



January 7-9, 2022—Greater Richmond Convention Center—Exhibit Hall C

## GENERAL INFORMATION

**BOOTH PACKAGE INCLUDES:** 10' x 10' booth, 8' back drape (Black), 3' side rails (Black).

**EXHIBITOR MOVE IN:** Exhibitor move in is **Thursday January 6, 2022** - 11:00 am – 6:00 pm.  
**Friday January 7, 2022** - 9:00 am – 1:00 pm.

**SHOW DATES & HOURS:** **Friday, January 7, 2022** – 2:00 pm – 7:00 pm. **Saturday, January 8, 2022** – 10:00 am – 7:00 pm; **Sunday January 9, 2022** – 11:00 am – 5:00 pm.

**EXHIBITOR MOVE OUT:** **Sunday January 9, 2022** – 5:00 pm – 8:00 pm. **Monday January 10, 2022** – 8:00 am – 1:00 pm. The exhibit hall must be completely clear of exhibit materials by 1:00 am Friday, Monday January 10, 2022.

**DRAYAGE SERVICE/MATERIAL HANDLING/LABOR:** Premier Exhibit is the official show drayage and material handling contractor. See forms in this Exhibitor Kit regarding advance and direct shipping. To avoid additional storage and handling charges, be sure all freight has the appropriate completed bills of lading. Blank bills of lading are available at the Premier Exhibit Services Booth in the Exhibit Hall. For outbound FedEx / UPS – Bring or arrange to have pre-printed labels to place on each package.

**ELECTRICITY:** Electricity is **NOT** included. Contact Greater Richmond Convention Center direct.  
[www.richmondcenter.com/utilities](http://www.richmondcenter.com/utilities)

**FURNITURE RENTAL:** The official show decorator/furniture rental supplier is Premier Exhibit. All pre-ordered booth furnishings will be delivered to your exhibit space during set-up. For on-site order availability, changes, or questions visit the Premier Exhibit Services Booth in the GRCC Exhibit Hall C.

**LABOR:** For booth display set-up assistance and dismantle. Supplied by Premier Exhibit. See labor form in Exhibitor Kit.

**SAFETY:** Show Management reserves the right to prohibit, restrict, or require the alteration or removal of any exhibit which is deemed unsafe, dangerous, or detracts from the general character of the Show. Take the necessary precautions to demonstrate equipment safely. All exhibits must conform to local fire codes and other restrictions.

**SECURITY:** Entrance doors to the Exhibit areas will be locked during non-exhibit hours. Exhibitors are reminded to take proper precaution to secure valuable materials.

**THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL  
2022 RICHMOND REMOLDING EXPO**



January 7-9, 2022—Greater Richmond Convention Center—Exhibit Hall C

## EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

**For your convenience we also offer online ordering: <https://premiereeservices.boomerecommerce.com>**

The following information sheets/order forms in this packet are listed in alphabetical order for easy reference.

INFORMATION SHEET/ORDER FORMS:	Pg.#	VENDOR:	ACTION:	DEADLINE:
Booth Furnishings Form (Rental Order Form)	4	Premier Exhibit	1/3/22 for Advance pricing	1/5/22
Booth Cleaning	13	Premier Exhibit	Form to Premier Exhibit	1/3/22
Drayage Information	5-8	Premier Exhibit	Adv./Direct Shipping	1/3/22
Electrical Service Order	15	GRCC	On-line order GRCC	12/24/21
Internet Service Order	15	GRCC	On-line order GRCC	12/24/21
General Information	1-2		Information	
Labor (Exhibit & Temporary) Order Form	12	Premier Exhibit	Form to Premier Exhibit	1/3/22
Limits of Liability	16	Premier Exhibit	Form to Premier Exhibit	
Outbound Shipping	11	Premier Exhibit	Form to Premier Exhibit	1/3/22
Payment – Premier Exhibit Policy Form	3	Premier Exhibit	Form to Premier Exhibit	1/3/22
Shipping Labels (Advance)	9	Premier Exhibit	Form to Premier Exhibit	1/3/22
Shipping Labels (Direct)	10	Premier Exhibit	Form to Premier Exhibit	1/3/22
Signs & Graphics	14	Premier Exhibit	Form to Premier Exhibit	12/22/21
Outbound Shipping	11	Premier Exhibit	Form to Premier Exhibit	1/3/22





# RENTAL ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**

# REMODELING EXPO

January 7-9, 2022—Greater Richmond Convention Center—Exhibit Hall C

Orders must be received by **January 3, 2022**  
in order to receive the advance price.

Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.

### SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$45.00	\$55.00	
	Molded Plastic Folding Chair	\$25.00	\$30.00	
	Bar Stool	\$30.00	\$40.00	
	Upholstered High Back Stool	\$50.00	\$75.00	
	Office Chair	\$175.00	NA	

### ACCESSORIES

		Advance Price	Show Price	
	Waste Basket with Liner	\$15.00	\$20.00	
	Floor Easel	\$25.00	\$30.00	
	Bag Rack	\$65.00	\$75.00	
	Literature Rack	\$105.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$55.00	\$65.00	

### TABLE TOP RISERS & DRAPING

		Advance Price	Show Price	
	6'x 1'x 12" Riser / Draped	\$55.00	\$65.00	
	8'x 1'x 12" Riser / Draped	\$65.00	\$75.00	

### CARPET

		Advance Price	Show Price	
	10' X 10' Carpet	\$140.00	\$160.00	
	10' x 20' Carpet	\$250.00	\$275.00	
	10' x 30' Carpet	\$375.00	\$415.00	

#### Carpet Colors

Red  Lime Green  Tuxedo  Burgundy

### TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$75.00	\$90.00	
	6'x 2' Standard 30" High	\$85.00	\$100.00	
	8'x 2' Standard 30" High	\$95.00	\$105.00	
	4'x 2' Raised 42" High	\$90.00	\$110.00	
	6'x 2' Raised 42" High	\$100.00	\$120.00	
	8'x 2' Raised 42" High	\$115.00	\$135.00	

Skirted tables include vinyl top & pleated skirt on three sides.

#### Drape Colors

White  Blue  Black  Red

### FOURTH SIDE TABLE SKIRT

		Advance Price	Show Price	
	30" High Table	\$18.00	\$28.00	
	42" High Table	\$24.00	\$34.00	

### ROUND TABLES & LINENS

		Advance Price	Show Price	
	3' Round Table (30" High)	\$75.00	\$85.00	
	5' Round Table	\$95.00	\$115.00	
	36"R Pedestal Table (42" H)	\$85.00	\$100.00	

PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.

**CANCELLATION POLICY:**  
Items cancelled after move-in begins  
will be charged at 50% of original price.

TOTAL YOUR ORDER HERE	
Sub-Total .....	\$ _____
.....	\$ _____
<b>TOTAL DUE .....</b>	<b>\$ _____</b>

Please print or type below:

Your Company \_\_\_\_\_

Address \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event Richmond Remodeling Expo

Greater Richmond Convention Center  
January 7-9, 2022

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_

# DRAYAGE SERVICE ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!**

If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

**SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:**

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$55.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)  
Small Box Rate \$25.00 per box (Must be less than 30 lbs)

**Advance Shipments will be received**

Between Dec 13, 2021 through Jan 3, 2022 Advance Warehouse Receiving Hours: Monday - Friday, 8:00am - 4:00pm

**SERVICE B - DIRECT SHIPMENT TO SHOW SITE**

Shipments will be received at show site during SCHEDULED installation period ONLY! Bills of Lading stipulating weight or a certified weight certificate must accompany all shipments!  
Unload from exhibitor or common carrier vehicles at show site. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

*ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)*

**RATES:** \$52.00 PER CWT (100 lbs.) per shipment.  
Small Box Rate \$20.00 per box (Must be less than 30 lbs)

**Direct Shipments will ONLY be received during the following dates & times**



January 6, 2022. 8:00 am - 4:00 pm and  
January 7, 2022. 8:00 am - 12:00 noon.

