



# 2024 Virginia Food & Beverage Expo Exhibitor Kit

Greater Richmond Convention Center  
Wednesday, March 27, 2024  
9am - 4pm



## EXHIBITOR WELCOME LETTER

Dear Exhibitor:

Thank you for your support and participation in Virginia's Premier Specialty Food and Beverage Tradeshow.

You have been approved to exhibit on March 27, 2024 at the Greater Richmond Convention Center as part of the 2024 Virginia Food and Beverage Expo. This year, we've packed more into the Expo than ever before. Expect new exhibitors, more buyers, increased exposure and networking opportunities.

This Exhibitor Manual outlines everything you need to know about exhibiting, set-up and take-down and includes all of your mandatory exhibiting/vendor order forms.

Our [marketing materials](#) provide you with a variety of resources to promote your involvement in the Expo and market your brand to maximize your visibility before, during and after the show.

We hope this manual provides you with all the necessary information to make your exhibiting experience a successful one. If you have any questions, feel free to email [info@vafoodbeverageexpo.com](mailto:info@vafoodbeverageexpo.com) or visit our website [www.vafoodbeverageexpo.com](http://www.vafoodbeverageexpo.com). We welcome your feedback and look forward to working with you.

Sincerely,

*x 2024 Virginia Food & Beverage Expo Planning Team*

2024 Virginia Food & Beverage Expo Planning Team

## EXHIBITOR GUIDELINES, RULES AND REGULATIONS

### WHO CAN EXHIBIT?

---

Exhibitors at the Virginia Food and Beverage Expo must be Virginia companies (headquartered in Virginia) that grow, produce or process a food or beverage product. All products on display must be pre-approved by the Virginia Department of Agriculture and Consumer Services (VDACS) Office of Food Safety. Any products being processed out of state must show a current inspection report from that state. All products must have a Virginia address on their label. Industry-related products or exhibitors are subject to show management approval.

### ABOUT YOUR EXHIBIT

---

The standard booth package includes:

- 1 booth identification sign (7" x 44") 8-ft. high fabric back (blue and silver)
- 1 8-ft. silver-skirted table (2 tables for double booth)
- 3-ft. high side rails (silver)
- 2 folding chairs (4 folding chairs for double booth)
- Name badges for booth staff
- 1 wastebasket (2 wastebaskets for double booth)
- Listing in Show Program
- Blue Aisle Carpeting; Gray booth Carpeting

### EXPO SET-UP

---

Tuesday, March 26, 2024: 1:00 p.m. – 6:00 p.m.

Wednesday, March 27, 2024: 6:30 a.m. – 8:30 a.m.

**\*You must provide your own dollies and carts for set-up and take down.**

### OFFICIAL SHOW DECORATOR

---

The official show decorator is **Exhibits, Inc.** For any additional items not included in booth purchase, **Exhibits, Inc.** will help you with that; for more information, see Services Rental Manual on [page 14](#). Exhibitors should address any special requirements for exhibit set-up and take-down to **Exhibits, Inc.** by calling 804-788-4400. To order electrical services for your booth, please [visit the GRCC website](#) to place your order.

- **Exhibits Inc.** will maintain a service desk to assist during move-in and move-out.
- All decorations for your exhibit must be flame retardant.
- Deep fryers and open flames are NOT PERMITTED.

## EXHIBITOR GUIDELINES

- Anyone cooking or warming food is required to provide a fire extinguisher for their booth. Class “K” fire extinguishers are needed if cooking with grease.
- No grease disposal allowed in the restroom or closet sinks.
- A grease barrel will be located on the loading dock.
- Ice is not provided.
- Exhibits may not be higher than 8-feet tall and must not interfere with the view of any other booth.
- No Mylar balloons allowed in the hall. A financial deposit made to the Convention Center is required ahead of time if you plan to use anchored helium balloons. Please ask in advance for additional information, including the amount of the deposit.
- The use of music or methods of projecting sound beyond an exhibitor’s booth is not allowed.
- If any vendors need to park their oversized trucks overnight in the loading dock area, they need to obtain a pass at the service desk at the back of the show hall. There will be a fee involved.
- VDACS reserves the right to require changes deemed in the best interest of the show.
- No one under the age of 18, including infants, will be admitted.

### **ORDER WRITING AND SAMPLING PERMITTED, BUT NO DIRECT SELLING**

---

Order writing and product sampling is permitted, however, direct selling is not permitted. Samples and product tastings, as well as show specials, are expected by buyers. Examples of show specials include: free products (baker’s dozen), price discounts on show orders, free shipping for a limited time, in-store demos and point-of-sale materials.

