



ARTIST SERVICE MANUAL

Save Time and Money! Pre-Order by March 3rd
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 | email: csr@haleexpo.com

Spring 2023 Capital Art and Craft Festival

Dulles Expo Center

March 24-26, 2023

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **Spring 2023 Capital Art and Craft Festival** to be held at the Dulles Expo Center in Chantilly, VA. This artist 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 contact Hale's Customer Service Department with any questions at 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

MOVE-IN DATES AND TIMES

Thursday, March 23, 2023 9:00 AM - 7:00 PM

SHOW DATES AND TIMES

Friday, March 24, 2023 10:00 AM - 5:00 PM

Saturday, March 25, 2023 10:00 AM - 5:00 PM

Sunday, March 26, 2023 10:00 AM - 4:00 PM

MOVE-OUT DATES AND TIMES

Sunday, March 26, 2022 4:01 PM - 9:00 PM

ARTIST SPACE DETAILS

Each 10' x 10' artisan booth(s) will be defined by 8' tall **WHITE** back drape with 8' tall **WHITE** dividing drape and will be identified by a 7" x 44" two-line company identification sign with the city name, state, and booth number included.

ONLINE ORDERING NOW AVAILABLE

Please send an email to 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.

BUILDING CHARACTERISTICS

The South Hall is serviced by (4) loading docks. The floor is concrete, and the ceiling height is 25' high. The building lighting is provided by overhead mercury vapor lamps.

ARTIST SERVICE DESK

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibit hall. If you have any special requirements or questions concerning our services, please do not hesitate to call Customer Service at 800-333-4253.

MATERIAL HANDLING

Hale Northeastern, Inc. has partnered with ABF Freight as the official Show Carrier of this event. ABF may be reached directly at 800-654-7019. **You do not have to use ABF as your carrier; you can use a Common carrier of your choice.**

Be sure that your insurance coverage is in effect from the time your equipment leaves its point of origin until its return to its destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. **Hale Northeastern, Inc.'s policy DOES NOT include any coverage for individual artists and Hale Northeastern, Inc. cannot be held liable.**

POSITIONING EQUIPMENT

Positioning, unskidding and assembly of equipment is NOT COVERED by the free drayage service. Artists will be charged on a time and materials basis for this assistance. Our charge will be based on a one-hour minimum for labor and equipment.

ARTIST MOVE OUT & CLEAN UP

At the close of the show, it is the artists' responsibility to make sure that all debris and waste are removed from the area which their exhibit booth occupied during the show. Waste must be disposed of properly in the appropriate containers that will be distributed around the show floor. Artists neglecting to tidy their exhibit area at show-close will be billed for cleaning on a per-hour basis.

OUTBOUND SHIPPING

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk regardless if the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, artists must plan to have the shipment picked up by **9 PM Sunday, March 26, 2023**. To ensure the floor is clear for the next event, shipments not picked up by **9 PM Sunday, March 26, 2023** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the artist.

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 artist.

We hope this will be a successful marketing event and encourage you to call if we can help in any way. Please note, orders can be accepted by mail, fax or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the pre-order discount. **Please remember, there are substantial savings if you pre-order by March 3, 2023.**

Yours Very Truly,

HALE NORTHEASTERN, INC.
Artist Services Department



PAYMENT POLICY

**Save Time and Money! Pre-Order by March 3rd
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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.

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 Artist Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

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, 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 artists 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. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed.

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
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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 because 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 artist onsite. **There is a 4% credit card processing fee for any charges and/or services paid with a credit card.**

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.](http://www.haleexpo.com)

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

BOOTH CARPET & SPECIAL BACK DRAPE	\$
FURNITURE & ACCESSORIES	\$
SPECIAL SIGNS	\$
BANNERS	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
	SUBTOTAL \$
	ADD 6.00% SALES TAX \$
	TOTAL \$
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR	\$
	NON-TAXABLE SUBTOTAL \$
	GRAND TOTAL \$
For Electric, Telephone, Booth Cleaning and Plumbing services, go to 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