NOTE: Billed weight is based on incoming weight only. The weight is taken from the INBOUND bill of lading and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by Premier Exhibit. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

**EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:**

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Your Company Name Richmond Remodeling Expo c/o Premier Exhibit & Event 8411 Sanford Dr Henrico, VA 23228	GRCC Exhibit Hall C c/o Premier Exhibit & Event 403 N 3 <sup>rd</sup> Street Richmond, VA 23219

**SPECIAL SERVICES:**

- Banding is charged as labor (1 hour minimum) See labor order form.
- Shrink-wrap is \$55.00 per pallet.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Authorized By (Print name) \_\_\_\_\_ Signature \_\_\_\_\_  
Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

(# of CWT's) x \$ \_\_\_\_\_ (Rate) TOTAL AMOUNT DUE FOR DRAYAGE: \$ \_\_\_\_\_  
ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER TOTAL AMOUNT SPECIAL SERVICES: \$ \_\_\_\_\_  
GRAND TOTAL DUE THIS ORDER: \$ \_\_\_\_\_

Name of Event Richmond Remodeling Expo  
January 7-9, 2022

## **LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY**

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any 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.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Hotel to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

## **SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between December 13, 2021 – January 3, 2022. Shipments will be charged an additional delivery fee if after January 3rd. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!  
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE VENUE, IN MOST INSTANCES, HAS NO FACILITIES FOR  
RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING (DIRECT SHIPMENT)**

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED  
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

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

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**

All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW**

will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**

If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**

# ADVANCE WAREHOUSE

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO:

**PREMIER EXHIBIT**  
8411 Sanford Dr.  
Henrico, VA 23228

## Richmond Remodeling Expo

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**Must arrive between Dec. 13, 2021 – Jan 3, 2022**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO:

**PREMIER EXHIBIT**  
8411 Sanford Dr.  
Henrico, VA 23228

## Richmond Remodeling Expo

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**Must arrive between Dec. 13, 2021 – Jan 3, 2022**

# Direct Shipment

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO **GRCC**

c/o PREMIER EXHIBIT  
403 N 3<sup>rd</sup> St.  
Richmond, VA 23219

## Richmond Remodeling Expo

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Only arrive- Jan 6, 2022 8 am - 4 pm & Jan 7, 8 am 12 noon.

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# Direct Shipment

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



SHIP TO: **GRCC**

c/o PREMIER EXHIBIT  
403 N 3<sup>rd</sup> St.  
Richmond, VA 23219

## Richmond Remodeling Expo

Exhibiting Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Only arrive- Jan 6, 2022 8 am - 4 pm & Jan 7, 8 am 12 noon.



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEservices.com  
 www.premierEEservices.com

# OUT BOUND SHIPPING

## PLEASE READ IMPORTANT INFORMATION BELOW REGARDING OUTBOUND SHIPPING

YRC Freight is the Official On-Site LTL Carrier for the show. If you have an account with YRC and would like to take advantage of using their services, please see the Premier Service desk to complete a YRC Freight bill of lading or turn in a completed bill of lading. Packages shipping out FedEx or UPS must have a pre-printed label attached to each item.

**PLEASE NOTE: If you do not have an account with YRC Freight, but would like the convenience of using the on-site Carrier,** Premier can provide you with a shipping quote based on their YRC account. Premier has discounted rates with YRC, which allows for very competitive & cost efficient shipping opportunities. Please see the Premier service desk to complete an outbound shipping rate quote request.

### **OUTBOUND SHIPPING VIA A CARRIER OTHER THAN YRC FREIGHT - Please note the following:**

1. All outbound shipments MUST be accompanied by a completed bill of lading or shipping labels that pertain to your carrier's specifications. All bills of lading must be turned in to the Premier Service Desk prior to your departure. "Generic" bills of lading, YRC, UPS & Fed Ex labels are available at the Service Desk for your convenience. If shipping FedEx or UPS bring or arrange to have pre-printed labels for return ship.

### ***DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!!***

Failure to complete and submit a completed bill of lading to the Premier Service Desk will result in additional fees for completing paperwork. Should your freight be held for any reason, additional handling and storage fees will be added to your charges/cost.