### **RICHMOND CITY HEALTH DISTRICT REGULATIONS**

---

Food servers and handlers in booths must wear plastic gloves and have disposable hand wipes available. Use only disposable plastic utensils and/or toothpicks for sampling. Universal or common utensils for tasting are strictly prohibited. Exhibitors are responsible for compliance with any other Richmond City Health District Regulations that may apply.

### **RICHMOND FIRE DEPARTMENT GUIDELINES**

---

A basic outline of rules and regulations, based upon provisions of the [2012 Virginia Statewide Fire Prevention Code](#). Please take the time to review this information, as compliance is a requirement.

### **BEST NEW PRODUCT APPLICATION**

---

To submit your product to enter the Best New Product Competition, please [fill out the form](#) by 5:00 p.m. on March 11, 2024.

## CANCELLATION POLICY

---

- Full refunds of the booth fee will be granted to exhibitors who cancel or downsize by Friday, December 27, 2024;
- 50% refunds of the booth fee will be granted to exhibitors who cancel or downsize by January 27, 2024
- No refunds of the booth fee will be granted for booth cancellations made after January 27, 2024, even if the space is resold.

## DATES AND TIMES TO REMEMBER

---

### *Expo Reception*

- Tuesday, March 26, 2024 | 5:00 p.m. – 9:00 p.m.

### *Show Hours*

- Wednesday, March 27, 2024 | 9:00 a.m. – 4:00 p.m.
- Booths must be ready no later than 8:30 a.m.

### *Expo Set-Up*

- Tuesday, March 26, 2024 | 1:00 p.m. – 6:00 p.m.
- Wednesday, March 27, 2024 | 6:30 a.m. – 8:30 a.m.

***Reminder: You must provide your own dollies and carts.***

### *Expo Take-Down*

- Wednesday, March 27, 2024 | 4:00 p.m. – 6:00 p.m.  
\*\*Absolutely no take-downs before 4:00 p.m.\*\*

- **Greater Richmond Convention Center | Exhibit Hall A**  
403 North Third Street  
Richmond, Virginia 23219

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

## EXHIBITOR UNLOADING & PARKING INFO

### EXHIBIT UNLOADING AREA AND PARKING

---

The loading dock entrance is at the corner of 3rd & Leigh Streets. Your exhibit will be located in Exhibit Hall A. After unloading, Exhibitor Parking: 3rd & Marshall Street Deck. \$7 daily (open based upon event activity); Overnight Parking \$26 per vehicle by permit only.

[Click here for a detailed view of parking information and directions.](#)

### BEST NEW PRODUCT DROP-OFF

---

Tuesday, March 26 from 9am-10am, inside at Hall A Registration Area

### SHOW HOURS

---

9am-4pm on Wednesday, March 27, 2024

## TRADESHOW TIPS FOR EXHIBITORS

### EXHIBIT DESIGN

---

A well-designed exhibit is effective at cutting through the trade show clutter and getting your message to your target audience. The average attendee will probably spend from 2-4 minutes at each booth. Therefore, a lasting impression will give you an edge over your competition and make your booth memorable.

### PRE-SHOW AND AT-SHOW PROMOTIONS

---

The average attendee will come to the show with a pre-determined idea of approximately 75% of the companies they would like to visit. In order to have your name on the "must see" list, you need to give them a reason to come by your booth by making contact with them one to two weeks prior to the show. Examples of show specials include: free products (baker's dozen), price discounts on show orders, free shipping for a limited time, in-store demos and point-of-sale materials.

### BOOTH STAFF TRAINING

---

Exhibit space staff members will want to be effective communicators, while exhibiting passion and enthusiasm for your products. Ideal company representatives will be highly educated about your company and your products. They need to be able to quickly provide information about company origin, production processes, shelf life and shipping methods. They should also be schooled on etiquette and best practices to make visitors feel welcome.



# EXHIBITOR GUIDELINES

## **LEAD MANAGEMENT**

Research indicates that almost 80% of the leads generated at a show are never followed. Trade shows can be a very effective tool to create qualified leads that result in sales. You should have a plan in place for following up on leads at the Expo before you even get to the show. This will allow your leads to be handled appropriately and promptly.