BOOTH CARPET & SPECIAL BACK DRAPE
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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'	\$129.00	\$199.00	_____	_____
9' x 15'	\$212.85	\$328.35	_____	_____
9' x 20'	\$269.00	\$389.00	_____	_____
9' x 30'	\$399.50	\$599.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____

Please check **CARPET** color choice

☐ Speckled Blue	☐ Black
☐ Forest Green	☐ Gray
☐ Red	☐ Burgundy

Additional Taping Total Feet: _____ X \$.45/ft. = _____
Standard Booth Carpet & Add'l Tape Subtotal: _____

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'	\$81.00	\$99.00	_____	_____
9' x 15'	\$133.65	\$163.35	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$352.00	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____

Visqueen	Pre-Order Price	Standard Price
	\$1.05/sq. ft.	\$1.25/sq. ft.

Calculate sq. ft.: _____ ft. x _____ ft. = _____

Carpet Padding & Visqueen Subtotal: _____

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	\$7.00 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____

Special Back Drape Subtotal: _____

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: _____



FURNITURE & ACCESSORIES
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Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Floor 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 th Side Draping	\$59.50	\$70.00	_____	_____
Skirt for Exhib. Table Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:				_____

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

Size	Pre-Order Price	Floor 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	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
40" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Undraped Table Subtotal:				_____

Table Risers / Shelves (Draped in White)

Item Description	Pre-Order Price	Floor 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	_____	_____
Table Riser / Shelves Subtotal:				_____

Chairs & Stools (Black Vinyl or Grey Fabric)

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____
Table Riser / Shelves Subtotal:				_____

Accessories

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack	\$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	_____	_____
Accessories Subtotal:				_____

Please check color choice

☐ Berry	☐ Grey	☐ Purple
☐ Black	☐ Green	☐ Red
☐ Blue	☐ Orange	☐ Teal
☐ Burgundy	☐ Peach	☐ White
☐ Gold	☐ Plum	

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



Furniture & Accessories Page Total: _____



ID BOOTH SIGN

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Company Name: _____

Booth No. (s): _____

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.

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

Please print or type revised sign copy here and return by mail,
fax (716-896-8908) or scan and email to: csr@haleexpo.com

7" X 44" ID SIGN

Line 1: _____

City/State: _____

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.



SPECIAL SIGNS
Sign Orders received after March 3rd
add 50% to the listed Price.

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

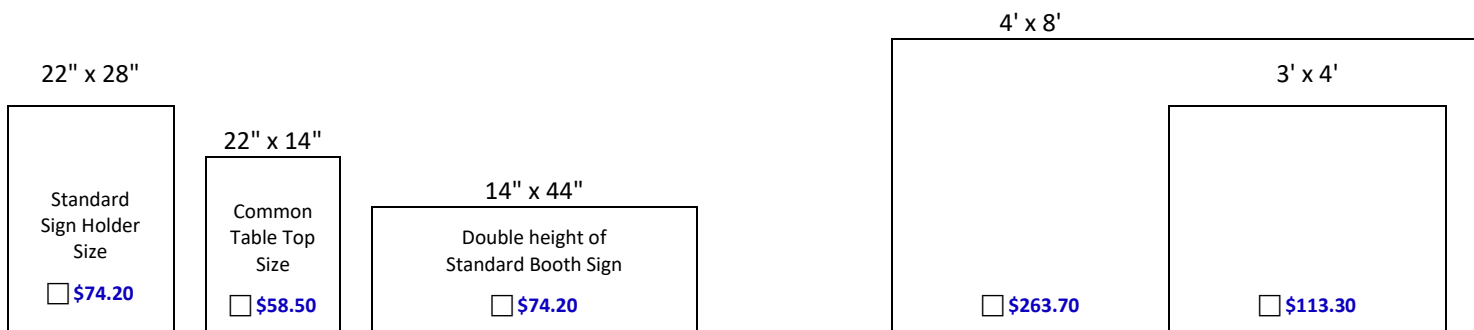
SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

