



Show Facts

Lucky Leaf Expo Greater Richmond Convention Center Richmond, VA July 29-30, 2022



BOOTH EQUIPMENT

Each 10' deep x 10' wide booth includes: one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, one wastebasket and one 7" x 44" booth ID sign. Show color is Black.

EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted, but carpet can be provided upon order. See page 4. Trade show takes place in Halls C and D.

DISCOUNT PRICES

In order to receive the discounted rates listed in this kit, we must receive your order by:

Friday, July 15, 2022. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Thursday, July 28, 2022 from 12:00pm - 9:00pm

Show Hours:

Friday, July 29, 2022 from 10:00am - 5:00pm

Saturday, July 30, 2022 from 10:00am - 5:00pm

Exhibitor Move-Out:

Saturday, July 30, 2022 from 5:00pm - 9:00pm



EXHIBITS
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone (804) 788-0186 - Fax, xhibitsinc.com, info@xhibitsinc.com | A DIVISION OF
DEMERS EXPOSITION SERVICES, INC.



Lucky Leaf Expo



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Online Ordering

**Looking for an easier way to place your order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@xhibitsinc.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email or fax will be assessed this fee.**

**Last day to receive discount pricing is *Friday, July 15, 2022.*
Floor prices will apply after that date.
The Storefront will close on *Friday, July 22, 2022.*
No online orders after that date.**



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Credit Card Authorization Form

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

=====

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE : _____

=====

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

=====

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.
Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Exhibits Inc in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Exhibits Inc. prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, July 15, 2022** for pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Exhibits Inc. to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



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Standard Furnishings

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	149.00	177.00	
	9' x 20' Carpet	289.00	353.00	
	9' x 30' Carpet	433.00	529.00	
	9' x 40' Carpet	545.00	641.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green Black (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.00 = _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.75 = _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	84.00	104.00	
	2' x 6' x 30" high	96.00	117.00	
	2' x 8' x 30" high	107.00	133.00	
	2' x 4' x 40" high	107.00	133.00	
	2' x 6' x 40" high	120.00	150.00	
	2' x 8' x 40" high	132.00	162.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	50.00	53.00	
	2' x 6' x 30" high	53.00	57.00	
	2' x 8' x 30" high	64.00	68.00	
	2' x 4' x 40" high	58.00	71.00	
	2' x 6' x 40" high	65.00	80.00	
	2' x 8' x 40" high	74.00	82.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	35.00	45.00	
	6' x 10" Undraped	45.00	55.00	
	4' x 10" Draped	65.00	75.00	
	6' x 10" Draped	75.00	85.00	
Wood Table Riser Color: White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	60.00	75.00	
	Black Bar Stool w/ foot rest	66.00	83.00	
	Tubular folding chair	35.00	40.00	
	Upholstered bar stool	85.00	92.00	
	Padded side chair	47.00	54.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	9.00	11.00	
	3' high drapery Per Linear Foot	8.00	10.00	
	13'-long table skirting	68.00	83.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	67.00	95.00	
	Easel (Tripod Display)	35.00	40.00	
	Garment Rack	83.00	118.00	
	Panelboard	175.00	240.00	
	Pegboard	196.00	275.00	
	Stage (4' x 4' all heights up to 36")	149.00	211.00	
	Stage (4' x 4' w/ carpet & skirt)	149.00	211.00	
	Stanchion Post	59.00	75.00	
	Stanchion Belt	6.00	10.00	
	Waste Basket	23.00	29.00	
	Aluminum Rail	7.00	10.00	

- ORDER SUMMARY -

Subtotal:	\$	
6.00% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

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Address:	Phone:
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Authorized by:	Signature:
E-mail:	



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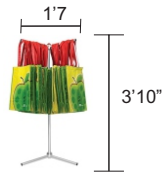
Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.

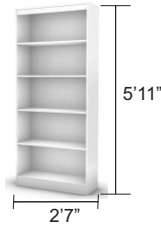
Literature Rack



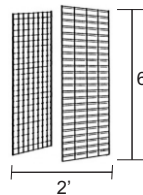
Tote Bag Holder



Bookcase



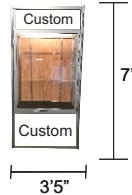
Gridwall



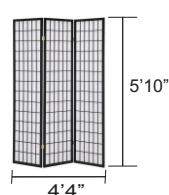
Gondola



Lighted Product Display Case



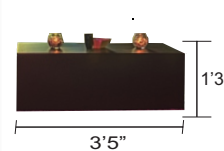
Room Divider



Faux Tree



Coffee Table



Actual products may vary from images shown

ITEM	QTY	X	PRICE	=	TOTAL
LITERATURE RACK		X	\$ 95.00	=	
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
BOOKCASE		X	\$ 250.00	=	
GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
LIGHTED PRODUCT DISPLAY CASE		X	\$ 575.00	=	
ROOM DIVIDER		X	\$ 160.00	=	
SILK PALM TREE		X	\$ 70.00	=	
COFFEE TABLE		X	\$ 50.00	=	
SUBTOTAL				\$	
6.00% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

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Authorized by:	Signature:
E-mail:	



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Elite Series Furniture



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 550.00	=	
SORRENTO COUCH BLACK		X	\$ 525.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 275.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 145.00	=	
SANIBEL BISTRO TABLE		X	\$ 275.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 145.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 145.00	=	
SORRENTO CHAIR WHITE		X	\$ 290.00	=	
SORRENTO CHAIR BLACK		X	\$ 265.00	=	
SUBTOTAL					\$
6.00% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

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Custom Booth Rental



This custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.

