



## EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Nov. 1<sup>st</sup> and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

### Capital Buildings Engineering & Facility Maintenance Show

Dulles Expo Center  
November 14, 2023

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **Capital Buildings Engineering & Facility Maintenance Show** to be held at the Dulles Expo Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success. [Please note: Electric, Telephone, Booth Cleaning, and Plumbing services may be ordered through the D.E.C. website \[www.dullesexpo.com\]\(http://www.dullesexpo.com\).](#)

Please contact Hale's Customer Service Department with any questions at [csr@haleexpo.com](mailto:csr@haleexpo.com) or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

#### SHOW SCHEDULE

##### EXHIBITOR MOVE IN TIMES:

Monday, November 13, 2023 12:00 PM - 6:00 PM  
Tuesday, November 14, 2023 7:00 AM - 8:00 AM **All Exhibits must be "Show Ready" by 8:00 AM**

##### SHOW DATE & TIMES:

Tuesday, November 14, 2023 9:00 AM - 2:00 PM

##### EXHIBITOR MOVE OUT TIMES:

Tuesday, November 14, 2023 2:01 PM - 4:00 PM **All Exhibit materials must be removed by 4:00 PM**

#### ONLINE ORDERING NOW AVAILABLE

Please send an email to [csr@haleexpo.com](mailto:csr@haleexpo.com) with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

#### EXHIBIT SPACE DETAILS

Each 10'x10' booth will be defined by 8' high **RED/WHITE/RED** flameproof back drape with 32" high **RED** flameproof side drape. Also, (1) one 6'x2'x30" table skirted in **RED**, (2) two folding chairs, (1) one wastebasket and (1) one 7" x 44" one-line Identification Sign. Booths will be set on concrete flooring. You may order carpet for your space using the following forms.

#### DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **November 1, 2023**.

#### HALE SERVICE DESK

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist with any last-minute equipment needs or questions you may have. The desk will be operating during setup and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com). Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE NORTHEASTERN, INC.  
Exhibitor Services Department



**PAYMENT POLICY**  
Save Time and Money! Pre-Order by Nov. 1<sup>st</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
Dulles Expo Center  
November 14, 2023

**PLEASE BECOME FAMILIAR WITH THIS POLICY  
BEFORE ORDERING ANY SERVICES**

**GENERAL INFORMATION**

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to [csr@haleexpo.com](mailto:csr@haleexpo.com).

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at [csr@haleexpo.com](mailto:csr@haleexpo.com).

Items cancelled at show site will be charged 50% of the original price.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

**PAYMENT FOR SERVICES**

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

**METHOD OF PAYMENT**

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

**PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!**

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

**TAX EXEMPT**

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

**QUESTIONS AND ADJUSTMENTS**

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



**ORDER SUMMARY**  
 Save Time and Money! Pre-Order by Nov. 1<sup>st</sup>  
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**

Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Card Authorization** (Will be used for Hale services only)

**A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.**

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



**PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION**

Card Type:  Master Card  Visa  Discover  American Express

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Name On Card: \_\_\_\_\_ Signature: \_\_\_\_\_

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from **Hale Northeastern, Inc.** **There is a 4% credit card processing fee for any charges and/or services paid with a credit card.**

**\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\***

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
BULK CARPET	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	INCLUDED
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details.	
SUBTOTAL	\$
ADD 6.00% SALES TAX	\$
TOTAL	\$
<b>NON-TAXABLE ITEMS</b>	
SIGN HANGING	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE <b>Straight-Time: M-F 8am-4pm. Overtime: M-F before 8am, after 4pm and on weekends and holidays.</b>	\$
NON-TAXABLE SUBTOTAL	\$
<b>GRAND TOTAL</b>	<b>\$</b>

For Electric, Telephone, Booth Cleaning and Plumbing services, go to [www.dullesexpo.com](http://www.dullesexpo.com)

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)



**BOOTH FLOORING & SPECIAL BACK DRAPE**  
**Save Time and Money! Pre-Order by Nov. 1st**  
**and receive substantial discounts!**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Standard Booth Carpet** (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$162.35	\$191.00	_____	_____
9' x 20'	\$324.50	\$382.00	_____	_____
9' x 30'	\$486.60	\$572.50	_____	_____
9' x 40'	\$648.55	\$763.00	_____	_____
18' x 20'	\$648.55	\$763.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$162.35	\$191.00	_____	_____
Additional Taping	Total Feet: _____	x \$ .50/ft. = _____	_____	_____
<b>Standard Booth Carpet &amp; Add'l Tape Subtotal:</b>				_____

**Please check CARPET color choice**

Black                       Gray  
 Speckled Blue             Red  
 Forest Green               Burgundy

If no color is selected, show colors will be installed.