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 can 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 copies 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



Copy Color

Color 1: _____

Color 2: _____

Orientation

☐ Landscape

☐ Portrait

Description

Pre-Order Price

Quantity

Total

Material Choice

- ☐ Foamcore – Foam center with white paper surfaces
- ☐ Coroplast – Corrugated plastic – Most durable (Colors available)
- ☐ Poster Board – White poster board / Sign card only

22" x 28" Sign

\$74.20

22" x 14" Sign

\$58.50

14" x 44" Sign

\$74.20

4' x 8' Sign

\$263.70

3' x 4' Sign

\$113.30

Grommets (ea.)

\$2.00

Easel Back

\$2.75

Subtotal: _____

Double Sided

Add 75% to Subtotal: _____

Subtotal 2: _____

Ordered After March 3

Add 50% to Subtotal 2: _____

Special Sign Page Total: _____

Please Indicate Sign Copy Here:



BANNERS

Banner Orders received after March 3rd
add 50% to the listed Price.

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

Your Company Name Goes Here!

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

Color 1: _____

Color 2: _____

Orientation

☐ Horizontal

☐ Vertical

Banner Background Material Color

☐ White

☐ Blue

☐ Yellow

☐ Red

☐ Green

☐ No Grommets or Pockets

☐ I Want Grommets

☐ I Want Pockets

Please Indicate Banner Copy Here:

Description

Pre-Order Price

Quantity

Total

2' x 8' Banner

\$144.72

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

Subtotal:

Double Sided

Add 75% to Subtotal:

Subtotal 2:

Ordered After March 3rd

Add 50% to Subtotal 2:

Banner Page Total:

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

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

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)

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 is our business to make your business look good!



INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

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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.

	Date of <u>Service</u>	<u>Start Time</u>	No. of <u>Workers</u>	Approx. Hours Per <u>Person</u>		<u>Total Hours</u>	<u>Hourly Rate</u>		Estimated <u>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 & ARTIST 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: **March 8 – 22, 2023**

FREIGHT LABEL

SHIP TO:

ABF Freight
Attn: Capital Craft Shows
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION

Spring 2023 Capital Art and
Craft Festival
Dulles Expo Center
March 24 – 26, 2023

Booth# _____

Artist Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE ON OR AFTER: **March 23, 2023**

FREIGHT LABEL

SHIP TO:

Dulles Expo Center
Attn: Hale Northeastern/Capital Craft Shows
4320 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION

Spring 2023 Capital Art and
Craft Festival
Dulles Expo Center
March 24-26, 2023

Booth# _____

Artist 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 | email: csr@haleexpo.com

Spring 2023 Capital Art and Craft Festival

Dulles Expo Center
 March 24 – 26, 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 artist 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
Advance Warehouse Rate For Shipments Arriving (Mar. 8-22, 2023)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75 Minimum Charge = \$149.50
Direct to Show Site Rate For Shipments Arriving on or After (March 23, 2023) 8am-4pm only				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate Direct to Show Site Only For Single Package 25 lbs. and Under				\$25.00 single package (Single Package Shipments Only) Direct to Show Site Only	\$25.00 Single Package Only Direct to Show Site Only

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 artist 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 artist 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
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00 Minimum Charge = \$100.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only)	\$25.00 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				\$84.00/hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$168.00	(Total Weight) / 100 x \$84.00 Minimum Charge = \$168.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk regardless if the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, artists must plan to have the shipment picked up before **9:00 pm on Sunday, March 26, 2023**. To ensure the floor is clear for the next event, shipments not picked up by **9:00 pm, Sunday, March 26, 2023** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the artist.

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 artist.

Shipping & Material Handling Page Total: _____
 (200 lb. minimum)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of artist's materials after same have been delivered to artist's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the artist's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from artist's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by artists, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale 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 artist's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an artist, or by any shipper to or on behalf of the artist, shall be construed as an acceptance by such artist (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **ARTISTS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the artist and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual artists and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- **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.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility, therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the artist to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the artist from whose booth shipments are made. Artists may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: Spring 2023 Capital Art & Craft Festival

Company Name: _____

Print Name: _____

Booth No.(s): _____

Signature: _____

Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



Close of Show Guidelines & Outbound Shipping

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

Close of Show Guidelines

The Hale Northeastern Service Desk will reopen approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Northeastern Service Desk will be in the same location as it was at set-up.