## **BE PREPARED**

It is recommended that you bring an ample supply of business cards, company brochures/catalogs, product literature, price sheets, recipes and serving utensils. There are no guarantees that the show facility will have access to copiers or be located near any copy centers or grocery stores. You may want to throw in an extra roll of paper towels for unexpected spills or messes. Extra trash bags are also an excellent way to carry home dirty dishes and utensils.

If you have rented electrical hook up, be sure to pack an extension cord.

If you have lots of boxes to bring into the show, a small flat bed or hand truck can save strain on your back and extra steps.

It is advised that you arrive early for show set-up to allow for any changes or correct unforeseen problems.

# 2024 SPONSORSHIP PACKAGES

<b>GOLD</b> Select one of the opportunities below:	<b>SILVER</b> Select one of the opportunities below:	<b>BRONZE</b> Select one of the opportunities below:
<b>Sponsored Totes: \$5,000</b> (One opportunity available) <b>SOLD</b> <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Your company logo will be featured on tote bags that are distributed to each attendee at registration</li> </ul>	<b>Mobile App: \$2,500</b> (One opportunity available) <b>SOLD</b> <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Sponsor banner and logo included in app</li> <li>Logo next to your company's listing in Show Directory and Expo Signage</li> </ul>	<b>Targeted Attendee Email Blast: \$250</b> (10 opportunities available) <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Opportunity to showcase your company and product digitally to all email recipients</li> <li>Option to grab attendee interest prior to the show through email marketing</li> </ul>
<b>Exhibitor Networking Reception: \$3,500</b> (Two opportunities available) <b>SOLD</b> <i>Benefits Include:</i> <ul style="list-style-type: none"> <li>Introduction of your company's executive to Exhibitor Networking Reception attendees (exclusive only)</li> <li>Two-minute welcome message to Exhibitor Networking attendees by your company's executive (exclusive only)</li> <li>Your company logo in the Exhibitor Networking Reception signage and napkins*</li> <li>Display Table (optional)</li> <li>Five Exhibitor Networking Reception passes for your colleagues and clients</li> </ul> *Sponsor provides water bottles or cups	<b>Water Bottle/Cup Sponsor: \$1,800 for water bottles and \$1,300 for cups</b> (One opportunity available) <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Your company logo is prominently displayed on the cups and/or bottles</li> <li>Water bottles distributed in attendee bags at registration; water cups displayed near water filling stations</li> </ul> *Sponsor provides water bottles or cups	<b>Exhibitor Networking Cocktail Hour Expo Panel: In-Kind</b> (Available) <b>SOLD</b> <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Additional opportunity to showcase/allow attendees to sample your products on the Expo stage and the reception</li> </ul>
<b>Directional Signage: \$3,000</b> (One opportunity available) <i>Benefits Include:</i> <ul style="list-style-type: none"> <li>Opportunity to have sponsor name on all directional signage</li> </ul>	<b>Internet Sponsorship: \$1,500</b> (One opportunity available) <b>SOLD</b> <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Branded browser Pop-Up window or Splash page</li> </ul>	<b>Demonstration Stage Sponsors: In-Kind</b> (Available) <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Additional opportunity to showcase/allow attendees to sample your products on the Expo stage and the reception</li> </ul>
	<b>Floor Clings Sponsor: \$1,500</b> (One exhibitor per aisle) <i>Benefits include:</i> <ul style="list-style-type: none"> <li>Promote your company's message and booth location as attendees</li> </ul>	