**\*Addendum\*** - Only the following carpet tape is allowed on show floor: **Echo-Double Coated Carpet Tape (DC-W188F)** or **Shur-Residue Free (DF-545)**. No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

**Carpet Padding & Visqueen** (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$99.45	\$117.00	_____	_____
9' x 20'	\$199.20	\$234.50	_____	_____
9' x 30'	\$300.05	\$353.00	_____	_____
9' x 40'	\$399.90	\$470.50	_____	_____
18' x 20'	\$399.90	\$470.50	_____	_____
<b>Visqueen</b>	<b>Pre-Order Price</b>	<b>Standard Price</b>		
	\$1.05/sq. ft.	\$1.25/sq. ft.	_____	_____
Calculate sq. ft.:	_____ft. x _____ft.	= _____	_____	_____
<b>Carpet Padding &amp; Visqueen Subtotal:</b>				_____

**Masking Drape to Finish off Exposed Back Wall** (Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of drape	\$25.00	\$25.00	_____	_____
10' of drape	\$50.00	\$50.00	_____	_____
<b>Masking Drape Subtotal:</b>				_____

**Special Back Drape** (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.20 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$9.75 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$16.60 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____
<b>Special Back Drape Subtotal:</b>				_____

**Please check DRAPE color choice**

Beige     Burgundy     Lime     Red  
 Black     Dusty Rose     Orange     Silver  
 Blue     Forest Green     Peach     White  
 Brown     Gold     Purple

**Booth Carpet & Special Back Drape Page Total:** \_\_\_\_\_



**BULK CARPET**  
Save Money and Time! Pre-order by Nov. 1<sup>st</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**

Dulles Expo Center  
November 14, 2023

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**All bulk carpet orders must be received no later than November 1, 2023 to guarantee your order.**

Bulk area exhibit carpet will consist of multiple 10' wide carpeting that will be seamed together with double faced carpet tape on all internal seams and will be taped along perimeter edges. When ordered in advance, dye lots of the carpeting will be matched as close as possible. If ordered on show site, matching dye lots of the carpet cannot be guaranteed.

**BULK CARPET**

Bulk Carpet pricing is for all area carpets 20'x30' and over.

**Pre-Order Deadline Date: November 1, 2023. Bulk Carpet Orders received after November 1, 2023 are not available.**

Pre-Order  
\$1.25/sq. ft.

Standard Order  
N/A

Total

Calculate Square Feet: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. \$ \_\_\_\_\_

<b>Please check color choice</b>	
<input type="checkbox"/> Black	<input type="checkbox"/> Gray
<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	
<b>SHOW COLOR: RED/WHITE</b>	

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: [csr@haleexpo.com](mailto:csr@haleexpo.com)



**TABLES, PEDESTAL TABLES &  
TABLE RISERS**  
Save Time and Money! Pre-Order by Nov. 1<sup>st</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
Dulles Expo Center  
November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4<sup>th</sup> side draped, see 4<sup>th</sup> side draping below.)**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 <sup>th</sup> Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
<b>Draped Table Subtotal:</b>				_____

**Please check SKIRT color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

**Undraped Display Tables & 30" Round Pedestal Tables (Undraped)**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
<b>Undraped Table Subtotal:</b>				_____



**Table Risers / Shelves (Draped in White)**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
<b>Table Riser / Shelves Subtotal:</b>				_____

**Undraped Pedestal Tables & Spandex Covers**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$44.20	\$52.00	_____	_____
<b>Pedestal Tables &amp; Spandex Cover Subtotal:</b>				_____

**Please check SPANDEX color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

**Table Page Total:** \_\_\_\_\_



**CHAIRS & ACCESSORIES**  
 Save Time and Money! Pre-Order by Nov. 1<sup>st</sup>  
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

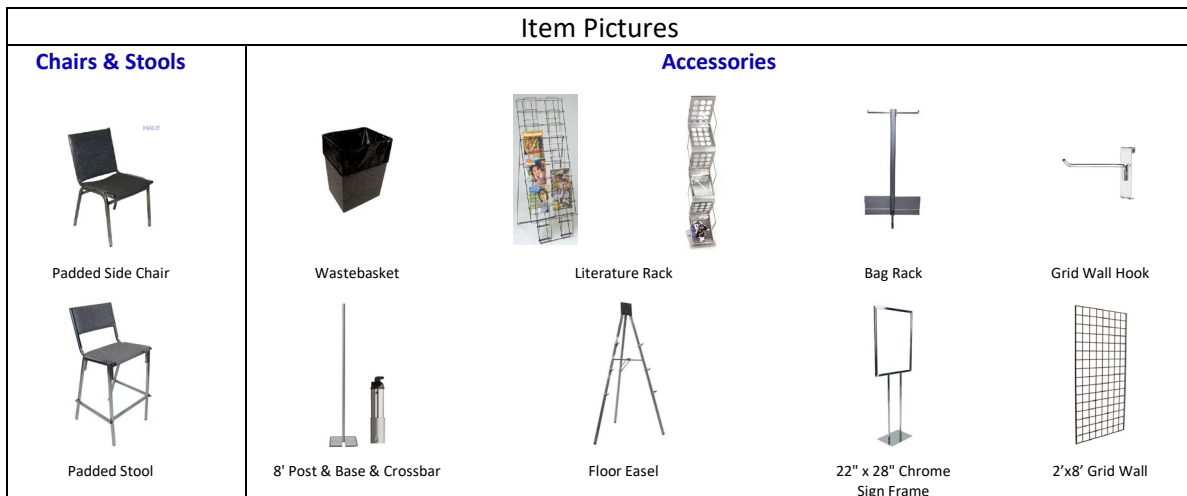
Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Chairs & Stools (Grey Fabric)**

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____
<b>Chairs &amp; Stools Subtotal:</b>				_____

**Accessories**

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 20 slot	\$73.31	\$86.25	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____
<b>Accessories Subtotal:</b>				_____



**Chairs & Accessories Page Total:** \_\_\_\_\_



STANDARD BOOTH SIGN  
7" X 44" SIGN

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
Dulles Expo Center  
November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY  
PRINTED WITH YOUR COMPANY NAME

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN  
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM  
TO INDICATE THE CHANGES.

