



## IMPORTANT EXHIBITOR INFORMATION PLEASE READ COMPLETELY

### **Regulation Reminders:**

#### **Exhibition Vehicle Rules**

If your display involves a fuel powered vehicle or engine, the following regulations MUST be followed:

- 1) Fuel tank must contain  $\frac{1}{4}$  tank of gas or 5 gallons, whichever is less.
- 2) One battery cable must be disconnected and taped.
- 3) Gas tank must be sealed with a locking type fuel cap – OR – gas tank cover must be taped.
- 4) Keys must remain in the facility, in the possession of the Fredericksburg Expo & Conference Center Management.
- 5) Refueling and or draining of fuel must be done OFF PREMISES.
- 6) All liquid propane tanks are NOT PERMITTED on Fredericksburg Expo & Conference Center property.

#### **Open Flames**

Open flames, including but not limited to candles, incense and sterno, are not permitted inside the Fredericksburg Expo & Conference Center.

#### **Overnight Parking**

Trailers (non-engine) may be left on premises overnight in the 'Exhibitor Lot' located at the rear of the building. Vehicles with engines, including cars, trucks and campers, are not permitted in the Fredericksburg Expo & Conference Center parking lot overnight. For hotel, camping and RV parking recommendations please log onto our website at [www.fredericksburgexpo.com](http://www.fredericksburgexpo.com).

#### **Drayage / Shipments**

The Fredericksburg Expo & Conference Center will accept drayage and packages delivered directly to the Fredericksburg Expo & Conference Center. Please use the enclosed drayage form and send your payment in advance.

### **Service Request Reminders:**

#### **Electrical / Water Order Form**

Please use the enclosed order form for electrical and water service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date. If you are unsure of how many amps your equipment requires, please refer to the power usage guide at [www.edlen.com](http://www.edlen.com).

#### **High Speed Internet / Telephone**

Please use the enclosed order form for high speed internet and telephone service. In order to take advantage of ADVANCE pricing, your form and payment must be RECEIVED by the Fredericksburg Expo & Conference Center by the due date.

#### **Booth Cleaning Requests**

If you would like your booth cleaned (trash removed and swept or vacuumed) nightly or before show opening, please contact Casey Silversmith at 540-548-5555 for an order form. This service is provided for \$.20 per square foot.

#### **Forklift**

If you require forklift service, it must be ordered through the Fredericksburg Expo & Conference Center. Please contact Casey Silversmith at 540-548-5555 for further information and rates.

#### **Food & Service**

Written permission must be obtained from Fredericksburg Expo & Conference Center Management for sampling of any food and beverages to event attendees: **no exhibitors are allowed to sell food and beverage under any circumstances.**

For non packaged items –The City of Fredericksburg County Health Department requires you to obtain a permit. Their phone number is: 540-899-4142

**A complete list of Fredericksburg Expo & Conference Center Rules & Regulations should be included with this exhibitor kit.**

**If it is missing, please contact your promoter for a copy.**

**It is very important that you read the complete rules and regulations thoroughly!**





Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Phone: 540-548-5555 Fax: 540-548-5577

## **DRAYAGE / SHIPPING / MATERIAL HANDLING INSTRUCTIONS**

The Fredericksburg Expo & Conference Center will receive and store shipments, and will deliver packages to your booth.

### **Fees**

All fees MUST be paid in advance.

Checks should be made payable to:

**Fredericksburg Expo Center, LLC.  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401**

### **Shipment Weight**

Each shipment weight is calculated by adding the weight of each package to obtain one total shipment weight. If multiple shipments are received, each shipment will be handled as a separate weight, and billed as separate charges. The Fredericksburg Expo & Conference Center does not take responsibility for Freight Handlers, such as UPS and FedEx, nor for splitting your shipments into multiple deliveries.

**Additional forklift & labor charges may apply for materials delivered on pallets,  
or for materials unable to be hand delivered.**

**FedEx Letter or other carrier packages weighing 1 lb. are received and stored free of charge.**

### **Insurance**

All shipments should be insured by the exhibitor. The Fredericksburg Expo & Conference Center will not be responsible for lost or stolen exhibits from the time received, while on the show floor, or while being moved out.

**Shipping Label Format: YOU MAY HAVE YOUR ITEM SHIPPED HERE BETWEEN APRIL 29<sup>th</sup> - MAY 5<sup>th</sup>, 2015  
AND YOU MAKE ARRANGMENTS FOR PICK UP BY MAY 6TH, 2015**

Ship to: Show Name: \_\_\_\_\_  
Fredericksburg Expo & Conference Center  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401

Exhibitor Company Name: \_\_\_\_\_  
Booth #: \_\_\_\_\_

### **Outbound Shipping**

The Fredericksburg Expo & Conference Center will not be responsible for shipping exhibitor's product from the Fredericksburg Expo & Conference Center. Items ARE NOT TO BE LEFT on the show floor for carrier pick-up. **It is the exhibitors responsibility to make all necessary arrangements for PICK UP.**

Any items left at the Fredericksburg Expo & Conference Center after **MAY 6TH** will be considered trash and will be disposed of.



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## DRAYAGE / SHIPPING / ORDER FORM

Mail or Fax this form and payment BEFORE your show.

### Freight Handling Fees Per Hundred Weight (CWT)

Shipments up to 100 lbs \_\_\_\_\_ \$38.00 per 100 pounds  
101 lbs - 200 lbs \_\_\_\_\_ \$35.00 per 100 pounds  
201 lbs - 300 lbs \_\_\_\_\_ \$30.00 per 100 pounds  
301 lbs - 400 lbs \_\_\_\_\_ \$25.00 per 100 pounds  
401 lbs - 500 lbs \_\_\_\_\_ \$20.00 per 100 pounds  
Amounts over 500 lbs \_\_\_\_\_ Please call in advance to make receiving arrangements.

**Example: 450 lbs divide by 100 = 4.5 X \$20.00 = \$90.00**

*Additional forklift & labor charges may apply for materials delivered on pallets, or for materials unable to be hand delivered. FedEx Letter or other carrier packages weighing 1 pound or less are received and stored free of charge.*

### **PAYMENT INFORMATION**

**Booth #:** \_\_\_\_\_

Company Name: \_\_\_\_\_ On-Site Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PAYMENT METHOD (Circle One): VISA AMEX MC DISC Check # \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

CARD HOLDER'S SIGNATURE: \_\_\_\_\_

Make Checks Payable to: **Fredericksburg Expo Center, LLC.**

### **SHIPMENT INFORMATION**

Show Name: PTO TODAY'S 2015 Parent Group EXPO Estimated Delivery Date: \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number of Packages: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Total Cost (See Above): \_\_\_\_\_

**Questions regarding shipping instructions? Call Casey Silversmith at 540-548-5555 ext 108**