhibitor Guide Index

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Important Reminders

VBC has a NO Outside Food or Drink Policy.

If you would like food or beverage at your booth, please contact Lauryn Johnson for a Booth Catering Guide.

LJohnson@vonbrauncenter.com

Payment Policy

Orders will not be accepted without a signature at the bottom of page 3.

Cancellation Policy

Items canceled after show move-in begins are non-refundable.

Booth Map (Page 4)

Please be sure to mark where you'd like your electrical or internet dropped & mark where the main drop should be. (Floor changes could result in labor fees.)



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BASIC BOOTH PACKAGE

The following items are provided by the Show Management at Show Management expense and will be in your booth at the start of the scheduled move-in.

Booth Package includes (1) 8' Skirted Table, (2) Chairs, (1) Wastebasket w/ pipe & draper and Booth Sign

Please check on the following pages only the items requested in addition to the basic booth package. Extra items ordered are at the expense of the Exhibitor at the rates shown on the following page. **ALL PRICES ARE BASED ON THE RENTAL OF EQUIPMENT FOR THE DURATION OF THE SHOW, UNLESS OTHERWISE INDICATED.**

TO RECEIVE DISCOUNT PRICES orders must be accompanied by credit card authorization or a check made payable to the Von Braun Center and received by the VBC **no less than 7 days prior to the event move-in day.**

When orders are not received at least 7 days in advance with payment, charges are due at the **FLOOR ORDER PRICES**. All items must be paid in full before any deliveries are made to the booth.

CANCELLATION POLICY: Items canceled after show move-in begins are non-refundable.

VENDOR SCHEDULE

Vendor Move-In

Thurs., April 22nd: 8am - 12pm

Show Times

Thurs., April 22nd: 1pm - 5pm & 6pm - 8pm

Fri., April 23rd: 9am - 5pm

Vendor Move-Out

Fri., April 23rd: 5:01pm - 7pm



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Payment Information Form

(Required for all services including drayage)

Dear Exhibitor:

Please complete the contact information below.
Once your bill has been created, you will be emailed a link to pay online.

Exhibitor		Booth #	
------------------	--	----------------	--

First Name		Last Name	
Billing Address			
Telephone			
Email			
Signature			

The invoice & receipt will be sent to the email address provided.

A signature is required for your order to be accepted.

****VBC has a NO Outside Food or Drink Policy.**

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**Checks should be made to "Von Braun Center" & must be received by the venue no later than 14 days prior to move-in.*



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ELECTRICAL SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox only.

The charge for service includes electrical current, installation in the most convenient location unless designated on page 4 and removal at the close of the show.

Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials. VBC will not be responsible for power failures or voltage fluctuations.

WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.

Booths sharing power is not allowed. Power must be purchased through service desk to utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
110 Voltage				
20 amp or 0-2400 watts	\$150.00	\$175.00	X	
30 amp or up to 3600 watts	\$175.00	\$205.00	X	
208 Voltage				
0 - 30 amps	\$180.00	\$210.00	X	
31 - 60 amps	\$215.00	\$240.00	X	
61 - 100 amps	\$260.00	\$310.00	X	
100 - 200 amps	\$310.00	\$340.00	X	
Over 200 amps	N/A	N/A	X	
Extention Cords	\$40.00	\$50.00	X	
Power Strips	\$40.00	\$50.00	X	
<i>If cords are cut or damaged during move-in, show, or move-out, there is \$150.00 fee per cord.</i>				

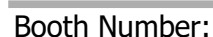
Are any of these electrical connctetions for your rigging? If yes, how many? _____

*****Power & internet drops come from the ceiling.*****

The VBC does not stock special wires or connections, please be sure to contact Exhibitor Services at least 14 days prior to move-in to order special wires or connections.

PAYMENT POLICY

To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days prior** to the event move-in day. When requirements are not received at least 7 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard/Discover & American Express services are available for exhibitor convenience.





