OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

HOLLINS
EXPOSITION SERVICES

121 North Chimney Rock Road
Greensboro, NC 27409

Phone: (336) 315-5225
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email orders to:
tpugh@hollins-expo.com

Fayetteville Fishing Expo

February 5-7, 2027
Crown Complex Expo Center
Fayetteville, North Carolina

Table of Contents

General Information 2
Payment Policy / Credit Card Authorization 3
Furnishings and Carpet 4

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for The Fayetteville Fishing Expo. 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 ensure 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.

TAX: Tax (7.0%) 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.

DISCOUNT RATES: To qualify for Discount Rates, we must receive your order with full payment by January 22 2027, unless otherwise indicated. Orders received after January 22nd, orders without payment and orders placed at the show will be processed at Standard Rates.

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.

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 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.

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

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.

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 or (fax) 336-315-5220 or email to tpugh@hollins-expo.com
All orders may be faxed to 336-315-5225.
HOLLINS EXPOSITION SERVICES
Exhibitor Services

HOLLINS
EXPOSITION SERVICES

All orders can be faxed to
336-315-5220 or emailed to
tpugh@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	SECURITY CODE

Account Number

☐ Corporate ☐ Personal

X

PRINT CARDHOLDER NAME SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge 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	$
Other Hollins Services (Specify)	$
Other Hollins Services (Specify)	$
Other Hollins Services (Specify)	$
Other Hollins Services (Specify)	$
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 Fayetteville Fishing Expo

EXHIBITING FIRM BOOTH NO.

ADDRESS

CITY AND STATE ZIP CODE

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

TELEPHONE NO. DATE

HOLLINS
EXPOSITION SERVICES

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

ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate
January 22, 2027

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	$20.00	$26.00
_____	Upholstered Arm Chair	24.00	31.20
_____	Upholstered Stool (30" High)	30.00	39.00

ACCESSORIES

	Pedestal Table (White Laminate Top)		
_____	(30" Round x 30" High)	$35.00	$45.50
_____	(30" Round x 42" High)	40.00	52.00
_____	(36" Round x 30" High)	40.00	52.00
_____	(36" Round x 42" High)	45.00	58.50
_____	Black Spandex Cover for Pedestal	20.00	26.50
_____	Bag Stand or Coat Tree	24.00	31.20
_____	Wastebasket	10.00	13.00
_____	Tripod Floor Easel	15.00	19.50
_____	Large Base with 8' Upright	15.00	19.50
_____	6' - 10' Crossbar	15.00	19.50

DISPLAY PANELS

	Perforated Board (Pegboard)	$75.00	$84.50
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
	Tackboard Display Panel	75.00	97.50
_____	(4' x 8' Double Sided / Vertical)		
_____	(4' x 8' Double Sided / Horizontal)		
_____	Chrome Wire Grid Display Panel (2 - 2' x 6' Sections)	40.00	52.00

CARPET

Price includes installation and taping front edge.

_____	9' x 10' Carpet	$100.00	$130.00
_____	9' x 20' Carpet	200.00	260.00
_____	9' x 30' Carpet	300.00	390.00
_____	9' x 40' Carpet	400.00	560.00
___ ft. x ___ ft.	Custom Cut Carpet - per sq. ft.	1.20	1.56
___ ft. x ___ ft.	Carpet Padding - per sq. ft.	.75	.98
___ ft. x ___ ft.	Visqueen Covering - per sq. ft.	.70	.91
_____ 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	$5.00/LF	$6.50/LF
_____	Linear Feet of 3' High Drapery	3.50/LF	4.55/LF

WOOD DISPLAY TABLES & DRAPING

Quantity		Discount Rate	Standard Rate
	Standard Height (30" High)		
_____	2' x 4' Table - Draped	$60.00	$78.00
_____	2' x 4' Table - No Drape	32.00	41.60
_____	2' x 6' Table - Draped	65.00	84.50
_____	2' x 6' Table - No Drape	34.00	44.20
_____	2' x 8' Table - Draped	70.00	91.00
_____	2' x 8' Table - No Drape	36.00	46.80
	Counter Height (42" High)		
_____	2' x 4' Table - Draped	65.00	84.50
_____	2' x 4' Table - No Drape	34.00	44.20
_____	2' x 6' Table - Draped	70.00	91.00
_____	2' x 6' Table - No Drape	36.00	46.80
_____	2' x 8' Table - Draped	75.00	97.50
_____	2' x 8' Table - No Drape	38.00	49.40

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. @ $2.50 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	22.00	28.60
	1' x 6' Table Top Riser 12" High		
_____	Riser - Draped	32.00	38.60
_____	Riser - No Drape	22.50	29.25

Draping: White Only

SUB TOTAL $ _____
7.0% Sales Tax $ _____
TOTAL $ _____

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PLEASE TYPE OR PRINT

NAME OF EVENT Fayetteville Fishing Expo

NAME OF FIRM _____ BOOTH NO. _____

CARE OF _____
(If Other Than Exhibiting Firm)

ADDRESS _____
(Street) (P.O. Box) (City) (State) (Zip)

ORDERED BY _____ X _____
(Please Type or Print) (Signature)

PHONE (____) _____ DATE _____