OFFICIAL SERVICE CONTRACTOR

Information and Order Forms

Mailing Address:
P. O. Box 49837
Greensboro, NC 27419

Street Address:
121 North Chimney Rock Road
Greensboro, NC 27409

Phone: (336) 315-5225
Fax: (336) 315-5220

www.hollins-expo.com

Winter Simulation 2016

December 11 - 14, 2016

Crystal Gateway Marriott
Arlington, VA

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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the Informs Analytics & Operations Research. We recognize that your participation in this event is a vital part of your firm’s marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this “Exhibitor Service Kit”, HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed “Payment Policy and Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Booth Equipment
Each booth will be provided with:
- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 7 in. x 44 in. booth identification sign

The exhibit hall will be carpeted.

Discount Rates
To qualify for Discount Rates, we must receive your order with full payment by Friday, November 25, 2016, unless otherwise indicated. Orders received after November 25, 2016, orders without payment and orders processed at the show will be processed at Standard Rates.

Material Handling
ADVANCE RECEIVING AT THE WAREHOUSE - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER Thursday, December 8, 2016 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT TO THE CRYSTAL GATEWAY MARRIOTT. The Crystal Gateway Marriott is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by The Crystal Gateway Marriott, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS will receive direct shipments to the show site beginning at 12:00 p.m. Sunday, December 11, 2016. All show site shipments must arrive no later than 5:00 p.m.

Shipping Addresses
ADVANCE SHIPMENTS TO WAREHOUSE
Company Name and Booth Number
c/o Hollins Exposition Services
UPS Freight
2400 Beaver Road
Landover, MD 20785
Ships must arrive by December 8, 2016.

DIRECT SHIPMENTS TO SHOW SITE
Company Name and Booth Number
c/o Hollins Exposition Services
Crystal Gateway Marriott
1700 Jefferson Davis Hwy
Arlington, VA 22202
Ships will be accepted beginning Sunday, December 11, 2016 between 12:00 p.m. - 5:00 p.m.

Important Dates
► Advance Shipments may begin arriving at Warehouse:
  Tuesday, November 8, 2016
► Exhibitor Appointed Contractor (EAC) Deadline Date:
  Friday, November 25, 2016
► Deadline Date to order materials at Discount Rate with payment:
  Friday, November 25, 2016
► Last day for Advance Shipments to arrive without surcharge:
  Thursday, December 8, 2016
► Direct Shipments may begin arriving at The Marriott:
  Sunday, December 11, 2016: 12:00 p.m. - 5:00 p.m.
► Exhibitor move-in:
  Sunday, December 11, 2016: 12:00 p.m. - 5:00 p.m.
► Exhibit Hours:
  Monday, December 12, 2016: 9:00 a.m. - 4:00 p.m.
  Tuesday, December 13, 2016: 9:00 a.m. - 4:00 p.m.
  Wednesday, December 13, 2016: 9:00 a.m. - 10:00 a.m.
► Exhibitor Move-out:
  Wednesday, December 14, 2016: 10:00 a.m. - 11:30 a.m.
► Outbound Freight will be re-routed:
  Wednesday, December 14, 2016: 1:00 p.m.
Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than November 25, 2016; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

Tax

Tax (6%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Florida a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Safety

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.

Exhibitor Safety and Loss Prevention Guidelines

- Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- Smoking is prohibited except in designated areas.
- Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- HOLLINS forklifts and carts are for use by authorized HOLLINS employees only.
- Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- Protect your valuables. Keep expensive items secured.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 336-315-5225.
PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT
AND/OR ORDERING
RIGGING LABOR
OR INSTALLATION & DISMANTLE LABOR:
Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. NOTE: If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

<table>
<thead>
<tr>
<th>MasterCard</th>
<th>VISA</th>
<th>American Express</th>
</tr>
</thead>
</table>

Account Number

Verification Code (back of card)

Expiration Date

Corporate

Personal

PRINT CARDHOLDER NAME

SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

<table>
<thead>
<tr>
<th>PURCHASE ORDER IS NOT CONSIDERED PAYMENT.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings &amp; Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Custom Booths</td>
<td>$</td>
</tr>
<tr>
<td>Custom Signs &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling (Freight)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
</tbody>
</table>

To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

Charge my credit card in the amount of $  

Check No.  Date  In the amount of $  

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

NAME OF EVENT  Winter Simulation

EXHIBITING FIRM

ADDRESS

CITY AND STATE

AUTHORIZED BY  X

TELEPHONE NO.  