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BOOTH FURNISHINGS ORDER FORM

Item	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
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FURNITURE

Chair	\$25.00	\$30.00	X	
Director's Chair	\$35.00	\$40.00	X	
Wastebasket with Liner	\$5.00	\$7.50	X	
Easel	\$25.00	\$30.00	X	

TABLE - WITH NO SKIRT (30 IN WIDE)

4' Tables - 30" high	\$35.00	\$45.00	X	
4' Table - 40" high	\$50.00	\$60.00	X	
6' Table - 30" high	\$40.00	\$50.00	X	
6' Table - 42" high	\$55.00	\$65.00	X	
8' Table - 30" high	\$50.00	\$60.00	X	
8' Table - 42" high	\$65.00	\$75.00	X	

TABLE - SKIRTED (30 IN WIDE)

Hi - Round Top Table	\$40.00	\$50.00	X	
4' Tables - 30" high	\$45.00	\$55.00	X	
4' Table - 40" high	\$60.00	\$70.00	X	
6' Table - 30" high	\$50.00	\$60.00	X	
6' Table - 42" high	\$65.00	\$75.00	X	
8' Table - 30" high	\$60.00	\$70.00	X	
8' Table - 42" high	\$75.00	\$85.00	X	

ACCESSORIES

Table Skirt	\$20.00	\$25.00	X	
Wire Brochure Rack	\$25.00	\$30.00	X	

FIRE EXTINGUISHER

Type K (advance order only)	\$70.00	n/a	X	
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Please note, if you use or do not return the fire extinguisher there is a \$290.00 replacement fee + the rental fee.



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EXHIBITOR TELEPHONE SERVICE

The VBC provides all voice and data services. No third-party organizations are authorized to provide such services without the approval of the VBC IT Department. 256-551-2286 or HWhite@vonbrauncenter.com

Item	Quantity	Advance Order	Floor Order	Total
PolyCon w/ Long Distance	X	\$400.00	\$475.00	
TOTAL				

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and Saturn Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the Exhibitor Services department with any questions (256)551-2358.

Item	Quantity	Advance Order	Floor Order	Total
RJ45 Hardline Internet (15mb)	X	\$500.00	\$1,000.00	
Dedicated Ethernet (50mb)	X	\$2,400.00	\$3,000.00	
Hub/Switch Rental	X	\$125.00	\$150.00	
Additional IP Address	X	\$150.00	\$175.00	
WIFI (per day per device)	X	\$30.00	\$50.00	
TOTAL				

**Routers will not be allowed on the network until they have been identified and the Von Braun Center has approved the device.*

*****Must order dedicated ethernet to bring in your own router.*****

AUDIO & VISUAL

Monitor pricing is PER DAY.

Description	Quantity	Cost	Total
32" Table Top Monitor	X	\$175.00 per day	
65" Monitor on rolling mount	X	\$400.00 per day	
TOTAL			

Monitor rental includes: Monitor, remote & 3' HDMI cable.

**There are a limited number of monitors, please be aware they may be unavailable for floor orders.*



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UTILITIES & SERVICES ORDER FORM

COMPRESSED AIR

Exhibitors must provide their own pressure regulator valves and fittings. VBC will provide a 1/2" quick disconnect, female to your booth. You must supply your own adapters to fit these requirements. In situations where required materials are not supplied and the VBC Engineering Department is required to assist and supply parts, additional charges for materials and labor will apply.

Cubic Feet per minute required:

Advance Price	Floor Price	Quantity	Total
\$115.00	\$130.00	X	

WATER SERVICE

Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve.

*****Drain service by special arrangement prior to move-in*****

Advance Price	Floor Price	Quantity	Total
\$115.00	\$130.00	X	

Hot water is available by request (Applicable power charge as well as labor charges to complete the installation will be calculated into the cost)

Water and compressed air services are limited to the South Exhibit Halls only.

FORKLIFT SERVICE

Forklift services are for move in & out purposes only. One hour minimum for all forklift usage.

Advance Price	Floor Price	Quantity	Total
\$65.00 per hour	\$85.00 per hour	X	

Please indicate below date & time you will need forklift assistance.



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Show Name: _____

Booth Name: _____

Booth Number: _____

BANNER & SIGN SERVICE

Name of Event		Booth Numbers	
Company Name			
Address			
Representative		Telephone	
Signature		Date	

The Von Braun Center (VBC) provides all banner and sign hanging services. No other organizations are authorized to provide these services in the VBC without prior approval by VBC Exhibitor Services Department – (256) 551-2358.