# 2024 SPONSORSHIP PACKAGES

<b>GOLD</b> Select one of the opportunities below:	<b>SILVER</b> Select one of the opportunities below:	<b>BRONZE</b> Select one of the opportunities below:
<p><b>Expo Demonstration Stage Coffee and Sweets Station: \$5,000 and \$2,250</b>            (Two opportunities available, \$5,000 CES handles F&amp;B and \$2,250 Sponsor contracts with Convention Center for F&amp;B) <b>SOLD</b></p> <p><i>Benefits include:</i></p> <ul style="list-style-type: none"> <li>• Sign with logo on table(s)</li> <li>• Sponsor may provide branded napkins/or coffee cups, sleeves, and plates</li> </ul>	<p>walk the floor of the Expo</p> <ul style="list-style-type: none"> <li>• Clings with your logo and booth number down the aisle (Large cling approximately 3x5 feet at the start of the aisle, Smaller clings approximately every 20 to 30 feet)</li> </ul> <hr/> <p><b>Exhibitor Set-Up: \$1,500</b>            (One opportunity available)</p> <p><i>Benefits include:</i></p> <ul style="list-style-type: none"> <li>• Opportunity to sponsor refreshments at exhibitor set-up</li> <li>• Special Signage and opportunity to provide collateral to exhibitors during set-up</li> </ul> <hr/> <p><b>Programs: \$1,000</b>            (Available) <b>SOLD</b></p> <p><i>Benefits include:</i></p> <ul style="list-style-type: none"> <li>• Stay in front of Expo attendees throughout the show! Your company logo and contact information included in the on-site Expo packet</li> </ul>	
<p><b>All Gold Sponsors will receive:</b></p> <ul style="list-style-type: none"> <li>• Recognition as a Gold Sponsor on show website, marketing materials, mobile app and on event signage</li> <li>• One page insert in Expo Packet</li> <li>• Attendee list for post event follow up</li> <li>• Sponsorship table</li> </ul>	<p><b>All Silver Sponsors will receive:</b></p> <ul style="list-style-type: none"> <li>• Recognition as a Silver Sponsor on show website, marketing materials, mobile app and on event signage</li> <li>• One page insert in Expo Packet</li> <li>• Sponsorship table</li> </ul>	<p><b>All Bronze Sponsors will receive:</b></p> <ul style="list-style-type: none"> <li>• Recognition as a Bronze Sponsor on show website, marketing materials, mobile app and on event signage</li> </ul>

## Other Sponsorship Opportunities – Featured Events and Items

### Programs \$1,000

Stay in front of Expo attendees throughout the show!  
Your company logo and contact information included in the on-site Expo Packet.

### Program Advertising \$150-\$200-\$300

¼ or ½ or full-page Ads in the on-site Expo Packet.  
(Limited availability)

\*Sponsorships selection is up to the discretion of VDACS and the Event Planning Committee. VDACS reserves the right, in its absolute discretion, and at any time, to cancel any sponsorship order whether or not the same has already been acknowledged and/or previously published, displayed, performed or transmitted, including, but not limited to, for reasons relating to the content of the advertisement.



# Show Facts

## VIRGINIA FOOD AND BEVERAGE EXPO GREATER RICHMOND CONVENTION CENTER RICHMOND, VA MARCH 27, 2024



---

### BOOTH EQUIPMENT

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

---

### EXHIBIT HALL CARPET

The Exhibit Hall will be carpeted. The aisles will be carpeted blue and the booths will be carpeted grey.

---

### DISCOUNT PRICES

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

**Wednesday, March 13, 2024. Order online (see page 2) and save the 8% Administrative Fee.**

---

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Tuesday, March 26, 2024 from 1:00pm - 6:00pm

Wednesday, March 27, 2024 from 6:30am - 8:30am

#### Show Hours:

Wednesday, March 27, 2024 from 9:00am - 4:00pm

#### Exhibitor Move-Out:

Wednesday, March 27, 2024 at 4:00pm



**EXHIBITS**  
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804  
(804) 788-4400 - Phone, [xhibitsinc.com](http://xhibitsinc.com), [info@xhibitsinc.com](mailto:info@xhibitsinc.com)

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



MARCH 27, 2024

Greater Richmond Convention Center



# Online Ordering

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

**Try our fully PCI-Compliant Online Ordering System!**

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

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

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

**Last day to receive discount pricing is Wednesday, March 13, 2024.  
Floor prices will apply after that date.  
The Storefront will close on Wednesday, March 20, 2024.  
No online orders after that date.**





# Credit Card Authorization Form

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

=====

CREDIT CARD:        VISA            MasterCard        AMEX

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_        DATE : \_\_\_\_\_

=====

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

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

Card Billing Address: \_\_\_\_\_        Authorized by: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_        Signature: \_\_\_\_\_

Phone: \_\_\_\_\_        Fax: \_\_\_\_\_        Date: \_\_\_\_\_

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

=====

## CREDIT AND PAYMENT POLICY

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

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Exhibits Inc in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Exhibits Inc. prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Wednesday, March 13, 2024** for pricing to apply.
- Orders received without payment will be assessed a late fee.