PLEASE TYPE OR PRINT

Mailing Address
P.O. Box 49837
Greensboro, NC 27419
Phone: 336-315-5225

Street Address
121 North Chimney Rock Rd.
Greensboro, NC 27409
Fax: 336-315-5220

IMPORTANT NOTICE

CHARGE TO CREDIT CARD ON FILE

| FULL PAYMENT in U.S. funds drawn on a U.S. Bank |

| Charge my credit card in the amount of $ | |

| Check No. | Date | In the amount of $ |

PLEASE TYPE OR PRINT

Mailing Address
P.O. Box 49837
Greensboro, NC 27419
Phone: 336-315-5225

Street Address
121 North Chimney Rock Rd.
Greensboro, NC 27409
Fax: 336-315-5220

IMPORTANT NOTICE

CHARGE TO CREDIT CARD ON FILE
THIRD PARTY BILLING AUTHORIZATION FORM

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

Exhibiting Firm

(Exhibiting Firm)
(Address)
(City)  (State)  (Zip)
(Phone)  (Fax)

(Authorized By - Please Type or Print)
X
(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

Corporate  Personal

Account Number

(Cardholder Name - Please Type or Print)
(Cardholder Billing Address)  (City)
(State)  (Zip)  (Country)

The items checked below are to be invoiced to the Exhibiting Firm.

Furnishings & Carpet  I & D Labor
Custom Booths  In-Booth Forklift & Labor
Custom Signs & Graphics  Material Handling In & Out
Hanging Sign/Truss  All Services
Cleaning Services

Other  (Please Specify)

X
(Cardholder Signature)

Third Party

(Third Party)
(Address)
(City)  (State)  (Zip)
(Phone)  (Fax)

(Authorized By - Please Type or Print)
X
(Authorized Signature)

Credit Card Charge Authorization

(Information Must Be Provided)

EXPIRATION DATE

Corporate  Personal

Account Number

(Cardholder Name - Please Type or Print)
(Cardholder Billing Address)  (City)
(State)  (Zip)  (Country)

The items checked below are to be invoiced to the Third Party.

Furnishings & Carpet  I & D Labor
Custom Booths  In-Booth Forklift & Labor
Custom Signs & Graphics  Material Handling In & Out
Hanging Sign/Truss  All Services
Cleaning Services

Other  (Please Specify)

X
(Cardholder Signature)
**ORDER FORM FOR FURNISHINGS & CARPET**

Deadline Date For Discount Rates: November 25, 2016

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

**SEATING** - chrome frame, padded bottom and back

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown Leather Chair</td>
<td>$125.00</td>
<td>$162.50</td>
</tr>
<tr>
<td>Upholstered Arm Chair</td>
<td>$50.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Upholstered Side Chair</td>
<td>$50.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Upholstered Stool with Back (30&quot; high)</td>
<td>$75.00</td>
<td>$97.50</td>
</tr>
</tbody>
</table>

**ACCESSORIES**

- **Pedestal Table** (white laminate round top - chrome post - star base)
  - 2' dia. x 30"h (Spandex Cover) | 60.00 | 78.00 |
  - 2' dia. x 42"h (Spandex Cover) | 70.00 | 91.00 |
  - 3' dia. x 30"h (Spandex Cover) | 70.00 | 91.00 |
  - 3' dia. x 42"h (Spandex Cover) | 75.00 | 97.50 |

