



# Mac & Cheese COOKOFF



**SATURDAY**  
**February 29, 2020**

**Benton Convention Center**

# CRAFT BEVERAGE FESTIVAL

**BigSipFest.com**



THE TRIAD'S



**MAN UP!**



The Best Variety of the '80s, '90s and Today



ALL THE HITS



#1 FOR NEW COUNTRY

NEWS TALK



APARTMENTS  
Food Festival | [www.BigSipFest.com](http://www.BigSipFest.com)



## BIG SIP CRAFT BEVERAGE & FOOD FESTIVAL EXHIBITOR KIT.

Here's the answers to some of the more common questions...

1. **Where?** Winston-Salem Benton Conv. Center: downstairs in the Piedmont 4 Hall. Directions on page 3. (301 W 5th St, Winston-Salem, NC)
2. **When?** The show runs from 1:00p.m. - 6:00p.m.  
**Load-in / Set-up:** Friday: 2:00 - 8:00 or Saturday morning: 8:00a.m. - 1:00p.m.
3. **What does my booth include?** Each booth has 2 chairs, a skirted 6' table, small booth sign. Your booth curtain is black: 8' high in back, 3' on the sides.
4. **How do I order electricity?** Use the Hollins forms starting on page 10. \*Note: when asked "What's your booth number?" write in "TBD".
5. **Can I order booth carpet, extra tables, and so on?** Use the Hollins forms starting on page 11. \*Note: when asked "What's your booth number?" write in "TBD".
6. **Will I get an advance floorplan?** Yes! Via email prior to the festival.
7. **Where will I park for load-in?** See page 3: "Load-In & Parking Instructions."
8. **Can I participate in ticket giveaways?** Yes. Let us know what promotions you would like to do and we can send you some tickets – it's a great chance for additional visibility!
9. **Can I promote a ticket special online and to our existing customers?** Yes. You can share Promo Code: BigSip10 for 10% Off tickets.
10. **Is there a place to hang a banner?** The back drop is 10' wide and 8' high. We can order a banner for you if you need one. See Page 7
11. **How Many People are expected?** The Big Sip had as many as 3500 people in the past. In the room we have this year we expect around 2000 - 2500 people.
12. **How Much Product to Bring?** We can update everyone on ticket sales the day prior to the event for a more accurate amount. Mac & Cheese: 1000 - 1500 (2oz samples) Approx (5 to 7 full size chafing dishes)  
Breweries average 2 - 3 sixtels / brand. Wineries & Distilleries please use discretion
13. **Have MORE questions?** Call us: 336-285-0158. Or email us: BigSipFest@OurLocalMedia.com. We'll be glad to answer any questions or concerns that you may have.

**Please sign and return the compliance form: pages 4 & 5**

# Big Sip Craft Beverage & Food Festival

This festival benefits the following non-profit 501c(6), inc. Stepping Stone Canine Rescue, Distillers Association of NC, NC Brewers Guild, Triad Brewers Alliance and also the Winston-Salem Jaycees. Sponsored by Our Local Media, Piedmont Local.

As with the previous events, this event will be well promoted through local, and regional wide publications, social media and other mass media including all area iHeart radio stations. Further information will be available at [PiedmontLocalNC.com](http://PiedmontLocalNC.com) and [BigSipFest.com](http://BigSipFest.com).

The number of samples each ticket holder can test will be left to the discretion of each individual vendor. We have applied for and received our NC ABC Special One Time Permit allowing us to provide samples/tastings of wines, brews and spirits. Wineries are free to use their own pourers & have the option to sell your wines, by the bottle or case. Distilleries may provide information about their products, but must have a Big Sip volunteer on hand to pour samples, and may not sell by the glass or bottle. All vendors have the opportunity to sell accessories, clothing, or other related items at your table.

## LOAD-IN INSTRUCTIONS!

**LARGE LOAD?** Pull your vehicle into the large drive-under loading dock, lower (street) level on **Marshall Street**. You'll be able to unload materials into the **PIEDMONT 4 HALL**, then move your vehicle to a street space or nearby parking deck.

