

SCHOOL NUTRITION ASSOCIATION OF VIRGINIA

Feeding Bodies. Fueling Minds.



January 31, 2025

Dear Industry Friends:

You are cordially invited to join us in celebrating the 75th State Conference and Exhibit Show for all members of the School Nutrition Association of Virginia. The Exhibit Show will be held at the Hampton Roads Convention Center in Hampton, VA on Saturday, March 15, 2025 from 10:30 am until 2:30 pm.

Enclosed you will find extensive information and instructions regarding the Conference and Exhibit Show.

- **SNA-VA Exhibit Show and Conference Details** includes agenda, details, etc.
- **Facility: Hampton Roads Convention Center Packet** includes electric and telecommunications forms.
- **Exhibit Company: Big Top Entertainment Packet** includes booth equipment rentals, shipping information, and more.
- Memorandum of Agreement: Compliance with proper food labeling and allergy warnings.
- Memorandum of Agreement: Clean up of booth and trash disposal.

Refer to the attachments for complete details. If after reading through the documents you have any questions, please contact us:

- SNA-VA: info@sna-va.org
- Hampton Roads Convention Center: lauren.lyle@thehrcc.com
- Big Top Entertainment: meghan@bigtopentertainment.biz

Your continued support is greatly appreciated. We look forward to seeing you in March!

Sincerely,

Lisa Winter, SNS

SNA-VA Exhibits Chair

lwinter@nps.k12.va.us

(757) 628-2760





General Information & Instructions for Exhibitors

Hampton Roads Convention Center

1610 Coliseum Dr.
Hampton, VA 23666

The Exhibit Show will be held at the Hampton Roads Convention Center (HRCC) on Saturday, March 15, 2025 from 10:30 am to 2:30 pm. The conference theme this year is "**Unleash Your Inner Sparkle**" with a *Mardi Gras* twist. *The colors are green, gold, and purple.*

Friday, March 14, 2025

- | | |
|--------------------|--|
| 6:00 am - 12:00 pm | Exhibit company set-up. Exhibitors will not have access to the hall at this time. |
| 12:00 pm - 5:00 pm | Exhibitor Registration and set-up in Exhibit Hall A. |
| 5:30 pm - 7:00 pm | Industry Reception.-More details to follow. All vendors welcome. |
| 6:45 pm - 10:30 pm | Twilight Extravaganza - Celebration and Networking. Industry Members invited. |

Saturday, March 15, 2025

- | | |
|---------------------|---|
| 6:30 am - 9:30 am | Exhibitor Registration and set-up in Exhibit Hall A (continued) |
| 10:00 am - 10:15 pm | Pre-Show Announcements |
| 10:30 am - 12:00 pm | Exhibits: Open to Decision Makers |
| 12:00 pm - 2:30 pm | Exhibits: Open to All (<i>Do not break down until 2:30 pm.</i>) |

Booth Applications

- Booths are assigned on a first come, first served basis. **SNA-VA will choose your exhibit booth space and email it to you in late February.** At this time, we will request names to print name badges.
- SNA-VA Industry Membership is not required to reserve a booth, but we invite you to explore the perks of membership on the Industry Connection page at www.sna-va.org.
- **Booth registration closes on February 10, 2025.** If you have not yet done so, please register at SNA-VAs website and submit your payment by 2/10/24. If you are unsure of your membership status, please reach out to info@sna-va.org.
- Each booth is approximately **10 feet wide by 10 feet deep and includes a backdrop, draped side rails, (2) 8' draped tables, a trash can, and a sign identifying your company name and membership level.**
- The exhibit hall is not carpeted.

Lodging

- **Embassy Suites by Hilton Hampton Convention Center**
 - 1700 Coliseum Drive Hampton, Virginia 23666 USA
 - Reserve online [HERE](#).
 - Call 1-800-Embassy (1-800-362-2779) and use the code 933.