2. All materials MUST contain a shipping address for your next destination to prevent shipment separation.
3. When shipping to different destinations, a separate bill of lading is required for each destination.
4. All outbound shipments should be addressed/labeled as follows:

<b>FROM:</b>	SHIPPER NAME:	Your Company Name
	SHOW NAME:	Richmond Remodeling Expo
	FACILITY:	Greater Richmond Convention Center Hall C
	ADDRESS:	403 N 3 <sup>rd</sup> St
	CITY, STATE, ZIP:	Richmond, VA 23219

<b>TO:</b>	CONSIGNEE NAME:	Receiving Company Name
	CONTACT NAME:	Name of Person Receiving Freight
	DESTINATION ADDRESS:	Street Address Where Shipment is Going
	CITY, STATE, ZIP:	Where Shipment is Going
	PHONE #:	Contact Person's Phone Number at Destination

5. **If you are using a carrier other than YRC Freight, YOU ARE RESPONSIBLE FOR SCHEDULING YOUR OWN PICK-UP!!**

**IT IS YOUR RESPONSIBILITY TO HAVE ALL FREIGHT & EQUIPMENT CLEARED  
 FROM the Greater Richmond Convention Center  
 BY 12:00 noon on Monday January 10, 2022**

ANY FREIGHT LEFT ON THE SHOW FLOOR THAT HAS NOT BEEN PICKED-UP BY THE ABOVE TIMES, WILL BE FORCED ON THE SHOW CARRIER (YRC FREIGHT) AND WILL INCUR ADDITIONAL SHIPPING AND HANDLING CHARGES.

## EXHIBIT & TEMPORARY LABOR ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!

# REMODELING EXPO

January 7-9, 2022—Greater Richmond Convention Center—Exhibit Hall C

All work will be done on straight time when possible. If workers are requested for the start of the day, it is most likely they can be picked up at the service desk at 8:00 A.M., if they are needed at other times, their pick-up time for their assignment will be approximate as it is difficult to estimate the exact time of completion of previous jobs. If exhibit labor is requested, the provision of photos, blue prints, or instructions will greatly help reduce the amount of labor needed. Your supervision will also minimize your labor cost for exhibit and/or temporary labor requests.

**Straight time** rate of \$55.00 per hour prevails from 8:00 AM to Midnight, Monday through Friday. After 8 hours the time and a half rate will apply

**Overtime** rate of \$82.50 per hour is in effect all other times including Saturdays, Sundays and holidays.

A service charge of 25% (\$40.00 minimum) will be applied to the above rates when exhibitor supervision is not present during installation and dismantling.

THERE IS A MINIMUM CHARGE OF 1 HOUR FOR ALL SERVICES. FRACTIONS OF HOURS WILL BE BILLED TO THE NEXT HOUR.

NOTE: Supervision is required for all exhibit installation and dismantling and temporary labor. Please indicate on the form below if exhibitor will furnish supervision or if Premier is to supply. If exhibit is to be erected and/or dismantled without exhibitor's supervision, Premier cannot be responsible for resulting damage, loss, improper installation, improper packing, theft, or any other cause.

Exhibitor's supervisor must pick-up men at starting time and return to sign for labor at completion of job.

LABOR SERVICES - PLEASE ESTIMATE YOUR NEEDS - ONE HOUR MINIMUM							
DESCRIPTION	DATE(s)	# OF MEN	TIME IN	TIME OUT	TOTAL HOURS	RATE	TOTAL
INSTALLATION LABOR							
DISMANTLING LABOR							
						<b>SUB-TOTAL</b>	
						<b>SUPERVISION CHARGE</b>	
						<b>GRAND TOTAL</b>	

Exhibitor will furnish supervision for  Installation  Dismantling  
Premier Exhibit to furnish supervision for  Installation  Dismantling

Exhibitor supervisor: His/Her name is: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

PLEASE RETURN ONE COPY TO PREMIER AND RETAIN A COPY FOR YOUR FILES.

