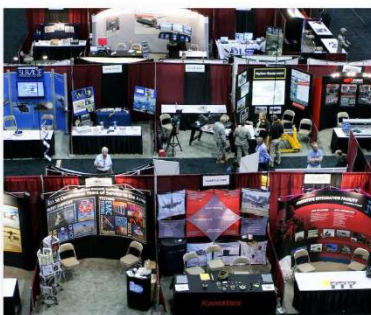




Exhibitor Guide

www.vonbrauncenter.com



Von Braun Center
700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2358 FAX (256) 551-2221
decorating@vonbrauncenter.com

ContractReady-Procurement Forum & Vendor Fair 2022

Booth Name: _____

Booth Number: _____

BOOTH PACKAGES

- A) Row 10'x10' w/6' table & two chairs
- B) Open 10'x10' w/6' table & two chairs
- C) Row 10'x20' w/ two 6'tables & four chairs
- D) Open 15'x15'
- E) Open 20'x20'

Please check on the following pages only the items requested in addition to the 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.**

THE VON BRAUN CENTER DOES NOT INVOICE.

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 move-in begins will be charged at 50% of original price except draped tables, which are totally non-refundable.

MOVE IN SCHEDULE

Wednesday, Sep 28th, 2022, from 9am to 5pm

EVENT SCHEDULE

Thursday, Sep. 29th 2022, from 7:30am to 4pm

MOVE OUT SCHEDULE

Thursday, Sep. 29th 2022 after 4pm

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ContractReady-Procurement Forum & Vendor Fair 2022

Booth Name: _____

Booth Number: _____

**CREDIT CARD AUTHORIZATION FORM
(Required for all services including drayage)**

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	CID #:
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

If you would like confirmation of your order, please provide an email address:

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Booth Name: _____

Booth Number: _____

BOOTH FURNISHINGS ORDER FORM

Item	Advance Order Discount Price	Floor Order Price	Quantity Ordered	Amount
-------------	---	----------------------------------	-----------------------------	---------------

CARPET

Booth Carpet Price based on 10 x 10 booth _____	85.00	110.00	X	
Booth Cleaning	50.00	60.00	X	
Booth Padding	40.00	50.00	X	

FURNITURE

Chair	25.00	\$30.00	X	
Arm Chair Upholstered (North Hall Only)	25.00	30.00	X	
Counter Stool	35.00	40.00	X	
Waste Basket w/ liner	5.00	7.50	X	
Easel	25.00	30.00	X	

TABLES- WITH NO SKIRT (30 In. wide)

4' Table - 30" high	35.00	45.00	X	
4' Table - 42" 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	

SKIRTED TABLE (30 In. wide)

Hi- Round Top Table	40.00	50.00	X	
4' Table - 30" high	45.00	55.00	X	
4' Table - 42" 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 Racks	15.00	20.00	X	
Literature Stand (6 pocket) 60" high	85.00	120.00	X	

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Booth Number: _____

Fire Extinguisher Order Form

If you plan to utilize a Deep Fryer or cooking equipment during the show, you will be required to have a Fire Extinguisher – Type K.

<u>Item</u>	<u>Advance Order Discount Price</u>	<u>Floor Order Price</u>	<u>Quantity Ordered</u>	<u>Amount</u>
Fire Extinguisher – Type K*	\$60	\$70	X	

*If the Fire Extinguisher is used a \$95.00 refill charge will apply.

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Booth Name: _____

Booth Number: _____

EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2358. All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Quantity	Advance Cost	Floor Cost	Total
Telephone Line- Local Calls	X	\$150.00 each	\$175.00 each	
Telephone Line- Long Distance	X	\$185.00 each	\$205.00 each	
Telephone Instruments	X	\$40.00 each	\$45.00 each	
TOTAL:				

CABLE

Item	Quantity	Advance Cost	Floor Cost	Total
Cable Line dropped to booth	X	\$130.00	\$180.00	
Satellite Dish Hook Up	X	\$200.00	Must be pre-order	
TOTAL:				

*** If you want to have Satellite Dish Hook up, you must call the decorating department before ordering. * **you will not be able to order Satellite Dish Hook Up on the show floor****

HIGH SPEED INTERNET ACCESS

Additional internet capacity is available in the Hall (if you have already ordered WiFi, the password will be provided at the Registration Desk). Please mail decorating@vonbrauncenter if you have questions.