Furnishings, Shipping, Forklifts & Storage

The exhibit company will handle all furnishings, shipping, storage, materials, and machinery.

****Should you choose to ship items to the Embassy Suites instead of the exhibit company, you are responsible for coordinating this information with Embassy Suites.****

Utilities & Internet

Hampton Roads Convention Center will handle all utilities/electric and telecommunication requests.

Please reference the included "HRCC Packet" for forms. **You do not need your booth number to place your order.** If you have any questions, please contact the convention center - **Lauren Lyle at lauren.lyle@thehrcc.com**

Facility Guidelines: (Facility questions should be sent to: **lauren.lyle@thehrcc.com**)

- **Cooking & Warming Devices:**
 - Fire code prohibits the following equipment in the exhibit halls:
 1. Deep fat fryers
 2. Open Flames
 3. Propane and gas
 - Sternos and other food warming devices may be used provided there is a fire extinguisher in the booth. It is your responsibility to provide the fire extinguisher.

- **Freezer/Refrigeration Unit**
 - Please plan to bring your own coolers, as needed.
 - Limited supplies of ice may be available at the convention center Concession Area, but you should plan to bring your own.

- **Kitchen Usage**
 - For those exhibitors who cook and/or warm food, access to the convention center kitchen will be available 6:00 am to 1:30 pm on Saturday (time subject to change based on availability).
 - Bring your own pans, liners, foil wrap, gloves, utensils, etc.
 - Please note, the kitchen is located on the 2nd floor of the HRCC. The Concession Area (directly behind the Exhibit Hall) has no cooking equipment.

Important Reminders:

- Guests under the age of 18 are not permitted on the exhibit floor at any time. Thank you for adhering to this safety rule.

- Exhibitors must maintain their booth until the end of the show. There is a \$100.00 fee assessed for breaking down early. This fee must be paid within 30 days of notification, or additional fees will accrue at 10% per month. All fees must be paid prior to registering for any additional SNA-VA events.

- Attendees are permitted to carry only one bag on the exhibit floor.

- **General Show Policy:** SNA-VA reserves the right to restrict, prohibit, or evict exhibits which in the Board's opinion may detract from the general character of the show as a whole. In the event of such restrictions or eviction, SNA-VA is not liable for any refunds of rentals or other exhibit expense.

- **Limitation of Liability:** It is agreed that exhibitors will assume responsibility for any damage by their exhibits. The exhibitors further agree to make no claims for any reason (including negligence) against SNA-VA or HRCC while exhibits are in progress/being set up/dismantled for: loss, theft or damage, removal of exhibit, injury to oneself or others. SNA-VA makes no guarantees regarding the number of persons who will attend this event.



School Nutrition Association of Virginia Food and Exhibit Show Participation Agreement

This form serves to outline the agreement regarding exhibitor participation in the SNA-VA Food and Exhibit Show. Thank you for your attention to this matter and for ensuring a smooth and successful SNA-VA Food and Exhibit Show.

Facility Use Requirements (Please initial on the lines below):

- _____ 1. **Utility Requests:** All utility requests must be sent to Hampton Roads Convention Center **at least 14 calendar days before the date of the show.** See exhibit packet.
- _____ 2. **Special Electrical Requests:** Special requests (including but not limited to power needs exceeding 20 amps, California Plugs, or other specialized plugs) must be specifically indicated on the Venue application form and clearly described. Photos are helpful. Contact lauren.lyle@thehrcc.com for questions.
- _____ 3. **Request Accuracy:** Ensure that electric and utility requests are accurate. Please request only what is necessary to run your equipment so that we may accommodate all vendors.
- _____ 4. **Exhibiting Requests:** Requests for drayage, carpeting, etc must be sent to the contracted exhibit company at least **14 calendar days** before the date of the show. See Exhibit Packet.
- _____ 5. **Kitchen Use:** Requests to use the kitchen, fridge-space, or freezer-space must be directed to Hampton Roads Convention Center and will be accommodated on an individual and first-come, first-served basis. Contact Lauren Lyle at lauren.lyle@thehrcc.com, 757-755-5560.