Your Company \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Authorized By: \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)  
Name of event Richmond Remodeling Expo Booth No. \_\_\_\_\_  
Greater Richmond Convention Center  
January 7-9, 2022

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



P.O. Box 9986  
Richmond, VA  
Phone 804-338-5329  
Fax 804-237-0458  
Email—info@premierEEservices.com  
www.premierEEservices.com

## BOOTH CLEANING ORDER FORM



**ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER**

# REMODELING EXPO

January 7-9, 2022—Greater Richmond Convention Center—Exhibit Hall C

**CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!**

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

**DAILY - Before initial opening of event and daily there after**

**ONCE - Before initial opening of event ONLY**

Please compute cost below:

**ADVANCE PRICE \$ .65 PER SQUARE FOOT**

**SHOW PRICE \$ .75 PER SQUARE FOOT**

**NOTE: MINIMUM 100 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$

**TOTAL  
AMOUNT  
DUE**

*Please return one copy to Premier Exhibit & Event Services and retain a copy for your files*

**Please print or type below:**

Your Company \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name ) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Name of Event Richmond Remodeling Expo

Greater Richmond Convention Center

January 7-9, 2022



P.O. Box 9986  
 Richmond, VA  
 Phone 804-338-5329  
 Fax 804-237-0458  
 Email—info@premierEEServices.com  
 www.premierEEServices.com

## CUSTOM SIGNS AND GRAPHICS



To order custom signs/graphics, email this completed form, your Payment Policy Form, and a copy of your electronic artwork file to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com) Orders must be received by due date listed below. Please note: All orders are subject to a 100% cancellation charge. Please retain a copy for your files.

**Deadline Date for Advance Pricing: Wednesday 12/22/21**      **No orders accepted after: Tuesday 12/28/21**

### STANDARD SIZE SIGNS

Choose Your Size:

Please note: all standard signs are printed on 3/16" thick foamcore. UV Coat.  
 Call for price quote if another print material is required/preferred.

QTY	DESCRIPTION	ADV. PRICE	AFTER 9/7/2021	TOTAL
	22" X 28" VERTICAL	\$50.00/ea.	\$65.00/ea.	
	22" X 28" HORIZONTAL	\$50.00/ea.	\$65.00/ea.	
	24" X 36" VERTICAL	\$70.00/ea.	\$85.00/ea.	
	24" X 36" HORIZONTAL	\$70.00/ea.	\$85.00/ea.	

### VINYL BANNERS & BANNERSTANDS with Digital Printing

QTY	DESCRIPTION	ADV. PRICE	SHOW PRICE	TOTAL
SQFT	VINYL BANNER (HORIZONTAL W/ GROMMETS) ____ FT. X ____ FT.	\$6.00/SQFT	\$7.50/SQFT	
	BANNERSTAND/"POP UP" SIGN (33.5" x 78" viewable area)	\$165.00/EA.	ADV.ORDER ONLY	

### SIGN ACCESSORIES & GRAPHIC DESIGN

QTY	DESCRIPTION	ADV. PRICE	SHOW PRICE	TOTAL
	FOAMCORE ARROW (to fit 22" x 28" & 24" x 36")	\$8.00/ea.	\$10.00/ea.	
	VELCRO (for arrow)	\$5.00/ea.	\$6.50/ea.	
	GRAPHIC DESIGN FEE (1HR MIN.)	\$97.50/HR	NA	

#### SUBMITTING ORDERS & ARTWORK:

(PLEASE READ ALL INSTRUCTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR ORDER)

All graphic files should be emailed in a high resolution pdf file type at 200 dpi at final size.

Email all orders & graphic files to: [wes@premierEEServices.com](mailto:wes@premierEEServices.com)

Please note: additional charges may be incurred if artwork requires file conversion, color adjustments, retouching, etc.

Files may be sent by a DropBox link or other FTP site if required due to a large file size. Please contact

[wes@premierEEServices.com](mailto:wes@premierEEServices.com) for questions.

*Please print or type below:*

Your Company Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax #: \_\_\_\_\_

Authorized By (Print name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event: Richmond Remodeling Expo  
Greater Richmond Convention Center  
January 7-9, 2022



# Utility Services Connection Price Sheet

403 North 3rd Street Richmond, Virginia 23219 804.783.7330

## ELECTRICAL CONNECTIONS

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 20 amps. Service above 20 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

**Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.**

Description	Advance	Floor
<b>STANDARD CONNECTION</b>		
20 amp 110v	\$ 60.00	\$ 80.00
<b>SINGLE PHASE 208V</b>		
30 amp 208v 1 phase	\$ 160.00	\$ 205.00
60 amp 208v 1 phase	\$ 330.00	\$ 425.00
100 amp 208v 1 phase	\$ 535.00	\$ 695.00
200 amp 208v 1 phase	\$ 695.00	\$ 905.00
400 amp 208v 1 phase *	\$ 800.00	\$1,040.00
<b>THREE PHASE 208V</b>		
30 amp 208v 3 phase	\$ 255.00	\$ 325.00
60 amp 208v 3 phase	\$ 445.00	\$ 575.00
100 amp 208v 3 phase	\$ 640.00	\$ 830.00
200 amp 208v 3 phase	\$ 800.00	\$1,040.00
400 amp 208v 3 phase *	\$ 910.00	\$1,185.00
<b>THREE PHASE 480V</b>		
30 amp 480v 3 phase *	\$ 275.00	\$ 350.00
60 amp 480v 3 phase *	\$ 450.00	\$ 585.00
100 amp 480v 3 phase *	\$ 695.00	\$ 905.00
200 amp 480v 3 phase *	\$1,070.00	\$1,390.00
<b>RENTAL ITEMS **</b>		
Power Strip	\$ 15.00	\$ 25.00
Extension Cord	\$ 10.00	\$ 20.00
<b>LABOR FOR CUSTOM ELECTRICAL</b>		
On-Site Electrician (per hour)	\$ 42.75	\$ 64.15

**24-Hour Power: Add 50% to that service**

*This service is for items that require power overnight and during non-show hours.*

**\*On-site orders are subject to equipment availability and additional labor charges.**

**\*\*Rental Items are subject to 6% Virginia Sales tax.**

**\*\*Items remain property of GRCC.**

## MECHANICAL CONNECTIONS

Compressed Air: Exhibitor must supply own drier or regulator for critical applications.

**Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.**

Description	Advance	Floor
Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00
Water Fill & Drain (Under 1,000 Gal.) <i>Water fill and drain service requires 4 hours (minimum) of maintenance labor for the fill and 4 hours (minimum) of maintenance labor for the drain - 8 hours (minimum) total. See below for hourly rates</i>	\$ 125.00	\$ 150.00

Water Fill and Drain (Over 1,000 Gal.) **Call for Details and Price**

Continuous Water Service **Call for Details and Price**

Class K Extinguisher Rental \*\* \$ 100.00 \$ 150.00

*Additional fee applied if extinguisher is discharged*

**Labor For Connections**

Labor - Maintenance (per hour)	\$ 33.75	\$ 50.00
Labor - Electric (per hour)	\$ 42.75	\$ 64.15

## TO PLACE AN ORDER

**The GRCC can no longer accept orders via email or fax. To place an order, please follow one of the following methods:**

### Online

Please visit us at:

<http://www.richmondcenter.com/utilities/>

and click on the "Secure Electronic Order Form" link.

Card payments are accepted, and a receipt will be emailed to the purchaser within two business days.

### Phone

Please dial us at:

804-783-7330

and a Utility Services staff member will assist with your order and take payment information over the phone.

Effective April 14, 2021 (Rates subject to change without notice)



## LIMITS OF LIABILITY

1. PREMIER shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.
2. PREMIER will not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's space.
3. PREMIER shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's space for re-loading after the show.
4. PREMIER not be liable to any extent whatsoever for any actual, potential, of assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitors material which make it impossible to exhibit same.
5. The consignment of delivery of a shipment to PREMIER by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. PREMIER shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. PREMIER shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. PREMIER liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of PREMIER is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1000.00 per shipment. This applies while these goods are in PREMIER custodial care.
7. Claims for loss or damage which are not submitted to PREMIER within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against PREMIER Exhibit Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills(i.e., one lot, 800 cu.ft., etc), such as UPS or van lines will be delivered to the exhibitor's space without guarantee of piece count or condition. No liability will be assumed by PREMIER for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. PREMIER assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without PREMIER labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. PREMIER will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose space shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with PREMIER relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to PREMIER for Drayage or any other services provided by PREMIER as an offset against the amount of the alleged loss or damage. Instead, they agree to pay PREMIER at the close of the show for all such charges, and they further agree that any claim they may have against PREMIER shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. A Service Charge of 1 ½% per month on any unpaid balance will be made starting 30 days after the date of the invoice.
14. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pickup within the time limited for the removal of exhibitor's materials at the Hotel, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
15. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
16. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.