- Advantages: Under cover the whole way, no weather to contend with.
- Drawbacks: Unloading space is limited, so you'll need to load your things into your exhibit space fast, move your vehicle, then return to finish sprucing up your space.

**SMALL LOAD & PARKING?** Park in the lot behind the Convention Center on **Sixth Street**. Walk up Marshall St., turn left into large drive-under Loading Dock as described above. **OR park in deck across from Convention Center on Cherry St.** (not the one connected to the Hotel) and take the walkway across.

## WHAT YOUR EXHIBITOR PACKAGE INCLUDES:

EXHIBIT SPACE DETAILS (Tell us if you do NOT want the table, we'll remove it.)

- 8' tall black backdrop drapery at the back of your booth
- 3' tall black divider curtains on each side of your booth
- One 6' table w/ black skirt per 10' x 10' area covered with white vinyl or paper
- Two chairs per 10' x 10' area
- Ice where requested (Please provide your own containers)
- Dump buckets, water stations, garbage cans
- Wine check area that is convenient for storage and pick up as people leave the festival.
- One small (business name only) ID sign. **Need a banner?** See page 7.

## EVENT SCHEDULE:

Load in between - Friday 2PM - 8PM or Saturday 9AM - 12PM

1PM: Doors Open to Public (booths must be set up by this time)

6pm: Clean up and then head to Vendor and Service Industry owners/managers meet and greet with food provided (when option is planned).

## PREPARATION & CLEAN UP:

- Vendors are responsible for booth/table set up / clean up.

**Bring with you the day of the event the following to complete your registration and be able to set up:**

- Copy of your certificate of insurance naming Benton Convention Center, Our Local LLC and Winston-Salem Jaycees as an additional insured.
- For malt beverages/wine, the brewery or winery must already possess the malt beverage/winery special event permit. It's recommended, but there is not a requirement that they must provide you a copy of their special event permit

**FYI:** The Winston-Salem Jaycees obtains the Special One Time Permit for Sale of Alcoholic Beverages (SOT) for the event. As a non-profit, we invite the distillery. The distillery would donate their product to the non-profit, those products could then be tasted under the SOT permit, provided a Big Sip volunteer at the booth.

### **Additional NCABC info:**

18B-1114.1. Authorization of winery special event permit.

(a) Authorization. - The holder of an unfortified winery permit, a limited winery permit, a viticulture/enology course authorization, or a wine producer permit may obtain a winery special permit allowing the winery or wine producer to give free tastings of its wine, and to sell its wine by the glass or in closed containers, at trade shows, conventions, shopping malls, wine festivals, street festivals, holiday festivals, agricultural festivals, balloon races, local fundraisers, and other similar events approved by the Commission.

(b) Limitation. - A winery special event permit is valid only in a jurisdiction that has approved the establishment of ABC stores or has approved the sale of unfortified wine. (1989, c. 737, s. 2; 1991, c. 267, s. 1; 1991 (Reg. Sess., 1992), c. 1007, s. 24; 1993, c. 553, s. 71; 2001 - 262, s. 3; 2001 - 487, s. 49(e); 2005 - 350, s. 3(b).)

§ 18B-1114.5. Authorization of malt beverage special event permit.

(a) Authorization. - The holder of a brewery, malt beverage importer, or nonresident malt beverage vendor permit may obtain a malt beverage special event permit allowing the permittee to give free tastings of its malt beverages and to sell its malt beverages by the glass or in closed containers at trade shows, conventions, shopping malls, malt beverage festivals, street festivals, holiday festivals, agricultural

festivals, balloon races, local fundraisers, and other similar events approved by the Commission. Except for a brewery operating under the provisions of G.S. 18B-1104(7), all malt beverages sampled or sold pursuant to this section must be purchased from a licensed malt beverages wholesaler.