**PRE-ORDER DATE IS: November 1, 2023**

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Line Copy: \_\_\_\_\_

**Please print or type revised sign copy above.**

Line copy may not exceed 26 characters, including spaces.  
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)





**SPECIAL SIGNS**  
 Sign Orders received after Nov. 1<sup>st</sup>  
 add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!**

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

**EXAMPLES OF STANDARD SIZES**

22" x 28"	22" x 14"	14" x 44"	4' x 8'	3' x 4'
Standard Sign Holder Size <input type="checkbox"/> \$74.20	Common Table Top Size <input type="checkbox"/> \$58.50	Double height of Standard Booth Sign <input type="checkbox"/> \$74.20	<input type="checkbox"/> \$263.70	<input type="checkbox"/> \$113.30

Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
<input type="checkbox"/> Foamcore – Foam center with white paper surfaces		Grommets (ea.)	\$2.00	_____	_____
<input type="checkbox"/> Coroplast – Corrugated plastic – Most durable (Colors available)		Easel Back	\$2.75	_____	_____
<input type="checkbox"/> Poster Board – White poster board / Sign card only				_____	_____
<b>Please Indicate Sign Copy Here:</b>					
		Double Sided		Subtotal:	_____
				Add 50% to Subtotal:	_____
				<b>Subtotal 2:</b>	_____
		<b>Ordered After Nov. 1<sup>st</sup></b>		Add 50% to Subtotal 2:	_____
				<b>Special Sign Page Total:</b>	_____



**BANNERS**  
Banner Orders received after Nov. 1<sup>st</sup>  
add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**

Dulles Expo Center  
November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Email Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
			<b>Subtotal:</b>	_____	_____
			Double Sided	Add 50% to Subtotal:	_____
			<b>Subtotal 2:</b>	_____	_____
			Ordered After Nov. 1 <sup>st</sup>	Add 50% to Subtotal 2:	_____
			<b>Banner Page Total:</b>	_____	_____

**Acceptable File Formats For Artwork**

**Vectorized Artwork** – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

**Rasterized Artwork** – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

Please note, .eps and .pdf can also contain raster images as well (less preferred).

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

**Files Upload Info:** FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**

**It's our business to make your business look good!**



**SIGN & BANNER HANGING**  
 Save Time and Money! Pre-Order by Nov. 1<sup>st</sup>  
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**

Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No. (s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**SIGN & BANNER HANGING RULES & REGULATIONS**

1. Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.
2. The sign/banner has to be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.
3. Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.
4. Plan on dropping off your sign/banner at the Dulles Expo Center on Monday, November 13, 2023 between the hours of 12:00 NOON and 4:30 PM. **Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.**

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' <b>Each Side</b>	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' <b>Each Side</b>	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' <b>Each Side</b>	12' from the ground

**Pre-Order Deadline Date: November 1, 2023. Orders received after November 1, 2023 are Standard Prices.**

Description of Service	Pre-order Price	Standard Price
<b>INSTALLATION AND REMOVAL OF FIRST SIGN</b>	\$250.00	\$325.00
<b>INSTALLATION &amp; REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH</b>	\$100.00	\$130.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: \_\_\_\_\_ ft.

Number of feet in from left side: \_\_\_\_\_ ft.

Number of feet in from front aisle: \_\_\_\_\_ ft.

Does your sign require electrical connection?  NO  YES (If YES, please complete the Dulles Expo Center Electrical form.)

Sign Hanging Page Total: \_\_\_\_\_

**Signs & Banners will be removed on: Wednesday, November 15, 2023.**

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.



**INSTALLATION & DISMANTLING  
LABOR & FORKLIFT SERVICE**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Installation & Dismantling Labor** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs, and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

**Add 30% For Hale Supervision (Total x 1.3):** \_\_\_\_\_

**Forklift Service** (Price includes forklift and operator)

**Straight Time Rate: \$136.50** (M-F 8 AM – 4 PM)

**Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

**Plastic Banding** (Per pallet and includes labor): **\$42.00**

**Shrink Wrap** (Per pallet and includes labor): **\$42.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24-hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

**Installation & Dismantling Labor & Forklift Service Page Total:** \_\_\_\_\_

**PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE**

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

**ADVANCE TO WAREHOUSE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE  
BETWEEN: Monday, October 30 – Friday, November 10, 2023**

**FREIGHT LABEL**

**SHIP TO:**

ABF Freight  
c/o Capital Buildings Engineering & Facility  
Maintenance Show/Hale Northeastern  
7850 Wellingford Drive  
Manassas, VA 20109

**SHOW INFORMATION**

**Capital Buildings Engineering &  
Facility Maintenance Show**  
Dulles Expo Center  
November 14, 2023

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

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

**DIRECT TO SHOW SITE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS  
SCHEDULED TO ARRIVE ON OR AFTER: Monday, November 13, 2023**