Description		Quantity	Total
RJ45 Drop From Router	\$450.00	X	
Additional IP Address From RJ45 Drop	\$130.00	X	
Hub/Switch Rental	\$100.00	X	
WiFi Available	\$25.00 per day/ per device	n/a	Preorder not required

Please contact us regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

***The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.**

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Booth Number: _____

UTILITY SERVICE ORDER FORM

ELECTRICAL

If you have already ordered electricity, a power strip will be installed at your booth. The rates listed below are for *additional or higher power requirements* only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below 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.

	Advance Price	Floor Price	Quantity Ordered	Amount
--	---------------	-------------	------------------	--------

110 Voltage

20 amp or 0-2400 watts	\$100.00	\$125.00	X	
30 amp or up to 3600 watts	125.00	155.00	X	

208 Voltage

0-30 amps	\$130.00	\$160.00	X	
31-60 amps	165.00	190.00	X	
61-100 amps *	210.00	260.00	X	
100 - 200 amps *	260.00	290.00	X	
Over 200 amps *	N/A	N/A	X	

Circle one: single / three phase

480 Voltage

0-30 amps	\$160.00	\$190.00	X	
31-60 amps	210.00	250.00	X	
61-100 amps *	290.00	405.00	X	
100 - 200 amps *	370.00	N/A	X	
Over 200 amps *	N/A	N/A		

Circle one: single / three phase

By special arrangement prior to move-in, call 256 551-2358.

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 5 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*

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or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.

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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 Ordered	Amount
\$90.00	\$115.00	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 Ordered	Amount
\$90.00	\$115.00	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 air service is limited to the South, East, and West Exhibit Halls only.

ENGINEERING LABOR (Two Person Minimum with a One Hour Minimum)

Number of Men	Price Per Hour	Number of Hours	Amount
X	\$30.00	X	

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Booth Name: _____

Booth Number: _____

BANNER & SIGN SERVICE

NAME OF EVENT: _____ BOOTH NUMBER (S): _____

YOUR COMPANY: _____

ADDRESS: _____

TELEPHONE: () _____ REPRESENTATIVE: _____

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 approval by VBC Decorating Department

Item	Quantity	Advance Cost	Floor Cost	Total
Hang Sign/Banner		\$125.00 each	\$225.00 each	
TOTAL:				

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.** If the banner/sign deadline is unable to be met, the following information should be provided to the Exhibitor Service Coordinator prior to 12pm (noon) the day before move-in: **dimensions, approximate weight and anticipated arrival time.**

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 or during show move-in will be charged at Floor Order Price and handled as quickly as possible on a first come basis.

If your banner or sign has less than three (3) points and weighs less than 40lbs the charges are listed above. If your banner/sign has (3) points or more, or if it weighs over 40lbs you must coordinate with the Exhibitor Service Coordinator no later than seven (7) 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.

Please fill in the information and return to:
 Von Braun Center
 Attn: Decorating Department
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 Huntsville, AL 35801

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Booth Name: _____

Booth Number: _____

FLORAL, AV & DECORATIVE BOOTH SERVICES
Available by special arrangement prior to move in.

INSTALLATION AND DISMANTLING LABOR ORDER FORM

RATES:

If requested, the Von Braun Center will provide two (2) people at a minimum time of two (2) hours to Install/Dismantle your booth at a rate of **\$150.00**. For each additional hour, there will be a charge of **\$35.00**.

Set-up times will be assigned and set with the Exhibitor Service Coordinator prior to the event.

Orders received at the show will be processed after advance orders on a first come, first served basis.

PLEASE INDICATE SERVICE DESIRED:

[] PLAN A - SUPERVISION BY VON BRAUN CENTER

This plan is offered to have displays set prior to the exhibitor's arrival. Supervision is provided by VBC and all pertinent information should be directed to the above address, including blueprints, set-up instructions, photographs and shipping information (both inbound and outbound). **Charge for this service is an additional 25% of the total labor bill, with a minimum of \$40.00 for installation and a minimum of \$40.00 for dismantling.** Please provide an emergency contact and telephone number:

Contact: _____ () _____.