Cleanup, Waste Disposal, and Load-Out:

- _____ 1. **Responsibility:** All exhibitors are responsible for cleaning up their booth areas and properly disposing of all trash before leaving the event. Exhibitors using kitchen space are responsible for cleaning up after they are done.
- _____ 2. **Trash Disposal:** Please use the designated trash and recycling bins provided throughout the venue. Ensure all waste is disposed of in the appropriate containers.
- _____ 3. **Load-out:** Coordinate the pick-up of your equipment/supplies within three (3) business days following the Exhibit Show if using a 3rd party for shipping. Please store your equipment/supplies in the area designated by the Venue. Vendors leaving equipment/supplies at the Venue beyond 3 business days will be subjected to a \$100 fee. If extra time is needed please coordinate with the Venue directly.
- _____ 3. **Compliance:** Adherence to this cleanup agreement is mandatory for all exhibitors. Failure to comply will result in additional cleanup fees of \$100.00 or restrictions on future participation in the show.

Updated 8/21/24

Food Labeling and Allergen Safety and Compliance:

Proper labeling is essential for the safety of our attendees and the continued success of the show. Unfortunately, past attendees have experienced severe illness/reactions due to consuming inaccurately labeled food. Exhibitors are expected to comply with this requirement to prevent allergic reactions and ensure a safe environment for everyone.

_____ **1. Proper Labeling:** All food products (if present) must be clearly labeled. Please have a list of ingredients available upon request. To be sensitive to those with food allergies and to safeguard from unintended consumption, be prepared to provide allergy information when requested.

_____ **2. Visibility:** Labels must be easily visible to attendees to ensure they can make informed decisions about the food they consume.

Acknowledgment and Agreement:

By signing below, you acknowledge that you have read and agree to the terms outlined in this memo, including the electrical requirements, cleanup and waste disposal responsibilities, and food labeling and allergen information.

Signature: _____

Date: _____

Print Name: _____

Company/Organization: _____



STATE CONFERENCE SPONSORSHIP OPPORTUNITIES

March 14 - 16, 2025, Hampton, VA

Contact Dominique at [757-633-9492](tel:757-633-9492) or admin@sna-va.org to donate items for our swag bag or discuss other sponsorship ideas or questions you may have.

Opportunity	Price	Available	Deadline
Swag Bag Logo - Feature your company name/logo on the Conference Swag Bag. SOLD OUT	\$500	2 of 3	Jan 1
Lanyard - Include your name and/or logo on the SNA State Conference nametag lanyard. SOLD OUT	\$1500	0 of 1	Jan 1
Friday Twilight Extravaganza - Display signage and/or accompany a casino table for networking opportunities.	\$500	5 of 5	Feb 10
Friday Night Bingo - Receive recognition for the most popular activity at the Friday Party. You could even call a few numbers! SOLD OUT	\$500	3 of 3	Feb 10
Keynote Speaker - Introduce keynote speaker Vanessa Hayes (first keynote sponsor only) or receive verbal/digital recognition during this General Session	\$1000	3 of 3	Feb 10
Banquet - Be featured on our General Session slideshow.	\$500	4 of 5	Feb 10
Education Session - Exclusively display your signage during one of our popular education breakout sessions.	\$100	8 of 10	Feb 10
Evaluation Website - Display your logo on conference evaluation pages completed by hundreds of attendees	\$300	5 of 5	Feb 10
Registration Table - Premier and solo signage placement at our registration table visited by ALL attendees	\$1000	1 of 1	Feb 10



Industry Members

**YOU'RE INVITED TO THE
TWILIGHT EXTRAVAGANZA!**

**Please join SNA-VA as we celebrate
75 years**

New Orleans Style

**SEE YOU AT THE HAMPTON ROADS
CONVENTION CENTER, HAMPTON, VA
FRIDAY, MARCH 14, 2025
6:15 PM
BALLROOM ABC**

**All special events are extended to Platinum
and Gold Industry Members only.*

Special Events for Industry

Friday, March 14, 7 PM

PARADE OF FLOATS CONTEST

Join us in the Twilight Extravaganza Float Contest. Bring your wagon, dolly, or cart decorated with a Mardi Gras theme. Show off your organization and its products while you march in the parade!