(b) Limitation. - A malt beverage special event permit is valid only in a jurisdiction that has approved the establishment of ABC stores or has approved the sale of malt beverages. A malt beverage special event shall not be used as subterfuge for malt beverages suppliers to ship directly to retail permittees unless otherwise authorized by law. (2009-377, s. 4)

#### Guidelines

- NC holds a zero tolerance policy on any employee or volunteer drinking any amount while working at the booth. If you are behind a serving table, you will be assumed to be working.
- You will be in violation if you were seen to have been drinking prior to your shift at the brewery booth.
- If you are wearing your branded attire, you will be considered “to be working”, and not eligible to consume. Once your booth shift is over, you can “unbrand” and become a festival patron and eligible to consume - however, you may not return to work in any function at the beverage booth for the remainder of the event.
- While an employee is allowed to wear branded attire at their nonprofit organization festival booth, if they do, they will be considered working, and a rep for the beverage, and will be held responsible for violations.
- A beverage representative who is not officially “working” may set-up and take-down their own equipment, as long as they are not participating, or coming in contact with, the service of the product in any way. Within this allowance, the brewer or brewery representative cannot serve any function to their booth aside from equipment set-up and break-down.
- Note that care should be taken not to make test pours available, i.e. setting them on the serving table or jockey box, as this could be viewed as service, and consequently a violation.
- Within this provision, the brewer, distiller is advised not to bring attention to him/herself as being intoxicated.
- If you are serving customers, quality control tasting is not allowed. However, if the beverage representative believes something is wrong (e.g. a compromised keg, or line), they should notify an on-site ALE agent and receive permission before taking a quality control sample.
- Do not serve someone who is obviously intoxicated. If you are not comfortable making this call, please ask for event security or police to assist

By signing this form, you understand and agree to comply with document(s) and verbiage below outlining legal procedures with respect to the festival.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Countdown to Show time!

Big Sip Craft Beverage & Food Festival: Saturday February 29, 2020 1p - 6p

## You Supply

- Containers for your product
  - Samples of product for patrons (2000 - 2500 attendees)
- Breweries:** 2 – 6 products, (2-3 Sixtels each) – we recommend to tap 2-3 at a time (at discretion of vendor) to minimize waste at the end of the festival.
- Jockey boxes / CO2 / Tubs / Ice coolers
  - Signs, banners **Need a banner?** See page 8.
  - Any merchandise you wish to sell
  - **Restaurants Mac & Cheese:** 1000 - 1500 (2oz samples) Approx (5 to 7 full size chafing dishes)

## 14 DAYS BEFORE SHOW Be Prepared!

- Exhibit & display materials in hand? Ready to go?
- Is transportation arranged for display materials and products to Show?
- Is personnel scheduled to assist on move-in day (the day before the show)?
- Have you ordered any “extras” you’ll need? Tables, carpet, etc.? See the “Hollins Exposition Services” forms (pages 13-16), and take advantage of the Discount Rate.
- Have you ordered electricity? The necessary forms are on page 14
- Be active on social media! This is a chance for brides to come see you: live and in person!

## 7 DAYS BEFORE SHOW Get Ready for Move-in!

- Exhibit & display materials packed & ready for transport to Show?
- **Did you invite your Facebook Fans to come see you at the Show?**
- Personnel scheduled to assist in set-up and on Show day?
- Have you given Exhibitor Stickers to your staff? You’ll need them tomorrow!

## 1 DAY BEFORE / DAY OF!!!

**Move-In is THE DAY BEFORE THE SHOW FROM 10AM-8PM OR THE MORNING BEFORE THE FESTIVAL!**

- Exhibitor move-in (See page 5 “Move-In Instructions!” for details).
- Any space not occupied by 12:00pm on Saturday February 29th may be forfeited: Call us IN ADVANCE if there’s a problem.