**FREIGHT LABEL**

**SHIP TO:**

Dulles Expo Center  
c/o Capital Buildings Engineering & Facility  
Maintenance Show/Hale Northeastern  
4320 Chantilly Shopping Center  
Chantilly, VA 20151

**SHOW INFORMATION**

**Capital Buildings Engineering  
& Facility Maintenance Show**  
Dulles Expo Center  
November 14, 2023

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

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: \_\_\_\_\_



**SHIPPING & MATERIAL HANDLING**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**\*\*\* SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE \*\*\***

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

**Inbound Shipping & Material Handling**

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Advance Warehouse Rate</b> For Shipments Arriving <b>(October 30 - November 10, 2023)</b>				\$74.75 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$149.50</b>	(Total Weight / 100) x \$74.75 <b>Minimum Charge = \$149.50</b>
<b>Direct to Show Site Rate</b> For Shipments Arriving on or After <b>(November 13, 2023)</b> 8am-4pm <u>only</u>				\$68.50 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$137.00</b>	(Total Weight / 100) x \$68.50 <b>Minimum Charge = \$137.00</b>
<b>Small Package Rate</b> <b>Direct to Show Site Only</b> For Single Package 25 lbs. and Under				\$25.00 single package (Single Package Shipments Only) <b>Direct to Show Site Only</b>	<b>\$25.00 Single Package Only</b> <b>Direct to Show Site Only</b>

**BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and 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 Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

**Outbound Shipping & Material Handling Only** (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Outbound Regular Rate</b>				\$50.00 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$100.00</b>	(Total Weight / 100) x \$50.00 <b>Minimum Charge = \$100.00</b>
<b>Small Package Rate</b> For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only)	<b>\$25.00 Single Package Only</b>
<b>Uncrated Rate</b> For any Uncrated Machinery or Material Going Outbound				\$84.00/hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$168.00</b>	(Total Weight) / 100 x \$84.00 <b>Minimum Charge = \$168.00</b>

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **11:00 pm on Tuesday, November 14, 2023**. To ensure the floor is clear for the next event, shipments not picked up by **11:00 pm, Tuesday, November 14, 2023** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**Shipping & Material Handling Page Total:** \_\_\_\_\_  
 (200 lb. minimum)



**SHIPPING & MATERIAL HANDLING**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Buildings Engineering & Facility Maintenance Show**  
 Dulles Expo Center  
 November 14, 2023

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**\*\*\* SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE \*\*\***

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

**Inbound Shipping & Material Handling**

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Advance Warehouse Rate</b> For Shipments Arriving <b>(October 30 - November 10, 2023)</b>				<b>\$74.75 / hundredweight</b> <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$149.50</b>	(Total Weight / 100) x <b>\$74.75</b> <b>Minimum Charge = \$149.50</b>
<b>Direct to Show Site Rate</b> For Shipments Arriving on or After <b>(November 13, 2023)</b> 8am-4pm <u>only</u>				<b>\$68.50 / hundredweight</b> <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$137.00</b>	(Total Weight / 100) x <b>\$68.50</b> <b>Minimum Charge = \$137.00</b>
<b>Small Package Rate</b> <b>Direct to Show Site Only</b> For Single Package 25 lbs. and Under				<b>\$25.00 single package</b> (Single Package Shipments Only) <b>Direct to Show Site Only</b>	<b>\$25.00 Single Package Only</b> <b>Direct to Show Site Only</b>

**BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and 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 Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipments on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

**Outbound Shipping & Material Handling Only** (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Outbound Regular Rate</b>				<b>\$50.00 / hundredweight</b> <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$100.00</b>	(Total Weight / 100) x <b>\$50.00</b> <b>Minimum Charge = \$100.00</b>
<b>Small Package Rate</b> For Single Packages 25 lbs. or less				<b>\$25.00 / per package</b> (Single Package Shipments Only)	<b>\$25.00 Single Package Only</b>
<b>Uncrated Rate</b> For any Uncrated Machinery or Material Going Outbound				<b>\$84.00/hundredweight</b> <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$168.00</b>	(Total Weight) / 100 x <b>\$84.00</b> <b>Minimum Charge = \$168.00</b>

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **4:00 pm on Tuesday, November 14, 2023**. To ensure the floor is clear for the next event, shipments not picked up by **4:00 pm, Tuesday, November 14, 2023** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**Shipping & Material Handling Page Total:** \_\_\_\_\_  
 (200 lb. minimum)



---

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

## *Outbound Shipping*

- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.
- If Hale receives your freight on the inbound, there is no charge for material handling service on the Outbound.

**Here is the address your carrier needs to pick up your freight at SHOW SITE:**

Here is the address your carrier needs to pick up your freight.

Dulles Expo Center  
4320 Chantilly Shopping Center  
Chantilly, VA 20151

**ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY:  
4:00PM Tuesday, November 14, 2023**

**FREIGHT LEFT ON THE FLOOR WILL BE FORCED OUT ON  
THE HOUSE CARRIER AT YOU EXPENSE!!**



# Electricity

## Do's and Don'ts

### USE UL Listed Surge Protectors only


A surge protector is necessary and is required to be the equipment plugged into the buildings electric outlet. This prevents surges that may occur within a booth to be confined and not relocate down the electric stringer. Protect your equipment, your neighbor's equipment and the facilities equipment.