Judging:

- Concept - 30%
- Innovative use of materials and resources - 20%
- Craftsmanship - 20%
- Public appeal - 15%
- Overall appearance - 15%

Saturday, March 15, Exhibit Show

BOOTH DECORATING CONTEST

Decorate your booth Mardi Gras themed at the Food Show and Exhibit on Saturday. Who can show the most Mardi Gras spirit?

50/50 INDUSTRY RAFFLE

Participate in a 50/50 raffle during the Food Show and Exhibit on Saturday. Don't forget your cash!

Unleash Your Inner Sparkle

SCHOOL
NUTRITION
ASSOCIATION
OF VIRGINIA

75th



Visit sna-va.org for more details and updates.

Friday, March 14th

Registration and raffles
Pre-Conference Sessions
SNS Exam
Breakout Sessions
Twilight Extravaganza

Saturday, March 15th

Registration and raffles
General Session
Keynote - Vanessa Hayes
Food Show and Exhibits
Breakout Sessions
Silver Circle Reception
Awards Banquet - Unleash Your Inner Sparkle

Sunday, March 16th

General Session
Raffles
Closing

Hotel Information

Embassy Suites by Hilton
1700 Coliseum Drive, Hampton, VA 23666

SPECIAL ROOM RATE: \$149

Book online or call 1-800-EMBASSY
and use the code 933

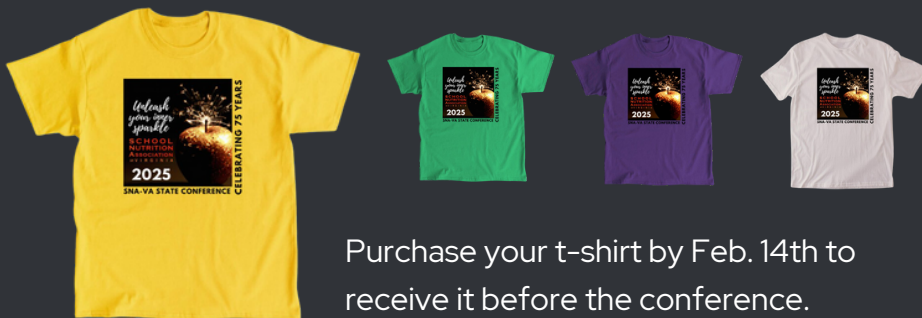
Keynote Speaker



**VANESSA
HAYES**

Chef Vanessa Hayes is the Director for School Nutrition of Tift County Schools in Georgia. She combines culinary expertise with strategic leadership, and her career and numerous roles with the Georgia School Nutrition Association highlight her dedication to ensuring all students receive nutritious meals to support their learning. Vanessa's passion and experience make her an inspiring leader for this year's event.

Conference T-Shirt



Purchase your t-shirt by Feb. 14th to receive it before the conference.

Anything Goes Raffle

Donate or purchase a raffle ticket for a basket or box of goodies to be raffled off. Register your raffle donation on Friday in room 101. All proceeds benefit our Education Fund. *Must be present to win.