ESTIMATION FOR: SET-UP DISMANTLE

No.Of People _____ _____

Hours Ea. Person _____ _____

Crates _____ Cartons _____ Total wt. _____

Return shipping instructions are as follows:

Ship to: _____

Via _____ [] PREPAID [] COLLECT

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Booth Name: _____

Booth Number: _____

[] PLAN B -SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the move-in/move-out.

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	No. People	Date	Time	Approx. Hrs.
SET-UP				
DISMANTLING				

It is important that exhibitor check in at service desk to pick up men ordered. Exhibitors must also check the men out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or his representative. Supervisor will be:

_____.

NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED.

PAYMENT POLICY - ALL CHARGES FOR SERVICES RENDERED MUST BE PAID BEFORE SHOW CLOSING. PLEASE FILL OUT SHIPPING FORM AND RETURN WITH THIS SHEET. VBC DOES NOT INVOICE.

COMPANY: _____ BOOTH NUMBER: _____

ADDRESS: _____

ORDERED BY: _____ PHONE: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO ADVISE THE VBC SERVICE DESK OF ANY PROBLEMS WITH ANY OF THEIR ORDERS AND TO CHECK THEIR BILL FOR ACCURACY PRIOR TO PAYING AT SHOWSITE. **ABSOLUTELY NO CREDIT WILL BE ISSUED AFTER SHOW CLOSING.**

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Booth Name: _____

Booth Number: _____

SHIPPING FORM

VON BRAUN CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE.

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:

BILL TO:

NAME: _____

ADDRESS: _____

IF GOING TO ANOTHER CONVENTION PLEASE INDICATE

MUST ARRIVE BY: _____

NAME OF SHOW: _____

BOOTH NUMBER: _____

COMPANY: _____

ADDRESS: _____

AUTHORIZED BY: _____

PHONE: _____

YOUR PURCHASE ORDER NO.: _____

BOOTH NO.: _____

NAME OF EVENT: _____

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Booth Name: _____

Booth Number: _____

SHIPPING, HANDLING, AND REMOVAL INSTRUCTIONS

VON BRAUN CENTER CANNOT 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 (20 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 Person:

Crated materials will be received up to 20 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: \$55.00 per cwt. for single shipment received with a **\$55.00** minimum.

UNCRATED AND LOOSE DISPLAY MATERIAL WILL NOT BE RECEIVED PRIOR TO SHOW MOVE-IN.

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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 Person:

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: \$60.00 per cwt. For each single shipment received, with a **\$60.00 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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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 Name: _____

Booth Number: _____

I. PAYMENT POLICY

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

AUTHORITY TO HANDLE:

All terms and conditions herein stated are understood and accepted.

Company Name:

Booth No.:

Name of Event:

Address:

City & State:

Attention of :

Signature:

**IMPORTANT: Please sign and return promptly to:
Von Braun Center
700 Monroe Street
Huntsville, AL 35801
(256) 551-2358**

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- 24 Hours, 365 Days - Never Closed

For all your transportation needs, call the Tradeshow pros...

Rocket City Logistics

doing business as



To schedule your shipment or for quotes call:

256.684.5721

Trey Hodge

treyh@airwaysfreight.com

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Booth Name: _____

Booth Number: _____

BOOTH # _____

BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Furnishings/Carpet	
Phone/High Speed Internet	
Utilities (Electrical/Water/Air)	
Audio/Visual Services	
Labor	
Sign/Banner Hanging	
Floral/Decorative Services	
Forklift Service \$65 per hour	
Drayage _____ lbs. @ \$55 per 100 lbs.	CWT:
Other (Miscellaneous)	
Grand Total: (No Invoicing)	

METHOD OF PAYMENT:

CHECK # _____

CREDIT CARD: [] AMERICAN EXPRESS [] VISA [] MasterCard [] Discover

CASH RECPT # _____

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decorating@vonbrauncenter.com

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Booth Name: _____

Booth Number: _____

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

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

*****PLEASE MAKE AS MANY COPIES AS NEEDED FOR YOUR SHIPMENT*****