

VBC
VON BRAUN
CENTER
Huntsville, Alabama



Exhibitor Guide

Von Braun Center
256-533-1953 • 256-551-2203 (fax)
www.vonbrauncenter.com



700 Monroe Street
Huntsville, AL 35801
Attn: Exhibitor Services
256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:

Booth Name:

Booth Number:

BASIC BOOTH PACKAGE

The following items are provided by the Show Management at Show Management expense and will be in your booth at the start of the scheduled move-in.

Booth Package:

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

Move-In Dates:

Times:

EVENT SCHEDULE

Event Dates:

Times:

MOVE-OUT SCHEDULE

Move Out Dates:

Times:



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Show Name:

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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

Account Number			
Expiration Date		CID #	
Card Holder Name			
Billing Address			
Exhibitor		Booth #	
Telephone			
Email			
Signature			

A confirmation will be sent to the email address provided.



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Booth Number:

BOOTH FURNISHINGS ORDER FORM

Item	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
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CARPET - Price based on 10'x10' Booth

Carpet	\$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	
Wastebasket with Liner	\$5.00	\$7.50	X	
Easel	\$25.00	\$30.00	X	

TABLE - WITH NO SKIRT (30 IN WIDE)

4' Tables - 30" high	\$35.00	\$45.00	X	
4' Table - 40" 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	

TABLE - SKIRTED (30 IN WIDE)

Hi - Round Top Table	\$40.00	\$50.00	X	
4' Tables - 30" high	\$45.00	\$55.00	X	
4' Table - 40" 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 Rack	\$15.00	\$20.00	X	
ZedUp Literature Stand (6 pocket) 60" high	\$85.00	\$120.00	X	

FIRE EXTINGUISHER

Type K (please order in advance) *	\$50.00	\$60.00	X	
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*if used a \$95 refill charge will apply.



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

CABLE

Item	Advance Order	Floor Order	Quantity	Total
Cable Line dropped to booth	\$130.00	\$180.00	X	
Satellite Dish Hook Up	\$200.00	Must be Pre-ordered	X	
TOTAL				

* If you need 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

WiFi is available in South, East, and North Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the decorating department with any questions (256)551-2358.

Description	Cost	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
TOTAL			

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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UTILITY SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox 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.**

BOOTH SHARING POWER IS NOT ALLOWED. Power must be purchased through Service Desk to Utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
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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	

Please list the amount of AMPS required specifically

408 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	X	

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

Booth Number:

Booth Name: _____ Booth #: _____
Contact: _____ Phone #: _____

[illegible]

Providing a layout of the booth set-up and location of electrical outlets allows for more accurate and timely service by the Engineering Department.



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Booth Name: _____

Booth Number: _____

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	Total
\$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	Total
\$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	# Hours	Total
\$90.00	\$30.00	X	



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Show Name:

Booth Name:

Booth Number:

BANNER & SIGN SERVICE

Name of Event		Booth Numbers	
Company Name			
Address			
Representative		Telephone	
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 – (256) 551-2358.

Item	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
Hang Sign/Banner	\$125.00	\$225.00	X	

Important Information on Banner & Sign Service

Advance Cost: All forms must be returned and received no later than seven (7) 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 movein: 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 seven (7) 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 charges are listed above. If your banner/sign has 3 points or more, and/or if it weighs over 40lbs you must coordinate with the Exhibitor Service Coordinator no later than thirty (30) 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.



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Booth Number: _____

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

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	Telephone
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Estimate	Set-up	Dismantle
Number of People		
Hours Per Person		

Crates		Cartons		Total Weight	
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Return shipping instructions are as follows: _____

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:

	# People	Date	Time	Approximate Hours
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

CLOSING. PLEASE FILL OUT SHIPPING FORM AND RETURN WITH THIS SHEET. VBC DOES NOT INVOICE.

Company Name		Booth Numbers	
Ordered by & Title			
Address			
City, State, ZIP		Telephone	
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.**

FLORAL, AV & DECORATIVE BOOTH SERVICES
Available by special arrangement prior to move in. Call (256)551-2358



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decorating@vonbrauncenter.com

Show Name: _____

Booth Name: _____

Booth Number: _____

SHIPPING FORM

VON BRAUN CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE WITH EXHIBITOR SERVICES

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 INVOICE TO:

NAME						
STREET ADDRESS						
CITY, STATE, ZIP						

IF GOING TO ANOTHER CONVENTION PLEASE INDICATE:

MUST ARRIVE BY:						
NAME OF SHOW						
BOOTH NUMBER						
COMPANY						
ADDRESS						
AUTHORIZED BY:				TELEPHONE		
PURCHASE ORDER				BOOTH NUMBER		
NAME OF EVENT						



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Show Name: _____

Booth Name: _____

Booth Number: _____

SHIPPING, HANDLING AND REMOVAL INSTRUCTIONS

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 3580 256-551-2358			
Event Name		Contact		

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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Show Name: _____

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 3580 256-551-2358		
Event Name		Contact	

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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Show Name: _____

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
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 Numbers	
Name of Event			
Address			
City, State, ZIP			
Attention		Telephone	
Signature		Date	

IMPORTANT: Please sign and return promptly to:

Von Braun Center
 700 Monroe Atreet
 Huntsville, AL 35801
 Exhibitor Services



700 Monroe Street
 Huntsville, AL 35801
 Attn: Exhibitor Services
 256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name: _____

Booth Name: _____

Booth Number: _____

The Appointed Preferred Carrier

The Nation's Leader in Tradeshow Transportation

- ☒ Computerized internet tracking & booking
- ☒ 3-5 Day, 2 Day, Overnight Service
- ☒ Exclusive Use Trucking
- ☒ 24 Hours, 365 Days - Never Closed

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

Rocket City Logistics
 doing business as

To schedule you **AIRWAYS FREIGHT** for quotes call:

LAND • AIR • SEA
Delivering Performance

256.684.5721

Trey Hodge
treyh@airwaysfreight.com



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Show Name: _____

Booth Name: _____

Booth Number: _____

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 \$55 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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Show Name:

Booth Name:

Booth Number:

SHIPPING LABELS

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

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

PLEASE MAKE AS MANY COPIES AS NEEDED FOR YOUR SHIPMENT*