Hampton Road Convention Center Pages



Event Services & Utilities Request Form

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: hrcc_admin@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT LOAD-IN TO RECEIVE THE ADVANCE RATE AND TO GUARANTEE REQUEST

Event Name: _____ Room/Booth #: _____
 Event Dates: _____ Exhibiting Company: _____
 Contact Name: _____ E-mail: _____
 On-Site Contact Name: _____ Phone: (_____) _____

UTILITIES	24 HR POWER	ADVANCE RATE	REGULAR RATE	QTY	AMOUNT
Electrical					
<input checked="" type="checkbox"/> ONLY for 24 Hour Power Guarantee: Check box, and add 50% to that service.					
2000 Watt, 110 Volt, 20 Amps (standard household outlet)		\$ 75.00	\$ 100.00		
*Service above 20 Amps requires custom installation by an electrician to be billed at the hourly rate, with a three (3) hour minimum required.					
1 Phase, 208 Volt, 30 Amps*		\$ 200.00	\$ 250.00		
1 Phase, 208 Volt, 60 Amps*		\$ 300.00	\$ 350.00		
1 Phase, 208 Volt, 100 Amps*		\$ 375.00	\$ 425.00		
1 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 750.00		
3 Phase, 208 Volt, 30 Amps*		\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps*		\$ 400.00	\$ 475.00		
3 Phase, 208 Volt, 100 Amps*		\$ 450.00	\$ 525.00		
3 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 725.00		
3 Phase, 208 Volt, 600 Amps*		Call for Pricing			
3 Phase, 480 volt, 30 Amps*					
3 Phase, 480 volt, 60 Amps*					
3 Phase, 480 volt, 100 Amps*					
3 Phase, 480 volt, 200 Amps*					
Water					
Water/Drain per 100 gal.		\$ 50.00			
Water/Drain per 500 gal.		\$ 175.00			
Equipment Rental **					
Extension Cord		\$ 40.00	\$ 40.00		
Multi-receptacle Power Strip		\$ 25.00	\$ 25.00		
Labor*					
Electrician per hour		\$ 90.00	\$ 110.00		
Electrician-Overtime/Weekend per hour		\$ 110.00	\$ 125.00		
Electrician-Holiday per hour		\$ 130.00	\$ 150.00		
				Total Utility Order	\$
				**Add 6% Sales Tax (only applicable to equipment rental items)	
				Total Utilities + Tax (if applicable) + 3.5% Card Processing Fee (if applicable)	
The HRCC will provide power only in the form of a disconnect for connections over 20 amps. The exhibitor/vendor will be responsible for all cabling, wiring, and connections to their equipment.					

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule

- To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance to the first day of scheduled exhibitor/vendor load-in. Call 757-315-1633 if you have any questions about your order, or to confirm receipt.
- Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.

Limitation of Liability

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Utilities Notes:

- Only one outlet will be provided for each power line ordered.
- Power cannot be shared between booths.
- Power is located in the most convenient location unless noted on form.
- No refunds for services requested and already installed.
- Connection to equipment is the exhibitors' responsibility.

METHOD OF PAYMENT

CASH or CHECK or CARD (check one) Checks made payable to: Hampton Roads Convention Center • Tax ID # 54-6001336

Card Holder Name: _____ E-mail address for receipt: _____

DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt.

I authorize the charges detailed within this form to be charged to the card in my name I provide.

By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Authorized Representative Signature: _____ Date: _____



Telecommunications Services Request Form
PUBLIC SHOW VENDOR ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: hrcc_admin@thehrcc.com



FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT LOAD-IN TO GUARANTEE SERVICE/EQUIPMENT

Event Name: _____ Room/Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Contact Name: _____ E-Mail: _____

On-Site Contact Name: _____ Phone: (_____) _____

INTERNET SERVICE TYPE	BANDWIDTH	RATE	QTY	AMOUNT
WIRED INTERNET SERVICE				
Basic Wired Internet Connection	Up to 5-8 Mbps	\$ 200.00		
WIRELESS INTERNET SERVICE				
<i>HRCC SHOW PACKAGE up to 5mbps. Includes access for (3) devices for the duration of the show.</i>		\$ 100.00		
EQUIPMENT RENTAL				
Hub Rental <i>Limited availability, port count #</i>		\$ 75.00		
Patch Cables Standard Category 5 patch cables are available in various lengths on a first come first serve basis		\$ 40.00		
6% Sales Tax (only applicable to equipment rental items):				\$
 Total Telecommunications Order + 3.5% Card Processing Fee (if applicable):				\$