- **Cocktail Table** (white laminate top - chrome legs)
  - 2' dia. x 18"h (round top) | 50.00 | 65.00 |
  - 17" dia. x 17"w x 18"h (square top) | 50.00 | 65.00 |

- **Coat Tree** (chrome - stands 70"h)
  - 50.00 | 65.00 |

- **Sign Holder** (chrome - stands 5"h)
  - 75.00 | 97.50 |

- **Wastebasket** (dove gray)
  - 22.00 | 28.60 |

- **Easel** (floor standing - aluminum tripod)
  - 25.00 | 32.50 |

- **Bag Stand** (chrome - stands 4"h)
  - 55.00 | 71.50 |

- **Literature Rack** (silver base - 4 acrylic pockets)
  - 80.00 | 104.00 |

- **Stanchion** (chrome - stands 40"h)
  - 35.00 | 45.50 |

- **Rope** (black velvet) - per linear ft.
  - 10.00 | 13.00 |

- **Chain** (white plastic) - per linear ft.
  - 5.00 | 6.50 |

- **Ticket Tumbler** (brass color - 15"dia.)
  - 75.00 | 97.50 |

- **Display Case** (20"d x 5"w x 38"h half view)
  - 450.00 | 585.00 |

- **Display Case** (20"d x 6"w x 38"h full view)
  - 450.00 | 585.00 |

**CARPET**

Price includes installation and taping front edge.

- 9' x 10' Carpet | 115.00 | 149.50 |
- 9' x 20' Carpet | 230.00 | 299.00 |
- 9' x 30' Carpet | 345.00 | 448.50 |

**SKEWED DISPLAY TABLES & COUNTERS** - rectangular

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables - 30&quot;h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' dia. x 4'w Table (skirted 4 sides)</td>
<td>$90.00</td>
<td>$117.00</td>
</tr>
<tr>
<td>2' dia. x 6'w Table</td>
<td>100.00</td>
<td>130.00</td>
</tr>
<tr>
<td>2' dia. x 8'w Table</td>
<td>110.00</td>
<td>143.00</td>
</tr>
<tr>
<td>4th Side Skirted (optional)</td>
<td>50.00</td>
<td>65.00</td>
</tr>
</tbody>
</table>

**COUNTERS - 42"h**

- 2' dia. x 4'w Counter (skirted 4 sides) | 100.00 | 130.00 |
- 2' dia. x 6'w Counter | 110.00 | 143.00 |
- 2' dia. x 8' Counter | 120.00 | 156.00 |
- 4th Side Skirted (optional) | 60.00 | 78.00 |

**SKIRTED DISPLAY PANELS**

- **Tack/Velcro Board** (dove gray)
  - 105.00 | 136.50 |

- **Pegboard** (white - 1/4" hole)
  - 105.00 | 136.50 |

**DRAPE** - other than booth drape provided

- **Drapes** - per linear ft.
  - 8' dia. Drape - Color: 8.25 | 11.55 |
  - 3' dia. Drape - Color: 6.25 | 8.75 |

- **Colors**:
  - Red | Royal Blue | Kelly Green | Hunter Green | Gold | White | Black | Burgundy | Silver | Teal | Beige | Plum | Peach |

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**

Winter Simulation

**NAME OF FIRM**

BOOTH NO.

**PAYMENT POLICY:**

<table>
<thead>
<tr>
<th>SUB TOTAL $</th>
<th>6% Sales Tax</th>
<th>TOTAL $</th>
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</thead>
<tbody>
<tr>
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**NAME OF FIRM**

**PAYMENT POLICY:**

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<th>TOTAL $</th>
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**NAME OF FIRM**

**PAYMENT POLICY:**

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<tr>
<th>SUB TOTAL $</th>
<th>6% Sales Tax</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Color Chart