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

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

MARCH 27, 2024

Greater Richmond Convention Center



# Standard Furnishings

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	164.00	194.00	
	9' x 20' Carpet	320.00	389.00	
	9' x 30' Carpet	471.00	575.00	
	9' x 40' Carpet	592.00	696.00	
Carpet Color: Gray Blue Red Emerald Green Black (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.75 = _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.20 = _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	94.00	115.00	
	2' x 6' x 30" high	104.00	130.00	
	2' x 8' x 30" high	121.00	151.00	
	2' x 4' x 40" high	119.00	147.00	
	2' x 6' x 40" high	133.00	166.00	
	2' x 8' x 40" high	146.00	178.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	55.00	61.00	
	2' x 6' x 30" high	58.00	65.00	
	2' x 8' x 30" high	72.00	83.00	
	2' x 4' x 40" high	66.00	80.00	
	2' x 6' x 40" high	73.00	89.00	
	2' x 8' x 40" high	83.00	91.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	41.00	51.00	
	6' x 10" Undraped	51.00	63.00	
	4' x 10" Draped	73.00	84.00	
	6' x 10" Draped	84.00	95.00	
Wood Table Riser Color: White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	68.00	84.00	
	Black Bar Stool w/ foot rest	74.00	92.00	
	Tubular folding chair	41.00	46.00	
	Upholstered bar stool	95.00	106.00	
	Padded side chair	53.00	62.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	10.25	12.25	
	3' high drapery Per Linear Foot	9.50	11.50	
	13'-long table skirting	77.00	92.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	75.00	106.00	
	Easel (Tripod Display)	41.00	46.00	
	Garment Rack	92.00	131.00	
	Panelboard	192.00	262.00	
	Pegboard	215.00	300.00	
	Stage (4' x 4' all heights up to 36")	164.00	231.00	
	Stage (4' x 4' w/ carpet & skirt)	218.00	272.00	
	Stanchion Post	67.00	84.00	
	Stanchion Belt	7.10	11.00	
	Waste Basket	28.00	35.00	
	Aluminum Rail	8.25	12.00	

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.00% Sales Tax:	\$	<input type="text"/>
8.00% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

**Advance price deadline: Wednesday, March 13, 2024.** All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Exhibits Inc. prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

MARCH 27, 2024

Greater Richmond Convention Center





# Additional Booth Accessories

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



Tote Bag Holder



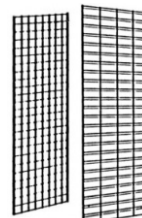
Faux Tree



Literature Rack



Gondola



Gridwall

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
SILK PALM TREE		X	\$ 70.00	=	
LITERATURE RACK		X	\$ 95.00	=	
COFFEE TABLE		X	\$ 105.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
SUBTOTAL					\$
6.00% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

**Advance price deadline: Wednesday, March 13, 2024.** Orders placed after deadline date will be assessed a 25% late fee. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Exhibits Inc. prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

**Order online and save the 8% administrative fee.**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Elite Series Furniture



SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 595.00	=	
SORRENTO COUCH BLACK		X	\$ 568.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 297.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 156.00	=	
SANIBEL BISTRO TABLE		X	\$ 298.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 156.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 156.00	=	
SORRENTO CHAIR WHITE		X	\$ 314.00	=	
SORRENTO CHAIR BLACK		X	\$ 287.00	=	
SUBTOTAL				\$	
6.00% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

**Advance price deadline: Wednesday, March 13, 2024.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Exhibits Inc. prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. EEE has the right to make substitutions.

**Order online and save the 8% administrative fee.**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Custom Booth Rental



Added Side Rail Panels & Kiosk



Standard - No Side Rail Panels

**Standard custom booth rental package includes:**

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

**Optional add on items:**

- 3' siderail panels
- 8" x 38" Plexi shelf
- One meter front reception kiosk

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

Other custom options available. Please call for a quote.



**\*Customizable panels with Logos and/or Graphics:** Prices quoted upon request. Please call 860-882-0003.

**Custom Graphic Specs:**

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.09"x14"

**PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:**

9'X10' Carpet Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
Table Length:	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	
Table Skirt Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
	<input type="checkbox"/> White	<input type="checkbox"/> Green	<input type="checkbox"/> Black	
I.D. Sign Letter Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	
I.D. Sign Text (up to 20 characters):	_____			

ITEM	QTY	X	PRICE	=	TOTAL
CUSTOM BOOTH RENTAL		X	\$ 2163.00	=	
SET OF 3' SIDE RAIL PANELS		X	\$ 683.00	=	
8" x 38" PLEXI SHELF		X	\$ 131.00	=	
ONE METER RECEPTION KIOSK		X	\$ 793.00	=	
SUBTOTAL					\$
6.00% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

**PRINTED GRAPHICS ARE NOT INCLUDED, ADDITIONAL COSTS APPLY**

**Advance price deadline: Wednesday, March 13, 2024.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Exhibits Inc. prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

**Order online and save the 8% administrative fee.**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Audio/Visual Equipment

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$90.00 per hour labor charge will apply.