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Limitation of Liability

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Telecommunications Notes:

1. If any special data and or networking equipment or services are required which are not detailed on this form, please call 757-315-1633.
2. YOU MUST RUN UPDATED ANTI-VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.
3. Only written cancellations will be accepted and must be received seven days before show move in.
4. Connection to equipment is the exhibitors' responsibility.
5. Telecommunications panels, floor boxes and equipment must be accessible at all times.
6. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.
7. HRCC will troubleshoot HRCC installed components only.
8. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.
9. HRCC is the sole provider of Wi-Fi Internet services within the facility. **Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared WiFi Internet Access.**

METHOD OF PAYMENT

CASH or CHECK or CARD (check one) Checks made payable to: Hampton Roads Convention Center • Tax ID # 54-6001336

Card Holder Name: _____ E-mail address for receipt: _____

DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt. I authorize the charges detailed within this form to be charged to the card in my name I provide. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Authorized Representative Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to hrcc_admin@thehrcc.com

Big Top Entertainment Pages



EXHIBITOR INFORMATION

PRICING & SERVICES

Based in Hampton Roads Virginia

A DIVISION OF
BITE
BIG TOP ENTERTAINMENT
EVENT RENTALS & PRODUCTION

SERVICES & RENTALS

Quality, Reliability, Integrity, & Respect

As a company founded on the basis of these core values, we are fully committed to serving you. Exhibits & trade events are the backbone of innovation in which we are proud to play a role.

- Carpet & Flooring
- Dividers
- Drayage (Shipping & Transport)
- Furniture
- Linens
- Pipe & Drape
- Signage
- Wastebaskets
- And More

The job isn't done until the walk-through is complete. We pay attention to every detail, leaving our clients happy & your customers satisfied.



DRAPING & ACCESSORIES

Booth 10' W x 10' D with 3' Tall sides.....	\$39/ea.
Booth 10' W x 10' D with 8' Tall sides.....	\$55/ea.
Booth 20' W x 10' D.....	\$68/ea.
Booth 30' W x 10' D.....	\$97/ea.
Booth 40' W x 10' D.....	\$126/ea.
4' W Registration Booth.....	\$150/ea.
4' W Branded Registration Booth.....	\$200/ea.
6' table with cover, skirt, & 2 chairs.....	\$25/ea.
8' table with cover, skirt, & 2 chairs.....	\$30/ea.
6' table with cover & skirt.....	\$20/ea.
8' table with cover & skirt.....	\$25/ea.
Chairs.....	\$2.50/ea.
Booth Signs, 7" T x 44" L (Must provide list in .xls/.doc).....	\$6/ea.
Trash Can.....	\$6/ea.
Drayage (Must provide return shipping labels).....	\$2/lb., \$45 Min.
Chrome Display Sign, 22" x 28" (Includes print).....	\$75/ea.
4'x8' Magnetic Dry Erase Boards.....	\$175/ea.
Carpet (10' wide Matrix Pepper).....	\$1/Sq. Ft. or \$10/Linear Ft.