You may schedule forklift service or other labor if needed by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until the Show is Officially Closed.

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk regardless if the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, artists must plan to have the shipment picked up before **9 PM Sunday, March 26, 2023**. To ensure the floor is clear for the next event, shipments not picked up by **9 PM Sunday, March 26, 2023** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the artist.

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 artist.

UPS Shipments: UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

FEDEX: 1-800-GO-FEDEX

UPS: 1-800-742-5877

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. For information and shipping arrangements, ABF can be contacted at 800-654-7019.

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 THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.

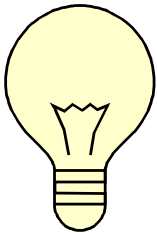
**Purchase Online
For Reduced Rates**



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



Electric



Phone and Internet



Cleaning

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

Khrysta Sink

703-766-1312

ksink@dullesexpo.com

Exhibitor Electrical Guidelines

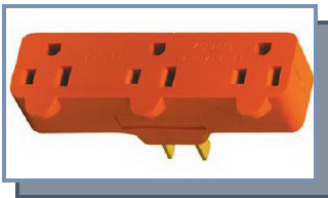
NOT PERMITTED

Two (2) prong extension cords are NOT permitted



NOT PERMITTED

Adapters (2 or 3 prong) are not permitted

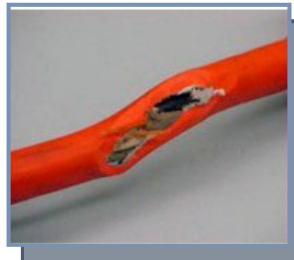


NOT PERMITTED



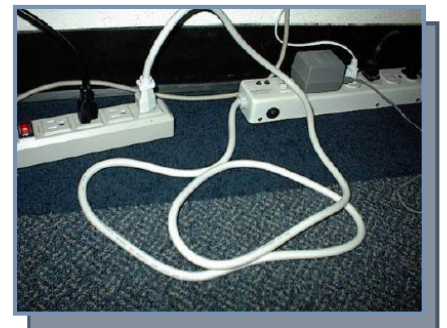
NOT PERMITTED

Damaged cords are not Permitted



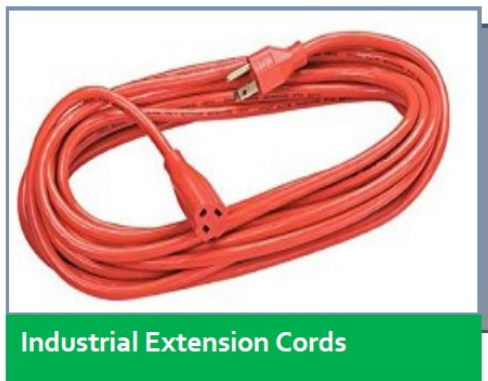
NOT PERMITTED

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 (1/8th) 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.



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

**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.



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

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



Page 2 of 2

DEMO POTS & PANS ONLY. NO SAMPLING OR SELLING. Check Box: ☐			
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:	
Approved: (Initial) _____ Dulles Café _____ EC, DEC *No F&B Buyout Fee Required		Disapproved: (Initial) _____ Dulles Café _____ EC, DEC	
F&B Buyout Fee Required: \$ _____ Payment due 7 days prior to event opening.			
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.		On-Record Company Representative: Print: _____ Signature: _____	
Approved: (Initial) _____ Dulles Café _____ EC, DEC		Disapproved: (Initial) _____ Dulles Café _____ EC, DEC	
DEC OFFICE USE ONLY		Fee Paid? Yes ☐ / No ☐ 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 ($1/8^{\text{th}}$) 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)