Item	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
Hang Sign/Banner	\$225.00	\$325.00	X	

	Height	Length	Weight	Estimated time of arrival to the VBC (Date & Time)	
Banner 1					
Banner 2					
Banner 3					

Important Information on Banner and Sign Service:

Advance Cost: All forms must be returned and received no later than five (5) days prior to the show move-in date. **BANNER/SIGNS LISTED ON THE FORM ARE DUE NO LATER THAN 12PM NOON THE DAY BEFORE MOVE IN BEGINS.**

The Von Braun Center does not guarantee that all banners will be in place prior to your scheduled move-in time however providing all supplies and information prior to the event allows for staffing appropriately.

FLOOR COST: All orders received less than five (5) days prior to show move-in will be charged at Floor Order Price and handled as quickly as possible on a first come basis.

Banner hanging orders are not guaranteed if requested inside 5 days from event move-in.

If your banner/sign has (3) points or more, or if it weighs over 40lbs you must coordinate with the Exhibitor Service Manager no later than five (5) days prior to the show move-in date to discuss weight, times, placement and pricing.

The Von Braun Center will provide air craft cable to hang your sign but you must provide conduit rods to support the top and bottom.



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Booth Number: _____

SHIPPING FORM

VON BRAUN CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE WITH EXHIBITOR SERVICES

Exhibits and material for which arrangements have not been made with the VBC, or which have not been removed from exhibit area on removal day, will be transported to a warehouse, at the expense of the exhibitor to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier does not meet with the move-out schedule.

SHIP TO						
STREET ADDRESS						
CITY, STATE, ZIP						
TYPE OF CARRIER		AIR		MOTOR FREIGHT		
TYPE OF BILLING		C.O.D.		COLLECT		PREPAID

IF PREPAID INVOICE TO:

NAME						
STREET ADDRESS						
CITY, STATE, ZIP						

IF GOING TO ANOTHER CONVENTION PLEASE INDICATE:

MUST ARRIVE BY:						
NAME OF SHOW						
BOOTH NUMBER						
COMPANY						
ADDRESS						
AUTHORIZED BY:				TELEPHONE		
PURCHASE ORDER				BOOTH NUMBER		
NAME OF EVENT						



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Show Name: _____

Booth Name: _____

Booth Number: _____

SHIPPING, HANDLING AND REMOVAL INSTRUCTIONS

VON BRAUN CENTER WILL NOT BE RESPONSIBLE FOR LOSSES DUE TO THEFT, LOSS, OR DAMAGE OR FOR PRODUCT/LITERATURE THAT IS NOT PROPERLY PACKED AND LABELED. WE SUGGEST YOU REVIEW YOUR INSURANCE COVERAGE WITH YOUR AGENT TO BE SURE YOU HAVE PROPER COVERAGE.

A. ADVANCE RECEIVING All shipments must be forwarded with all charges PREPAID. Collect shipments will not be received. No individual crates over 5,000 lbs. or physical dimensions greater than 10 feet wide X 8 feet high X 6 feet deep will be received unless special arrangements are made prior to shipping.

You must have a credit card on file or drayage charges paid in order to receive your shipment.

Crated shipments should be made early to assure delivery before set-up date (14 days free storage allowed prior to set-up date). Exhibitors desiring to ship crated materials early should send their materials direct to:

Company Name		Booth Number	
C/O	Von Braun Center 700 Monroe Street Huntsville, AL 35801 256-551-2358		
Event Name		Contact	

Crated materials will be received up to 14 days in advance and delivered to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at close of Show. Materials then moved from booth to the dock and reloaded on designated vehicles at the following rate: \$70.00 per cwt. for single shipment received with a **\$70.00** minimum.



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Show Name: _____

Booth Name: _____

Booth Number: _____

B. RECEIVING AT THE SHOW Shipments consigned to arrive during the set-up period must be PREPAID and addressed as follows:

Company Name		Booth Number	
C/O	Von Braun Center 700 Monroe Street Huntsville, AL 35801 256-551-2358		
Event Name		Contact	

VBC will unload crated materials at the Convention site and deliver same to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the Show. Move materials from the booth to the dock and reload on designated vehicles at the following rate: \$70.00 per cwt. For each single shipment received, with a **\$70.00** minimum.

You must have a credit card on file or drayage charges paid in order to receive your shipment.

C. FORKLIFT SERVICE WITH AN OPERATOR

This service will be assessed on move-in day on a first come basis. The fee must be paid on the floor either by check, cash, or charge. The freight will be unloaded/loaded and moved to the designated area under an hourly schedule. If your move takes in excess of one hour in or out additional fees will be due based on half-hour increments. One hour minimum for all forklift usage.