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

## MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$441	
42" LCD Flat Screen Monitor (tabletop)		\$499	
50" LCD Flat Screen Monitor		\$835	
Monitor Stand (fits 50" monitor only)*		\$158	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.			Sub-total
			6.00% Sales Tax
			8.00% Admin Fee
			<b>Total</b>



**Order Online and Save the 8% Administrative Fee**

**Advance price deadline: Wednesday, March 13, 2024.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Exhibits Inc. prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.  
**Order online and save the 8% administrative fee.**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Digital Graphics And Signs

Your presentation is everything!!!

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

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

Contact us at 804.788.4400.





# Sign & Graphics Order Form

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

## DIGITAL GRAPHICS

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

## PRICING GUIDE

<input type="text"/>	L X	<input type="text"/>	W =	<input type="text"/>	Square Feet
<small>Round length and width up to nearest foot</small>					
<input type="text"/>	Square Feet	X	\$10.50 per Sq. Ft. Discount Price or \$15.75 per Sq. Ft. Standard Price	=	<input type="text"/> Total

In order to receive discounted price, order must be received by **Wednesday, March 13, 2024**.  
**Minimum order per graphic 6 sq. ft.**; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Exhibits Inc. will advise of charges before work is performed).  
**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

<b>Standard:</b> <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted <input type="checkbox"/> Vinyl Banner	<b>Upgraded:</b> (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
--	---

If backing material is not selected, PVC Fluted will be used.

## SIGN LAYOUT

<input type="checkbox"/> Vertical 	<input type="checkbox"/> Horizontal 	<input type="checkbox"/> Designer to decide 
---------------------------------------	---	---

## SPECIAL INSTRUCTIONS

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

<input type="text"/>	Total X	<input type="text"/>	6.00% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input type="text"/>	Grand Total
----------------------	---------	----------------------	-----------------	---	----------------------	-----------------	---	----------------------	-------------

*If you will be ordering more than one sign, please use one order form per graphic/sign.*

**Order Online and Save the 8% Administrative Fee**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

**MARCH 27, 2024**

**Greater Richmond Convention Center**





# Artwork & File Guidelines

---

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

## PREFERRED SOFTWARE AND FILE FORMATS

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

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

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

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

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

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

## HOW TO SEND ARTWORK

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



756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804  
(804) 788-4400 - Phone, [xhibitsinc.com](http://xhibitsinc.com), [info@xhibitsinc.com](mailto:info@xhibitsinc.com)

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



MARCH 27, 2024

Greater Richmond Convention Center



# Material Handling Instructions

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

**ADVANCE SHIPPING ADDRESS**  
*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** Virginia Food & Beverage Expo  
c/o Exhibits, Inc.  
756 S West St. Bldg 3  
Petersburg, VA 23803

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.  
**Deadline to receive advanced shipment without a late fee: Wednesday, March 13, 2024.**  
**Rate: \$82.00/CWT (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Double Stacked Freight:** All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** Included in Rate Pricing.  
**Late Shipments:** Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (\$80.00 minimum applies), plus additional fees if special transportation is required.  
**Non-Payment:** Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, (\$80.00 minimum applies).  
**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

**DIRECT SHIPPING ADDRESS – TO EVENT SITE**  
*Please use enclosed labels on all pieces*

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

Demers will receive shipments at the event site on **March 26, 2024 only**. Arrival at any time other than on **March 26, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Rate: \$79.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Double Stacked Freight:** All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** Rate is included  
**Non-Payment:** Shipments received without a completed material handling form and full payment on file will be charged a late payment fee of \$20.00 per cwt (\$80.00 minimum).  
**Direct Shipments:** Direct shipments will only be received at the venue on **March 26, 2024**. Shipments received at the venue other than on **March 26, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Exhibits Inc Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- Exhibitors can make arrangements with the designated show carrier at the Exhibit's Inc Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (carriers must check in by 5pm on March 27, 2024).
- All non-LTL carrier outbound shipments from show site will incur a \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Exhibitors must have printed pre-paid labels (FedEx/UPS).
- Any freight left on show floor without a EEE Bill of Lading will be assessed a minimum 1-hour labor charge, actual charge to be determined and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.
- Empties may take up to one hour to return at the close of the show.