FURNITURE & LOUNGE PIECES



Black Club Chair \$50



Black Love Seat \$250



Black Ottoman \$110



Faux White Marble & Gold Stand-Up Cocktail Table \$100



White Love Seat \$250



Faux Black Marble & Gold End Table \$100



Glass & Chrome Coffee Table \$100



Glass & Chrome End Table \$175



Truss Stand-Up Cocktail Table \$100

FURNITURE & LOUNGE PIECES



Emerald Green
Velvet Chair \$150



Emerald Green Velvet
Loveseat \$250



Emerald Green Velvet
Bench \$100



Teal Velvet
Chair \$75



Orange Velvet
Loveseat \$250



6' x 9' Green Area Rug \$75



Live Edge Cedar
Coffee Table \$100



Teakwood
End Table \$75



6' x 9' Red Area Rug \$75



Driftwood Coffee
Table \$100

DRAYAGE SERVICES

- Items must be received no later than seven (7) days prior to your event unless other arrangements have been made.
- Once received, items will be weighed and an invoice will be sent. All invoices must be paid prior to set up date.
- Items will be delivered directly to exhibit booth. Setup is not provided.
- After the event, items will be picked up at the booth. All items must be broken down and packed in original crates/cases.
- BTE/ESV will coordinate return shipment.

Please contact Meghan by emailing info@exhibitservicesva.com and Meghan@bigtopentertainment.biz and provide the following:

- Company Name
- Address
- Contact Person
- Email Address
- Phone Number
- Number of Items
- Show Name / Date
- Booth # (If available)

\$2/lb, \$45 Minimum

**Ship to:
Big Top Entertainment
500 Old York-Hampton Hwy.
Yorktown, VA 23692**





GET IN TOUCH

Phone

(757) 527-2751

Website

<https://www.exhibitservicesva.com/>

Email

meghan@bigtopentertainment.biz
info@exhibitservicesva.com

Address

500 Old York-Hampton Hwy.
Yorktown, VA 23692



EXHIBIT SERVICES OF VA ORDER FORM

Basic Information

Company Name *

Show Name and Booth Number (if available) *

Date of Show *

Month Day Year

Company Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Contact Person *

First Name

Last Name

Email *

example@example.com

Phone Number *

Area Code

Phone Number

CONTINUE TO NEXT PAGE FOR ORDER FORM

BASICS

6' table with cover and skirt - \$20/ea

8' table with cover and skirt - \$25/ea

Booth ID Sign: 7" tall x 44" long - \$6/ea

6' table with cover, skirt, 2 chairs - \$25/ea

8' table with cover, skirt, 2 chairs - \$30/ea

Chrome display sign with print 22" x 28" - \$75/ea

Chairs - \$2.50/ea

Carpet - \$1/sqft

4'x8' magnetic dry erase board - \$175/ea

Trash can - \$6/ea

Carpet - \$10/linear foot

CONTINUE TO NEXT PAGE FOR LOUNGE FURNITURE

FURNITURE & LOUNGE PIECES

Black club chair - \$50

**Faux white marble & gold standup
cocktail table - \$100**

Glass & chrome coffee table - \$100

Black loveseat - \$250

**Faux black marble & gold end table -
\$100**

Glass & chrome end table - \$75

Black ottoman - \$110

White loveseat - \$250

Truss standup coffee table - \$100

Emerald green velvet chair - \$150

Teal velvet chair - \$50

6x9' green area rug - \$75

Emerald Green Velvet loveseat - \$250

Orange velvet loveseat - \$250

6x9' red area rug - \$75

Emerald Green velvet bench - \$100

Live edge cedar coffee table - \$100

Teak wood end table - \$75

Driftwood coffee table - \$100

CONTINUE TO NEXT PAGE FOR DRAYAGE

DRAYAGE

Must provide return shipping labels. \$2/lb, \$45 minimum.

- Items must be received no later than seven (7) days prior to your event unless other arrangements have been made.
- Once received, items will be weighed and an invoice will be sent. All invoices must be paid prior to set up date.
- Items will be delivered directly to exhibit booth. Setup is not provided.
- After the event, items will be picked up at the booth. All items must be broken down and packed in original crates/cases. BTE/ESV will coordinate return shipment.

Total Pounds upon arrival

Number of boxes upon arrival

When you have finished filling out this form, please email the completed version to info@exhibitservicesva.com.