# SHOW DAY! Show Opens at 1:00pm!

- Don't forget to check in ! You and your staff need them TODAY to get in!
- Winston-Salem Parking advice: Use the parking garage across from Benton Convention Center on 5th Street (not the one connected to the hotel). It's \$2 all day.
- At 9:00am the Show floor is open ONLY to those with an Exhibitor passes / wrist bands.
- At 1:00pm the Show opens to the public.
- At 6:00pm the Show closes to the public. At 6:00pm Exhibitor move-out begins.
- At 9:00pm move-out must be complete.

## Do You Have All of The Practical Things?

Order in advance – you'll save money & aggravation

Your basics are already included: each 10' x 10' space has one 6' table with table cover and skirt, and two chairs. The booth has an appropriate black 8' backdrop and a 3' divider between you and the next exhibitor. But you may need extras: carpet, or electricity for example.

Elsewhere in this document are forms for HOLLINS EXPOSITION SERVICES that show things you can order. A Hollins representative may not be on hand at the Show, so order these things in advance -- and take advantage of the discount rates offered (deadline dates shown on forms).

**ELECTRICITY?** See page 14

## Do You Have A Good-Looking Booth Banner?

An attractive banner conveys a positive image. Need a nice one?

Please order at least 7 days before the show.

- Low cost, full-color printing. (We've used this company for years.)
- You can re-use it ... it's durable and weatherproof
- FREE SHIPPING if you place your order at least 7 days before the show (you must submit a usable - high-resolution - camera-ready file)
- FREE GROMMETS for hanging the banner on the back of your booth
- Call 336-285-0158 ext 101 or [BigSipFest@OurLocalMedia.com](mailto:BigSipFest@OurLocalMedia.com) to order

### Dimensions (other sizes available)

- 18" x 24" = approx. \$30
- 24" x 72" = approx. \$40 (we recommend this size)

\*If not camera-ready, additional \$15-\$25 setup charge may apply, depending on complexity. They will need camera-ready art or suitable electronic file format for logos and artwork (.pdf, .eps, Adobe Illustrator, high-res Photoshop, .jpg or .tif).

**HOLLINS Exposition Services** is pleased to have been selected as the Official Service Contractor for the Big Sip Food & Beverage Festival. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience.

**SERVICE FORMS:** We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

**PAYMENT POLICY:** All orders placed with Hollins Exposition Services are subject to the terms and conditions as set forth on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. **Please Note:** You may choose to pay 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 Exposition Services.** PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

### **(A) BOOTH EQUIPMENT**

**Each booth will be provided with:**

- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 6 ft. skirted table
- one 7 in. x 44 in. booth identification sign
- two folding chairs
- one wastebasket

Orders received will be considered additional to the above and charged accordingly.

*NOTE: The exhibit hall floor is carpeted.*

### **(B) EXHIBITOR MOVE-IN SCHEDULE**

Friday, February 28, 2020  
2:00 p.m. - 8:00 p.m.

Saturday, February 29, 2020  
8:00 a.m. - 1:00 p.m.

### **(C) EXHIBITOR MOVE-OUT SCHEDULE**

Saturday, February 29, 2020  
6:00 p.m. - 9:00 p.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 6:00 p.m., Saturday, February 29th. The exhibit hall must be cleared by 9:00 p.m.

### **(D) TAX**

Tax (6.75%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

### **(E) DISCOUNT RATES**

If you need additional booth furnishings, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must receive your order with full payment by February 14, 2020, unless otherwise indicated. Orders received after February 14th, orders without payment and orders placed at the show will be processed at Standard Rates.

### **(F) SHIPPING**

#### **ADVANCE RECEIVING AT THE WAREHOUSE -**

Hollins Exposition Services will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. Material should be shipped to arrive at our warehouse in Greensboro, NC no later than Wednesday, February 26, 2020. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:00 p.m.

#### **DO NOT SHIP ADVANCE FREIGHT TO THE BENTON CONVENTION CENTER -**

The Benton Convention Center is under no obligation to receive advance freight, accepts no responsibility for freight, and will refuse it. Should any freight be received by them, it will be consigned to Hollins Exposition Services and subject to the prevailing drayage rate plus an additional fee for handling.