**PLEASE COMPLETE THE FOLLOWING :**

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES	
SHIPMENT 1			lbs.	\$82.00 or \$79.00	\$164.00 or \$158.00	\$	
SHIPMENT 2			lbs.	\$82.00 or \$79.00	\$164.00 or \$158.00	\$	
SHIPMENT 3			lbs.	\$82.00 or \$79.00	\$164.00 or \$158.00	\$	
SHIPMENT 4			lbs.	\$82.00 or \$79.00	\$164.00 or \$158.00	\$	
<b>LATE SHIPMENT(s) to Exhibits Inc. Warehouse</b>				\$20.00	\$80.00 Minium Charge	\$	
						<b>6.00% Service Fee</b>	\$
						<b>8.00% Admin Fee</b>	\$
<b>TOTAL ESTIMATED CHARGES</b>						\$	

**Order Online and Save the 8% Administrative Fee**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**

**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Shipping Labels Advance

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Wednesday, March 13, 2024** to avoid the late fee.

# RUSH!

**E  
X  
H  
I  
B  
I  
T  
S  
  
I  
N  
C  
  
F  
R  
E  
I  
G  
H  
T**

TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**Virginia Food & Beverage Expo**

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

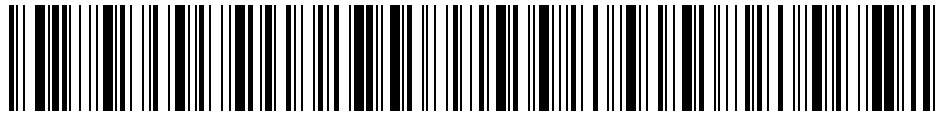
**c/o Exhibits Inc.  
756 S West St, Bldg 3  
Petersburg, VA 23803**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



V A Food & Beverage Expo



Greater Richmond Convention Center



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Shipping Labels Direct

Copy and use this label for Direct Shipment to SHOWSITE on **Wednesday, March 26, 2024.**

# RUSH!

**E  
X  
H  
I  
B  
I  
T  
S  
  
I  
N  
C  
  
F  
R  
E  
I  
G  
H  
T**

TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**Virginia Food & Beverage Expo**

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

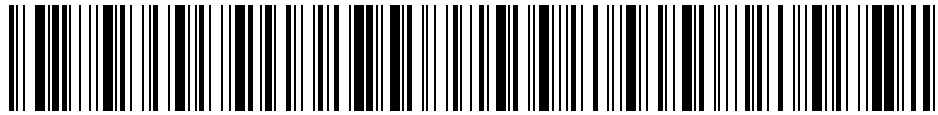
c/o Exhibits Inc.  
Greater Richmond Convention Center  
403 N 3rd St  
Richmond, VA 23219

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



V A F o o d & B e v e r a g e E x p o



G r e a t e r R i c h m o n d C o n v e n t i o n C e n t e r



# EXHIBITS INCORPORATED

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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Liability And Insurance Bulletin

---

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

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

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

EXHIBITS INCORPORATED shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

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

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

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

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



**EXHIBITS**  
INCORPORATED

756 S West Street, Petersburg, VA 23803/PO Box 2147, Petersburg, VA 23804  
(804) 788-4400 - Phone, [xhibitsinc.com](http://xhibitsinc.com), [info@xhibitsinc.com](mailto:info@xhibitsinc.com)

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



MARCH 27, 2024

Greater Richmond Convention Center



# In-Booth Forklift

To determine if you need in-booth forklift and labor, please read this form carefully.  
This service cannot be used in lieu of material handling services.

In-booth forklift and labor may be required to assemble displays, or when un-crating, positioning and re-skidding equipment, displays or machinery. If you require a forklift, a crew will be assigned consisting of a forklift, operator and assistant.

A forklift is required for moving equipment or materials weighing 200 lbs. or more. Forklift capacity is limited to 5,000 lbs. per piece. For items exceeding 5,000 lbs., or if special rigging may be needed (as determined by Exhibits Inc. Staff), additional fees will apply.

## IN-BOOTH FORKLIFT & LABOR

<b>RATE SCHEDULE</b>		<b>ADVANCE PRICE</b>		<b>SHOWSITE PRICE</b>	
		<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>	<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$274.00	\$165.18	\$306.17	\$197.63
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$411.00	\$247.77	\$459.26	\$296.45
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$548.00	\$330.36	\$612.34	\$395.26

**Advance Pricing Deadline: Wednesday, March 13, 2024**

One Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at one half hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check in at the Exhibits Inc. Service Desk to pick-up

Upon completion, the Supervisor must return the crew to the Exhibits Inc. Service Desk and approve the work order.