Extension Cords – Must be 14 gauge or higher, UL Listed and have (3) three prongs.





Recommend purchasing a surge protector with a cord 10' or longer, so it can reach further into your booth. Available on Amazon and at your local hardware store.




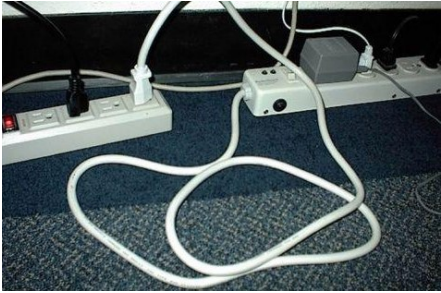
Loose/frayed cords, or outdated equipment

Residential Cords are cords with outlets on two opposite sides or only two prong.

Don't tie or knot electrical cords


Piggyback or create a daisy chain of power strips, surge protectors, and extension cords. Do not plug in a power strip to a power strip or an extension cord to an extension cord. Only one extension cord may be plugged into a power strip, not multiple. Do not let surge protectors hang, instead install them on a flat surface (floor or back of display). Make sure cords are firmly attached.



NO Adapters



Avoid overloading outlets. Plug only one high-wattage appliance into each receptacle outlet at a time.



Don't let furniture, boxes, displays, inventory, rugs, flooring, etc. sit on or block electrical cords, junction boxes or electric panels. **Keep 36" away from the front of an electric panel on column or wall**

# Exhibitor Electrical Guidelines

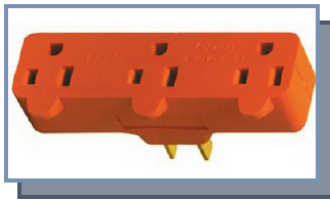
## NOT PERMITTED

Two (2) prong extension cords are NOT permitted



NOT PERMITTED

Adapters (2 or 3 prong ) are not permitted

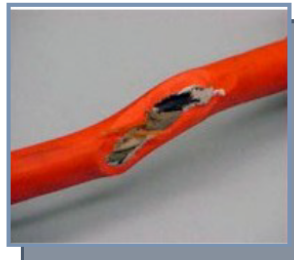


NOT PERMITTED



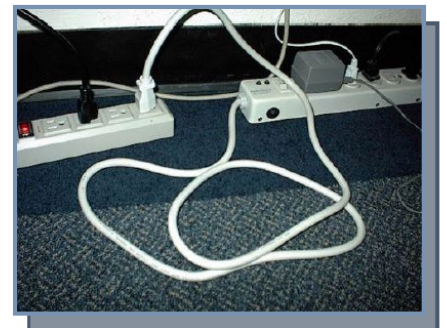
NOT PERMITTED

Damaged cords are not Permitted



NOT PERMITTED

Daisy chaining electrical cords is not permitted



NOT PERMITTED

## PERMITTED



Industrial Extension Cords

All extension cords MUST :

- be at least 14 gauge
- be UL Listed
- have 3 prongs



Surge Protectors

If your lighting or electronic devices only have two (2) prongs, these devices MUST be plugged into the proper 3 prong extension cord, surge protector, or directly into the outlet.



# ***DULLES EXPO CENTER***

## ***EXHIBITOR RULES AND REGULATIONS***

Dulles Expo Center would like to welcome you and wish you a successful event at our center. We would like to express to you that our staff and management is here to assist you in any way possible to insure a safe and prosperous show. Dulles Expo Center Management holds the rights to control and enforce all Rules and Regulations and all applicable county, state, and federal laws. If you have any questions and/or concerns in regards to the following rules, please bring it to the attention of our staff. We do appreciate your input and we wish you a successful show at our facility.

### **PARKING**

**KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES**

- A. Parking in fire lanes is prohibited. **No parking in fire lanes** is allowed at any time, including during move-in or move-out. If parked in one of these areas, your vehicle may be ticketed and towed at your own expense.
- B. Parking lot is for attendees and exhibitor parking only. Parking lot is not to be used as an exhibit space without a written permission from Dulles Expo Management. All exhibitors are required to park in LOT C across from the loading dock and not directly in front of the building.
- C. Campers, RV's, trucks and oversized vehicles are not allowed to stay overnight at the Dulles Expo Center unless previously approved. Your vehicle may towed and impounded at your own expense.

### **UTILITY CONNECTIONS**

- A. All services for electric, phones, plumbing and connection of any other utility service will be provided exclusively by the staff of Dulles Expo Center.
- B. PLEASE NOTE! A surge protector is required when connecting to the facility power supply. This is a Fairfax County ordinance and there will be no exceptions. The exhibitor or vendor may utilize their own surge protector, or one will be provided by the facility for an additional charge
- C. Power strips shall be polarized or grounded type, equipped with over current protection, and shall be UL listed.
- D. Power strips shall be directly connected to a permanently installed receptacle provided by Dulles Expo.
- E. Electrical cords used must be of the three-wired type, and all the equipment used must be U.L. approved. They shall be maintained in good

condition without splices, deterioration or damage.