#### **DIRECT SHIPMENTS TO THE SHOW SITE -**

Hollins Exposition Services will receive direct shipments to the show site beginning Friday, February 28, 2020. **Shipments sent direct to show site prior to February 28th WILL BE REFUSED. Shipments sent to show site after show opens will be charged an additional handling fee.**

(contd.)



### **(G) LABOR INFORMATION:**

To assist you in planning your show participation in Winston Salem, we are certain you will appreciate knowing in advance that Hollins Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, Hollins Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify Hollins Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor".

### **(H) ASSISTANCE IN PLANNING**

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. If you require assistance in planning your exhibit, please call our office for suggestions on how you can make your booth space more functional and attractive.

### **(I) GENERAL INFORMATION**

**HOLLINS Exposition Services** is the official service contractor for the **Big Sip Food & Beverage Festival** and is responsible for the following:

**Drayage:** Drayage is the delivery of freight from the warehouse or loading dock to the exhibitor's booth and from the booth to the loading dock, and picking up and delivering of the empty crates or boxes.

Empty crates will be removed to off-site storage and returned to your booth at the end of the show at no charge, provided that you have used Hollins Exposition Services' drayage service for the delivery of your freight. "Empty" container labels will be provided for your use during move-in. Do not store merchandise in containers marked for empty storage, as there will be no access to the containers during the show.

**Decorating:** Decorating refers to providing furnishings, drape, carpeting, signage, etc.

**Labor:** This is for rigging, carpentry, and installation and dismantle of exhibits.

**Security:** Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Hollins Exposition Services is not responsible for items left in booths unattended.

**Equipment Use:** Hollins Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor on the forms provided.

### **(J) PLEASE NOTE:**

*No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services*

### **(K) QUESTIONS AND ADJUSTMENTS:**

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the Hollins Exposition Services' Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at:  
(voice) 336-315-5225  
(fax) 336-315-5220  
(email) [anelson@hollins-expo.com](mailto:anelson@hollins-expo.com)

### **OFFICIAL CONTRACTORS**

#### **GENERAL SERVICE CONTRACTOR:**

**(Furnishings, Cleaning, Labor, Drayage)**

#### **HOLLINS EXPOSITION SERVICES**

Street Address:

121 North Chimney Rock Road

Greensboro, NC 27409

Phone: (336) 315-5225

Fax: (336) 315-5220

#### **Utilities:**

**(Electrical, Telephone, Internet)**

#### **M.C. BENTON CONVENTION CENTER**

PO Box 68

Winston-Salem, NC 24445

Phone: (336) 727-2879

Fax: (336) 727-2976

#### **ADVANCE RECEIVING WAREHOUSE:**

**(Receiving and Storage of Exhibit Materials)**

#### **HOLLINS EXPOSITION SERVICES**

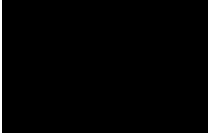
121 North Chimney Rock Road

Dock 1

Greensboro, NC 27409

Phone: (336) 315-5225

Fax: (336) 315-5220



# ELECTRICAL/MISCELLANEOUS SERVICES ORDER FORM

Check Event Location:  Benton Convention Center  Marriott Hotel  Embassy Suites Hotel

Please complete and return to Twin City Quarter; 460 N. Cherry Street; Winston-Salem, NC 27101 or fax to (336) 728-4020.  
**ALL ORDERS must be received 14 days prior to move-in to receive the advance price.**

*For questions regarding additional services, please contact our Event Planning Department, 336.397.3614  
ATTENTION:*

### PRICES ARE GUARANTEED 90 DAYS PRIOR TO EVENT

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	110V/20 amp Elec. Outlet	60.00	85.00	
<b>CALL FOR ANY OTHER POWER REQUIREMENTS</b>				
<b>COMPLIMENTARY WIFI IS OFFERED</b>				
			<b>Total Cost</b>	

We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power.