RATES

Forklift (up to 5000 lbs.) * \$65.00 per hour
 * Anything over 5000 lbs. should be prearranged.

D. SHIPMENTS REQUIRING SPECIAL HANDLING

The previous mentioned rates do not cover shipments requiring special equipment, etc., due to excessive size or weight. This information will be furnished upon request. Overtime rates apply to all services performed on Saturdays, Sundays, and Holidays. Any services performed before 8:00 am or after 4:30 pm on weekdays are also overtime rates. All trucks checking in after 3:30 p.m. are also overtime rates. All shipments must be prepaid.

E. INBOUND BILL-OF-LADING OR DELIVERY RECEIPTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable a mutual decision as to approximate weight will be determined and will be binding on both parties. Copies of bill-of-lading, with the name of the carrier, should be forwarded to VBC as soon as shipments are made. This will assist in tracing, if required.



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Show Name: _____

Booth Name: _____

Booth Number: _____

F. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. VBC assumes no responsibility for:

1. Error to above procedure.
2. Removal of containers with old empty labels and without VBC labels.
3. Improper information on empty labels.
4. Valuables stored in container with empty labels

G. OUTBOUND SHIPPING

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bill-of-lading will be available at the Service Desk. Previous shipping labels should be removed or obliterated. VBC accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain, on containers.

VBC WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE.

Exhibits and materials for which arrangements have not been made with VBC, or which have not been removed from exhibit area on removal day, will be transported to storage, at the expense of exhibitor, to await disposition. VBC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable period after the close of the show.

H. LIMITATIONS OF LIABILITY

1. The VBC will not be responsible for damage to uncrated and/or unskidded exhibit materials, nor for concealed damage to materials.
2. The VBC will not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
3. The VBC will not be responsible for any loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth after the show.
4. The VBC will not be responsible for any damage due to fire, theft, Acts of God, Acts of Civic Authority, riots, strikes or lockouts or any other cause beyond the control of the VBC.
5. The VBC will be limited to physical damage to any specific article for a maximum of \$50.00 per claim.
6. The VBC will not take any responsibility due to loss of profits or revenues of the exhibitor as a result of the show.
7. The delivery of a shipment to the VBC by the exhibitor, or any agent thereof, shall be considered as an acceptance on the part of the exhibitor of the terms and conditions of this agreement.



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Booth Number: _____

I. PAYMENT POLICY

All charges for services are due and payable in U.S. Funds prior to move out. Visa/Mastercard/Discover & American Express service available. THE VBC DOES NOT INVOICE.

AUTHORITY TO HANDLE:

All terms and conditions herein stated are understood and accepted.

Company Name		Booth Numbers	
Name of Event			
Address			
City, State, ZIP			
Attention		Telephone	
Signature		Date	

IMPORTANT: Please sign and return promptly to:

Von Braun Center
700 Monroe Atreet
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256-551-2358



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Phone: 256-551-2358
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Show Name: _____

Booth Name: _____

Booth Number: _____

SHIPPING LABELS

Please add these label to your boxes along w/ your UPS/FedEx/Carrier's label.

Company Name	_____	Booth Number	_____
C/O	Von Braun Center SOUTH HALL DOCK 2 700 Monroe Street Huntsville, AL 35801 256-551-2358		
Event Name:		Contact:	

Company Name	_____	Booth Number	_____
C/O	Von Braun Center SOUTH HALL DOCK 2 700 Monroe Street Huntsville, AL 35801 256-551-2358		
Event Name:		Contact:	

PLEASE MAKE AS MANY COPIES AS NEEDED FOR YOUR SHIPMENT



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Show Name: _____

Booth Name: _____

Booth Number: _____

BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Electrical	
Furniture	
Internet & Audio/Visual Services	
Banner/Sign Hanging	
Utilities & Services (air, water, forklift)	
Shipping Drayage: _____ @ \$70.00 per 100lbs	CWT:
Grand Total: (No Invoicing)	

Important Reminders

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Cancellation Policy

Items canceled after show move-in begins are non-refundable.

Booth Map (Page 4)

Please be sure to mark where you'd like your electrical or internet dropped & mark where the main drop should be. (Floor changes could result in labor fees.)

Please provide number of packages, weight & tracking numbers.

Package #	Weight	Tracking Number	Services Provider (FedEx, UPS, etc)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			