- F. Dulles Expo Center will not be responsible for voltage fluctuation or power failure.
- G. Dulles Expo Center will not be responsible for any inferior equipment.
- H. All material and equipment furnished by Dulles Expo for any of the services shall remain the property of the Center and it shall not be removed except by the staff of Dulles Expo.
- I. No outside water may be brought to our facilities to fill up ponds, spas, tubs, etc.
- J. The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances per the Fairfax County Fire Marshal's Office. Only personal pocket sized allowed. No Exceptions.

### **DECORATIONS/BANNERS/SIGNAGE**

- A. All decorative materials must be flame retardant in accordance with the Public Safety and Fire Regulations and to meet the Fairfax County Fire Safety Code. This includes drapes, banners, all decorative fabrics, poster paper, foam cores board as well as hangings, curtains and drops, projection screens, plastics and all other decorative materials. You must have in your possession and be prepared to show documentation that the material is **NFPA701 flame retardant**. No flammable material such as bunting, *lamé fabric*, tissue paper, crepe paper, straw, hay, etc. shall be used as decorations in the facility.
- B. Nothing may be taped, nailed or other wise affixed to ceilings, fire sprinklers, walls, painted surfaces, doors, glass doors, columns, furniture or floor, including but not limited to: decorations, banners, signs, adhesive-backed (stick-on) or any other material.

- C. No holes may be drilled, cored or punched on the property of Dulles Expo.
- D. Tape used for carpet installation must be removed immediately following the show. There will be a fee assessed to any one who will leave carpet and/or tape residue on the show floor. Approved carpet tape: Echo-Double Coated Carpet Tape (DC-W188F), Shur-Residue Free (DF-545), or non-residue Gaffers tape. No high tack tape, duct tape, or gorilla tape.
- E. Damage fees will be assessed for any damages done to the facility.

**FOOD AND BEVERAGE**

- A. If your exhibit contains any selling/sampling of food and/or beverage or cookware demos while at the show, written permission must be obtained in advance from Dulles Expo Center. There will be no exceptions. Please call the center to arrange for the documents required.
- B. If approved to use electric appliances to warm food/beverage inside the facility, a 5lb ABC Fire Extinguisher with a current date is required within the booth space. Exp.: Dated 2019, good through Dec. 2020
- C. Concession will be open during show hours unless otherwise requested by show management. Outside food and beverage will not be allowed in the building and it will be denied access to the facility by building security.
- D. NO ALCOHOLIC beverages allowed into or out of the center. It is a violation of our ABC license. Dulles Expo Center reserves the right to inspect coolers, vehicles, boats, RV's, etc. This includes the move-in and move-out periods.
- E. The use of the permanent food and beverage service areas is reserved for Dulles Expo Center. These stands shall not be blocked at any time.

**VEHICLE RULES & REGULATIONS**

Display vehicles or gas powered items must obtain written permission from the management of Dulles Expo Center at least four weeks before show opening. Such vehicles and items must conform to State and County fire codes. A fee may apply. These rules apply to all Battery Liquid or Gas Fueled vehicles, boats, watercraft, golf carts, lawn mowers etc.:

- A. **\*\*Fuel in tanks shall not** exceed one-eighth (1/8<sup>th</sup>) of a tank.
- B. **\*\*Vehicles shall not be fueled or defueled** within the building.
- C. One cable on the battery disconnected.

- D. **\*\*Fuel Tanks and fill openings shall be closed and sealed to prevent tampering.** If fuel tank is locking with a key, OKAY. If not, fuel tank cover must be taped over.
- E. Once parked inside on the show floor: unhook battery, tape off gas cap, and leave hood up for inspection. Keys must remain in the hall with Show Management. Turn in Keys to Show Management or Security before leaving.
- F. WHEEL CHOCKS - Place one at front left tire and one at right rear tire so it will not roll. A triangle or piece of wood will work. (Applicable to all items with wheels.)
- G. An ABC Fire Extinguisher is required for each booth or area that has a vehicle. Exhibitor must have quick and easy accessibility to a 5 lb Fire Extinguisher of type ABC in their booth with a current issue date. For example: Stamped 2019 will expire on December 31st 2020.  
(\*\*A, B, & D not applicable to electric vehicle)

**MISCELLANEOUS**

- A. Under the provisions of State and County Laws, The Dulles Expo Center is a Non-Smoking building. Smoking is strictly prohibited in all areas within the building at all times which includes electronic, smokeless and vapor cigarettes and smoking devices.
- B. All Emergency exits and required aisles shall be kept clear of obstructions at all times.
- C. **NO OPEN FLAME** allowed in the building, **candles or incense shall not be lit at any time.**
- D. No live animals, reptiles, fish or birds are permitted to enter the facility unless a written permission has been obtained in advance from the management of Dulles Expo Center. Only a properly muzzled "service dog" accompanying a person in need of assistance is allowed at the center.
- E. A written permission is required for any collections, donations, whether for charity, business or personal; and adhere to Virginia laws.
- F. Tents, canopies, overhead coverings (structural or fabric) that are inside the hall may not be larger than a 10'X10' area. The structure needs to be flame retardant and shall have the proper documents and **NFPA701 flame retardant** certification attached and available on site at all times. An ABC Fire Extinguisher is required within a booth space with any type of cover over 20 sq.ft.
- F. Black powder is strictly prohibited in the building.