**Method of Payment:**

\_\_\_\_\_ Credit Card \_\_\_\_\_ Check Amount

\_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express

**\*\* Must Have\*\*** Email: \_\_\_\_\_

Card # \_\_\_\_\_ CID \_\_\_\_\_

\_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Cardholder's Signature

**Payment Policy:** 100% advance payment or credit card information must accompany your order prior to move-in day to qualify for advance prices. All orders received without payment or ordered at the show will charge at the floor price. All payments for floor orders must be made at the time of the request.

**Name of Convention/Show:** \_\_\_\_\_

**Date of Convention/Show:** \_\_\_\_\_

Name of Company: \_\_\_\_\_ **\*\*Must Have\*\*** Telephone #: \_\_\_\_\_

Booth No. (If known): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_



All orders may be faxed to  
336-315-5220 or emailed to  
anelson@hollins-expo.com

**IMPORTANT NOTICE**

SIGNED AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER.

## PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

### PAYMENT POLICY

We require your credit card authorization to be on file with Hollins Exposition Services.

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 Exposition Services.

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 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 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 (10) days of the close of the show.

**CREDIT CARD AUTHORIZATION** (Information Must Be Provided)

MasterCard    
  VISA    
  American Express

EXPIRATION DATE

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Corporate      Personal

---

PRINT CARDHOLDER NAME
X
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 shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS EXPOSITION SERVICES shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. 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 and Carpet		\$
Plants and Floral Arrangements		\$
Cleaning Services		\$
Installation / Dismantle Labor		\$
Material Handling (Freight)		\$
Other Hollins Services (Specify)		\$

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

**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.**

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 Big Sip Food & Beverage Festival

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_



All orders may be faxed to  
336-315-5220 or emailed to  
anelson@hollins-expo.com

ORDER FORM FOR  
FURNISHINGS AND CARPET

Deadline Date For Discount Rate  
February 14, 2020

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. Mail one copy to us at the address above. Retain a copy for your files. CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom Cut Carpet cancelled after being cut will be charged 100% of original price.

SEATING

Quantity		Discount Rate	Standard Rate
_____	Molded Plastic Folding Chair	\$17.00	\$22.10
_____	Upholstered Arm Chair	30.00	39.00
_____	Upholstered Stool (30" High)	32.00	41.60

ACCESSORIES

_____	Pedestal Table (White Laminate Top) (30" Round x 30" High)	\$35.00	\$45.50
_____	(30" Round x 42" High)	38.00	49.40
_____	(36" Round x 30" High)	38.00	49.40
_____	(36" Round x 42" High)	42.00	54.60
_____	Cocktail Table (White Laminate Top) (24" Round x 18" High)	30.00	39.00
_____	Cocktail Table (White Laminate Top) (36" x 20" x 15" High)	30.00	39.00
_____	Coat Tree	26.00	33.80
_____	Wastebasket	12.00	15.60
_____	Tripod Floor Easel	16.00	20.80

DISPLAY PANELS

_____	Perforated Board (Pegboard) (4' x 8' Double Sided / Vertical)	\$85.00	\$110.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Tackboard Display Panel (4' x 8' Double Sided / Vertical)	85.00	110.50
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	85.00	110.50

CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	\$ 75.00	97.50
_____	9' x 20' Carpet	150.00	195.00
_____	9' x 30' Carpet	225.00	292.00
_____	9' x 40' Carpet	300.00	390.00
_____ ft. x _____ ft.	Custom Cut Carpet - per sq. ft.	1.50	1.95
_____ ft. x _____ ft.	Carpet Padding - per sq. ft.	.65	.85
_____ ft. x _____ ft.	Visqueen Covering - per sq. ft.	.35	.46
_____ ft.	Additional Taping - per linear ft.	.80	1.04

Carpet Color Preferred:

- Red  Blue  Seafoam  Silver Gray  Hunter Green  Black

SPECIAL DRAPERY

_____	Linear Feet of 8' High Drapery	\$6.00/LF	\$7.80/LF
_____	Linear Feet of 3' High Drapery	4.00/LF	5.20/LF

WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
_____	<u>Standard Height (30" High)</u>		
_____	2' x 4' Table - Draped	\$60.00	\$78.00
_____	2' x 4' Table - No Drape	25.00	32.50
_____	2' x 6' Table - Draped	70.00	91.00
_____	2' x 6' Table - No Drape	30.00	39.00
_____	2' x 8' Table - Draped	75.00	104.00
_____	2' x 8' Table - No Drape	35.00	45.50
_____	Drape Exhibitor Table	35.00	45.50
_____	<u>Counter Height (42" High)</u>		
_____	2' x 4' Table - Draped	\$65.00	\$84.50
_____	2' x 4' Table - No Drape	30.00	39.00
_____	2' x 6' Table - Draped	75.00	97.50
_____	2' x 6' Table - No Drape	35.00	45.50
_____	2' x 8' Table - Draped	85.00	110.50
_____	2' x 8' Table - No Drape	40.00	52.00
_____	Drape Exhibitor Table	40.00	52.00

Draping Color Preferred:

- Red  Blue  Hunter Green  Gold  White  Black  Burgundy  
 Silver Gray  Seafoam  Beige  Plum

Note: Draping includes white vinyl top and pleated skirting on three sides. \*

\* Optional 4th side draped: \_\_\_\_\_ ft. @ \$4.00 per linear ft. = \_\_\_\_\_

WOOD TABLE TOP RISERS & DRAPING

_____	1' x 4' Table Top Riser 12" High		
_____	Riser - Draped	\$30.00	\$39.00
_____	Riser - No Drape	15.00	19.50
_____	1' x 6' Table Top Riser 12" High		
_____	Riser - Draped	45.00	58.50
_____	Riser - No Drape	20.00	26.00

Draping: White Only

SUB TOTAL \$	_____
6.75% Sales Tax \$	_____
TOTAL \$	_____

PAYMENT POLICY: We require your credit card authorization to be on file with Hollins Exposition Services. Payment in full, including tax, must accompany your order to qualify for Discount Rates. 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 on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT Big Sip Food & Beverage Festival

NAME OF FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CARE OF \_\_\_\_\_  
(If Other Than Exhibiting Firm)

ADDRESS \_\_\_\_\_  
(Street) (P.O. Box) (City) (State) (Zip)

ORDERED BY \_\_\_\_\_  
(Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_



All orders may be faxed to 336-315-5220 or emailed to anelson@hollins-expo.com

ORDER FORM FOR CLEANING SERVICES

Deadline Date For Return of This Form February 14, 2020

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

PLEASE TYPE OR PRINT

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning service required within your exhibit space, including disposal of debris generated during set-up, is the responsibility of the exhibitor. Note: All rental carpets ordered from Hollins Exposition Services are installed in clean condition.

PLEASE INDICATE SERVICE DESIRED

BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA (100 Sq. Ft. Minimum Per Day)

Rates

- DAILY —Vacuum, empty wastebaskets and general cleaning before initial opening of exhibit and DAILY thereafter. \$.34 per sq. ft. per day
ONCE —Vacuum, empty wastebaskets and general cleaning ONCE before initial opening of exhibit. .34 per sq. ft.
SHAMPOO - Shampoo ONCE before initial opening of exhibit. .65 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

Blank lines for special instructions or other services required.

SIZE OF BOOTH \_\_\_\_ x \_\_\_\_ = \_\_\_\_ SQ. FT. x RATE: \_\_\_\_ x NO. OF DAYS: \_\_\_\_ = \$ \_\_\_\_

NO CREDITS will be considered for service unless the exhibitor notifies the Service Desk that the service was not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

PAYMENTPOLICY:WerequireyourcreditcardauthorizationtobeonfilewithHollinsExpositionServices.Paymentinfullmustaccompanyyourordertoqualifyfor Discount Rates. 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 on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

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ORDERED BY \_\_\_\_\_ X \_\_\_\_\_ (Please Type or Print) (Signature)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ DATE \_\_\_\_\_