Labor must be cancelled in writing, 72 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

Invoice will be calculated according to actual hours worked.

## INSTALLATION LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
<b>Total</b>											

## DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
<b>Total</b>											

*\*When scheduling dismantle labor, allow sufficient time for empty containers to be returned*

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**





# Forklift Pick Service

Forklift Pick Service is provided for materials such as skids of concrete blocks, buckets, etc. Forklift Pick Service includes taking items off your company truck and move directly to ground level. Movement from your truck to your booth constitutes material handling order form.

- Forklift capacity is 5,000 lbs. per piece.
- Pick service will be charged per pick.
- Service can be provided during exhibitor move-in/move-out times.
- Refer to the Rate Information included on this page
- Materials shipped by other transportation to the Exhibits Inc. Warehouse or to show-site will be charged per hundred weight as specified in the Material Handling Services Order Form included in this Kit.

	<b><u>RATE SCHEDULE</u></b>	<b><u>ADVANCE PRICE</u></b>		<b><u>SHOWSITE PRICE</u></b>	
		<i>Per Pick</i>	<i>Extra Assistant</i>	<i>Per Pick</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$135.19	\$103.54	\$146.00	\$113.67
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$202.79	\$153.31	\$219.00	\$170.51
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays	\$270.38	\$207.08	\$292.00	\$227.34

Price includes service inbound and outbound

**Advance Pricing Deadline: Wednesday, March 13, 2024**

To qualify for this service, items must be palletized, skidded, or in some manner able to be handled with a forklift without the need for special rigging. Please note the price is per each pick - off is one pick and back on your truck is one pick.

### MOVE IN PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					X		=	
					X		=	
Sub-Total								
						<b>Order Online and save the 8% Administrative Fee!</b>	8.00% Admin Fee	
<b>Total</b>								

### MOVE OUT PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					X		=	
					X		=	
Sub-Total								
						<b>Order Online and save the 8% Administrative Fee!</b>	8.00% Admin Fee	
<b>Total</b>								

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



MARCH 27, 2024

Greater Richmond Convention Center



# Labor Order Form

**ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!**

## Display Labor

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

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday  
 OVERTIME 8:00am to 4:30pm, Saturday & Sunday  
 4:31pm to 11:59pm, Monday - Sunday  
 DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

**\*Two Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

## Rates: per person/per hour

**ADVANCE PRICE SHOWSITE PRICE**

\$68.00 \$105.00

\$102.00 \$157.50

\$136.00 \$210.00

**Advance Pricing Deadline: Wednesday, March 13, 2024**

## INSTALLATION LABOR

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

Emergency Contact:	Phone:
Display Contact:	Phone:

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

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

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
<b>Total</b>										

## DISMANTLE LABOR

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

Emergency Contact:	Phone:
Display Contact:	Phone:

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

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

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
Exhibits Inc. Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
<b>Total</b>										

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



**MARCH 27, 2024**

**Greater Richmond Convention Center**



# Cleaning Order Form

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
<b>Total</b>						

*Order Online and save the 8% Administrative Fee!* 8% Admin Fee

**Total**

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
<b>Total</b>										

*Order Online and save the 8% Administrative Fee!* 8% Admin Fee

**Total**

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
<b>Total</b>						

*Order Online and save the 8% Administrative Fee!* 8% Admin Fee

**Total**

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
<b>Total</b>										

*Order Online and save the 8% Administrative Fee!* 8% Admin Fee

**Total**

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



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

A DIVISION OF  
DEMERS EXPOSITION SERVICES, INC.



**VIRGINIA FOOD & BEVERAGE EXPO**



MARCH 27, 2024

Greater Richmond Convention Center



# Utility Services Connection Price Sheet

403 North 3rd Street Richmond, Virginia 23219 804.783.7330

## ELECTRICAL CONNECTIONS

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

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

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

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

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

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

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

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

## MECHANICAL CONNECTIONS

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

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

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

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

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

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

*Additional fee applied if extinguisher is discharged*

### Labor For Connections

Labor - Maintenance (per hour) \$ 33.75 \$ 50.00

Labor - Electric (per hour) \$ 42.75 \$ 64.15

## TO PLACE AN ORDER

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

### Online

Please visit us at:

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

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

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

### Phone

Please dial us at:

804-783-7330

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

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