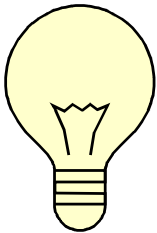
**Purchase Online  
For Reduced Rates**



# **ONLINE ORDERING!!**

The Dulles Expo Center is now offering online ordering for Exhibitor Services. To get the reduced rate you **MUST** order online at

[www.dullesexpo.com](http://www.dullesexpo.com)



**Electric**



**Cleaning**

**Phone and Internet**

For Plumbing Services or questions about Dulles Expo Exhibitor Services, please contact:

Khrysta Sink

703-766-1312

[ksink@dullesexpo.com](mailto:ksink@dullesexpo.com)



P.O. Box 221075  
Chantilly, VA 20153-1075

Main: 703-378-0910  
Fax: 703-378-2080

Contact: Patricia Gillespie  
703-378-0176

[pgillespie@dullesexpo.com](mailto:pgillespie@dullesexpo.com)

# SAMPLE/SELL FOOD AND/OR BEVERAGE INCLUDING COOKWARE DEMOS DISTRIBUTION REQUEST



Page 1 of 2

The Dulles Expo Center is the authorized Food and Beverage manager. Exposition sponsoring organization and/or their exhibitors may distribute food and/or beverage products ONLY upon written authorization.

**Application must be submitted 21 days prior to event opening.**

- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
  1. Beverages limited to maximum 3 oz. container and 2oz. product.
  2. Food items limited to “bite size.”
- All items limited to SAMPLE SIZE. If you do not comply with the above sample size, you may be asked to discontinue sampling.
- NO ALCOHOL may be sampled or sold unless service is ordered through Dulles Café. Restrictions apply.
- You must comply with all Fairfax County Health Department rules and regulations.  
<https://www.fairfaxcounty.gov/health/food/operators>
- Food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, water, etc.) must be purchased from the Dulles Expo Center.
- Food and/or beverage items for sale must be packaged for off-site consumption. No single servings. See page two for onsite consumption buyout guidelines.

- Food and beverage items that are consumed onsite are subject to a fee of no less than \$300.00. This fee is assessed on a case by case basis. Exhibitors that seek to sell “onsite consumption” items are required to pay this fee in order to be in compliance with facility regulations.
- Dulles Expo determines at their discretion what items would be considered “onsite consumption” and require a Food & Beverage (F&B) Buyout Fee to sell your items. Examples but not limited to: Popcorn, Pickles, Jerky, Candies, Chocolate, Pastries, Cookies, Pretzels, Coffee, Smoothies/Slushies

**Fire Marshal Regulations:**

- Warming Food/Beverage only. No Cooking.
- If using an appliance a **FIRE EXTINGUISHER IS REQUIRED!** 5lb ABC or larger with current date. Exp.: Stamped 2018 will be good through December 2019.
- Electric appliances only, no gas.
- Booth may not be left unattended when appliances are in use.
- No Oil may be used. No Fryers.
- No Flame or Smoke may be created.

The company named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless the Dulles Expo Center from all liability damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.

Event Name:		Show Dates:	
Company Name:		Booth #	
Phone:	On-site Cell:	Email:	
Address:			
City:	State:	Zip:	

**CONTINUED ON PAGE 2. PLEASE FILL OUT FORM IN ITS ENTIRETY.**



DULLES EXPO CENTER

P.O. Box 221075  
Chantilly, VA 20153-1075  
Main: 703-378-0910  
Fax: 703-378-2080  
Contact: Patricia Gillespie  
703-378-0176  
[pgillespie@dullesexpo.com](mailto:pgillespie@dullesexpo.com)

# SAMPLE/SELL FOOD AND/OR BEVERAGE INCLUDING COOKWARE DEMOS DISTRIBUTION REQUEST



Page 2 of 2

<b>DEMO POTS &amp; PANS ONLY. NO SAMPLING OR SELLING. Check Box:</b> <input type="checkbox"/>			
Product(s) and Size of Portion to dispense for Sampling:			
Proposed Method of Dispensing and Reason for Offering Samples:			
Electric Appliances used for DEMOS or SAMPLING:			
Contact Person:		Title:	
Signature:		Date:	
<b>Approved:</b> (Initial) _____ Dulles Café _____ EC, DEC *No F&B Buyout Fee Required		<b>Disapproved:</b> (Initial) _____ Dulles Café _____ EC, DEC	
<b>F&amp;B Buyout Fee Required: \$ _____ Payment due 7 days prior to event opening.</b>			
Upon payment of F&B Buyout Fee (No less than \$300), the Company/Exhibitor listed in the adjacent box is allowed to sell and distribute individual servings of their product.		<b>On-Record Company Representative:</b> Print: _____ Signature: _____	
<b>Approved:</b> (Initial) _____ Dulles Café _____ EC, DEC		<b>Disapproved:</b> (Initial) _____ Dulles Café _____ EC, DEC	
DEC OFFICE USE ONLY		Fee Paid? Yes <input type="checkbox"/> / No <input type="checkbox"/>	Receipt Date:
Comments:			