Custom Graphic Specs:

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.125"x14"

***Customizable panels with Logos and/or Graphics: Prices quoted upon request. Please call 804-788-4400**

PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

9'X10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red White	Blue Green	Gray Black	Burgundy
I.D. Sign Letter Color:	Red	Blue	Black	
I.D. Sign Text (up to 20 characters):				

Additional I.D. Sign Characters can be ordered @\$8.00 per character

# CUSTOM BOOTH RENTAL PACKAGES ____ X \$1,034.00	\$
10% DISCOUNT (TWO OR MORE UNITS)	\$
ADDITIONAL I.D. SIGN CHARACTERS ____ @ \$8.00 PER CHARACTER	\$
LOGOS AND/OR GRAPHICS	\$
	SUBTOTAL \$
	6.00% SALES TAX \$
	8.00% ADMIN FEE \$
	GRAND TOTAL \$

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Authorized by:	Signature:
E-mail:	



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Audio/Visual Equipment

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$85.00 per hour labor charge will apply.

REMINDER: You will need to order electricity through the venue.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$350.00	
42" LCD Flat Screen Monitor (tabletop)		\$395.00	
50" LCD Flat Screen Monitor		\$685.00	
Monitor Stand (fits 50" monitor only)*		\$125.00	
 <p>*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Exhibits Inc. AV department with questions.</p>		Sub-total	
		6.00% Sales Tax	
		8.00% Admin Fee	
		Total	

Order Online and Save the 8% Administrative Fee

Laptop has i5 processor, 4GB of RAM, and is bluetooth and wifi enabled. Includes DVD drive, 3 USB ports, headphone/mic jack, SD reader, LAN port, VGA out, and HDMI port.

PC LAPTOP (per device/per day)

Description	QTY	# OF DAYS	Rental Rate (per device/per day)	Total
14" Dell Latitude E6430			\$225.00	
			Sub-total	
			6.00% Sales Tax	
			8.00% Admin Fee	
			Total	

Order Online and Save the 8% Administrative Fee

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Digital Graphics And Signs

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 804.788.4400.



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Sign & Graphics Order Form

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Exhibits Inc. can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 80%;" type="text"/>	L	X	<input style="width: 80%;" type="text"/>	W	=	<input style="width: 80%;" type="text"/>	Square Feet
Round length and width up to nearest foot							
<input style="width: 80%;" type="text"/>	Square Feet	X	\$9.00 per Sq. Ft. Discount Price or \$14.00 per Sq. Ft. Standard Price		=	<input style="width: 80%;" type="text"/>	Total

In order to receive discounted pricing, your order must be received by Friday, July 15, 2022.

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges Exhibits Inc. will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard: <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted	Upgraded: (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
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If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

The quick brown fox ran over the steep hill. <input type="checkbox"/> Vertical	The quick brown fox ran over the steep hill. <input type="checkbox"/> Horizontal	The quick brown fox ran over the steep hill. <input type="checkbox"/> Designer to decide
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SPECIAL INSTRUCTIONS

Please indicate the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 80%;" type="text"/>	Total X	<input style="width: 80%;" type="text"/>	6.00% Sales Tax	+	<input style="width: 80%;" type="text"/>	8.00% Admin Fee	=	<input style="width: 80%;" type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Artwork & File Guidelines

EES-Exhibits Inc will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to EES-Box Files. Please contact Exhibits Inc at 804-788-4400 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to info@xhibitsinc.com.



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Material Handling Instructions

Materials can be shipped in advance to the Exhibits Inc. Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Exhibits Inc. will not be accepted. All shipments must be consigned to Exhibits Inc. and all material handling services must be prepaid. Exhibits Inc. Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: Lucky Leaf Expo
c/o Exhibits Inc.
756 S. West Street Bldg. 3
Petersburg, VA 23803

Exhibits Inc. Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Exhibits Inc. Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 4:30pm.

Deadline to receive advance shipments without late fee: July 15, 2022.

Rate: \$72.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours.

Late shipments: Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, plus additional fees if special transportation is required.

Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.

DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: Lucky Leaf Expo
c/o Exhibits Inc.
Greater Richmond Convention Center
403 N 3rd St
Richmond, VA 23219

Exhibits Inc. will receive shipments at the event site on **July 28, 2022** only. Arrival at any time other than **July 28, 2022** may be refused and redirected to the Advance Warehouse.

Direct shipments will only be received on July 28, 2022

Rate: \$66.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: \$95.00 per cwt (100 lbs.) per shipment outside normal warehouse hours.

Non-payment: Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.

DIRECT SHIPMENTS: Direct shipment will only be accepted at the Greater Richmond Convention Center on July 28, 2022. Shipments received at the Greater Richmond Convention Center prior to July 28, 2022 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Exhibits Inc. Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- Exhibitors can make arrangements with the designated show carrier, Yellow Freight at the Exhibits Inc. Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own LTL carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle).
- All non-LTL carriers outbound shipments will incur material handling charges of \$40.00 per cwt (\$80.00 minimum applies).
- If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Exhibits Inc. warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Wednesday, August 3, 2022**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- Any freight left on show floor without a Exhibits Inc Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$72.00 or \$66.00	\$144.00 or \$132.00	\$
SHIPMENT 2			lbs.	\$72.00 or \$66.00	\$144.00 or \$132.00	\$
SHIPMENT 3			lbs.	\$72.00 or \$66.00	\$144.00 or \$132.00	\$
SHIPMENT 4			lbs.	\$72.00 or \$66.00	\$144.00 or \$132.00	\$

LATE SHIPMENT(s) to Exhibits Inc. Warehouse

\$20.00	\$80.00 Minimum Charge	\$
	6.00% Service Fee	\$
	8.00% Admin Fee	\$
	TOTAL ESTIMATED CHARGES	\$

PAYMENT ENCLOSED:

- ☐ Company Check
☐ Credit Card Authorization
☐ Money Order

Total due must be paid before material handling services are provided.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



EXHIBITS
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804
(804) 788-4400 - Phone (804) 788-0186 - Fax, xhibitsinc.com, info@xhibitsinc.com

A DIVISION OF
DEMERS EXPOSITION SERVICES, INC.



Lucky Leaf Expo



July 29-30, 2022

Greater Richmond Convention Center



Shipping Labels Advance

Copy and use this label for Advanced Shipment to Warehouse.
Please have shipment(s) arrive by
Friday, July 15, 2022 to avoid the late fee.

RUSH!

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TO:

*EXHIBITING COMPANY Please write exhibiting companies
name in this box*

Lucky Leaf Expo

*BOOTH NUMBER(s) Please write Booth # in this box
if you know it at time of shipment*

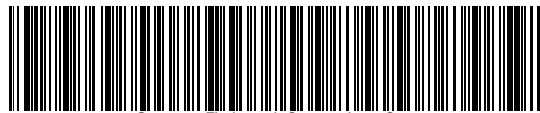
c/o Exhibits Inc.
756 S. West Street Bldg. 3
Petersburg, VA 23803

Carrier _____

Number _____ of _____ pieces



Lucky Leaf Expo



Greater Richmond Convention Center



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Lucky Leaf Expo



July 29-30, 2022

Greater Richmond Convention Center



Shipping Labels Direct

Copy and use this label for Direct Shipment
to SHOWSITE on **Thursday, July 28, 2022.**

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TO:

*EXHIBITING COMPANY Please write exhibiting companies
name in this box*

Lucky Leaf Expo

*BOOTH NUMBER(s) Please write Booth # in this box
if you know it at time of shipment*

c/o Exhibits Inc.
Greater Richmond Convention Center
403 N 3rd St
Richmond, VA 23219

Carrier _____

Number _____ of _____ pieces



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Liability And Insurance Bulletin

EXHIBITS INCORPORATED shall not be responsible for damage to uncrated materials improperly packed materials, or concealed damage.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

EXHIBITS INCORPORATED shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipment which are furnished to EXHIBITS INCORPORATED by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

EXHIBITS INCORPORATED shall not be responsible for 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.

EXHIBITS INCORPORATED's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, EXHIBITS INCORPORATED's liability shall be limited to \$0.30 per pound.

EXHIBITS INCORPORATED shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

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

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



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July 29-30, 2022

Greater Richmond Convention Center



Labor Order Form

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***Two Hour Minimum per Laborer**

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$63.00

\$97.00

\$94.50

\$145.50

\$126.00

\$194.00

Advance Pricing Deadline: Friday, July 15, 2022

INSTALLATION LABOR

☐

Exhibits Inc. Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:	Phone:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

DISMANTLE LABOR

☐

Exhibits Inc. Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Exhibits Inc. Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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Cleaning Order Form

Vacuuming of booth carpet per booth space @ \$75.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	Estimated Total Cost
		L	X	W					
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
Order Online and save the 8% Administrative Fee!						8% Admin Fee			
						Total			

Porter service per booth space @ \$75.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Order Online and save the 8% Administrative Fee!						8% Admin Fee			
						Total			

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	



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