# **VEHICLE and** **GAS POWERED ITEMS** **RULES & REGULATIONS**

**Includes Vehicles (electric or gas), Golf Carts,  
Scrubbers, Generators, etc.**

1. \*\*Fuel in tanks shall not exceed one-eighth (1/8<sup>th</sup>) of a tank.
2. \*\*Vehicles shall not be fueled or defueled within the building.
3. One cable on the battery disconnected.
4. \*\*Fuel Tanks and fill openings shall be closed and sealed to prevent tampering. If fuel tank is locking with a key, OKAY. If not, fuel tank cover must be taped over.
5. Once parked inside on the show floor: unhook battery, tape off gas cap, and leave hood up for inspection. Keys must remain in the hall with Show Management. Turn in Keys to Show Management or Security before leaving.
6. WHEEL CHOCKS - Place one at front left tire and one at right rear tire so it will not roll. A triangle or piece of wood will work.
7. An ABC Fire Extinguisher is required for each booth or area that has a vehicle.

(\*\*Number 1, 2, & 4 not applicable to electric vehicle)



# CAPITAL BUILDINGS ENGINEERING & FACILITY MAINTENANCE SHOW

# NOVEMBER 14, 2023

DULLES EXPO CENTER  
CHANTILLY, VA 9AM-2PM

## Contact Information

<b>Company</b>	<input type="text"/>	<b>Booth #</b>	<input type="text"/>	<b>Contact</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>	<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>

QTY	Item Description	On or before 10/31/2023	After 10/31/2023	Subtotal
-----	------------------	----------------------------	---------------------	----------

	<b>qConnection App:</b> Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android TM phone or tablet (version 4.4)  <b>Package Includes:</b> qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device	\$215	\$255	
	<b>Apple® device Rental:</b>  <b>Package Includes:</b> Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.	\$235	\$275	
	<b>Unlimited Licenses :</b>  <b>Package Includes:</b> qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. Unlimited number of licenses.	\$500	\$600	

- qConnection Show Management Website:**
- ▶ Edit qualifiers prior to scanning
  - ▶ Email leads to anyone
  - ▶ Download all leads, from all devices
  - ▶ View Leads
  - ▶ Sort, edit and search leads
  - ▶ Mobile friendly

**Grand Total**

**Payment Options:** Check \_\_\_\_\_ Credit Card \_\_\_\_\_

**We accept:** Visa, Master card and AMEX

**Make Checks payable to:** Eleventh & Gather

6840 Meadowridge Ct | Alpharetta, GA | 30005

**Advance orders must be accompanied by full payment.**

**Eleventh & Gather Fed Employ. ID # 20-0499150**

**Please complete Cardholder information if paying with credit card:**

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All Cancellations must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a Eleventh & Gather manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A Non-Refundable charge of \$1200 will be applied for devices not returned to Eleventh & Gather at close of show. Data connection is required for qConnection attendance updates. Eleventh & Gather will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

**Agree To Terms and Cancellation Policy:** X \_\_\_\_\_ **Date:** X \_\_\_\_\_

## Lead Retrieval Services Order Form

 Featuring qConnection

*Eleventh*  
& GATHER

**SUBMIT ORDER TO:**

**FAX:** 678-341-3099

**EMAIL:** info@prereg.net

**PHONE:** 678-341-3000

**ORDER ONLINE :** www.prereg.net/qconnect



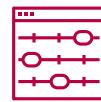
qConnection Lead  
Retrieval by:  
*Eleventh*  
& GATHER

Order online at:  
[www.prereg.net/qconnect](http://www.prereg.net/qconnect)  
6840 Meadowridge Court Alpharetta, GA 30005  
Phone: 678.341.3000 Fax: 678.341.3099



### Real-Time Reporting

No waiting necessary! qConnection will automatically update as long as the device is connected to WiFi. Users have the ability to download leads from the qConnection website Instantaneously and follow-up while still working the conference.



### Customizable

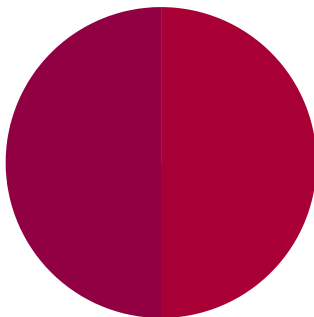
qConnection is a user-friendly, Innovative lead retrieval solution molded by over forty years of Industry experience. The app may operate on personal smartphones or tablets placing authority over the leads right at your fingertips.



### Easy To Use

The qConnection app is completely customizable. Users have the ability to develop custom qualifiers, add special notes for each lead and/or tailor survey questions within the app to better suit any sales need.

App Orders  
50%



Device Orders  
50%



2021 Lead Retrieval Orders

**We look forward to seeing you at  
Capital Buildings Engineering & Facility  
Maintenance Show - November 14, 2023  
Dulles Expo Center - Chantilly, VA**

### Apple® Device Rental:

**Package Includes:** Ipad mini rental with qConnect app pre-loaded on the device, event set-up through unique access codes, and qConnect lead management web portal access

**\$235/Device on or before 10/31/2023**

**\$275/Device after 10/31/2023**

### qConnect App:

**Package Includes:** qConnect app downloaded from google play or apple store, event set-up through unique access codes, and qConnect lead management web portal access

**\$215/License on or before 10/31/2023**

**\$255/License after 10/31/2023**