Drape Colors

RED
ROYAL BLUE
KELLY GREEN
HUNTER GREEN
GOLD
WHITE
BLACK
BURGUNDY
SILVER
TEAL
BEIGE
PLUM
PEACH

Table Skirt Colors

RED
ROYAL BLUE
KELLY GREEN
HUNTER GREEN
GOLD
WHITE
BLACK
ORANGE
BURGUNDY
SILVER
TEAL
BEIGE
PLUM
BERRY
DUSTY ROSE

Carpet Colors

RED
ROYAL BLUE
KELLY GREEN
HUNTER GREEN
GOLD
SILVER
CHARCOAL
BLACK
BROWN
PLUM
Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

**Package No. 1**
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank) - 8’w x 1’h
- Carpet
- Two Stem Lights

*To order header graphics see "Custom Graphics for Headers".

**Package No. 2**
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank) - 8’w x 1’h
- Carpet
- Two Stem Lights
- One Counter - 19’d x 38’w x 42”h

*To order header graphics see "Custom Graphics for Headers".

**Package No. 3**
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank) - 8’w x 1’h
- Carpet
- Two Stem Lights
- Two Counters - 19’d x 19’w x 42’h

*To order header graphics see "Custom Graphics for Headers".

**No Shipping Costs! No Drayage! Turnkey Setup! Ready When You Arrive! Installation Included!**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Package No. 1</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1,400.00</td>
</tr>
<tr>
<td></td>
<td>Package No. 2</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>Package No. 3</td>
<td>1,750.00</td>
</tr>
</tbody>
</table>

Custom Graphics for Headers:
- Black Copy on White 150.00
- Color Print with Logo 200.00
- Backlit Transparency 250.00

Options:
- Counter - 19’d x 19’w x 42”h 160.00
- Counter - 19’d x 38’w x 42”h 200.00
- Counter - 19’d x 76’w x 42”h 300.00
- Backwall shelf - 1’d x 6’w (white only) 75.00
- Add doors to counters 80.00

(Doors not available for 19’d x 19’w counter.)

Add Custom Graphics to Counters:
- Counter - 19’d x 38’w x 42”h 200.00
- Counter - 19’d x 76’w x 42”h 360.00

Wall & Counter Color Preferred:
- White
- Gray
- Black
- Blue

Carpet Color Preferred: (If no color is selected, silver will be provided.)
- Red
- Royal Blue
- Kelly Green
- Hunter Green
- Silver
- Charcoal
- Black

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT  **Winter Simulation**

NAME OF FIRM

CARE OF

ADDRESS

ORDERED BY  **X**

PHONE (Please Type or Print)  

DATE  

(Please Type or Print)

(Signature)
VINYL SIGNS

Sign rates are based on up to 10 words per sign, one color copy on white background, and delivery to the booth exclusive of installation or hanging.

STANDARD SIGN SIZES: (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$ 28.75</td>
<td>$ 40.25</td>
<td>$</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>29.25</td>
<td>40.95</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>31.50</td>
<td>44.10</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>37.25</td>
<td>52.15</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>41.25</td>
<td>57.75</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>53.50</td>
<td>74.90</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>55.50</td>
<td>77.70</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>71.50</td>
<td>100.10</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot; (White Only)</td>
<td>117.25</td>
<td>164.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot; (White Only)</td>
<td>148.50</td>
<td>207.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL SERVICES AVAILABLE:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 Words</td>
<td>$ 2.75 per word</td>
<td>$ 3.85</td>
<td>$</td>
</tr>
<tr>
<td>Colored Showcard</td>
<td>8.25 per sign</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Change in Color of Copy</td>
<td>8.25 per change</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Easel Back on Sign</td>
<td>5.25 per sign</td>
<td>7.35</td>
<td></td>
</tr>
<tr>
<td>Weather Protection</td>
<td>15.00 per sq. ft.</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Logo Sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHOOSE YOUR STYLE AND COLOR:

- Vertical
- Horizontal
- Use Your Judgement for Layout

Background Color:

Lettering Color:

INKJET PRINTED SIGNS

Signs printed and mounted on white foamcore. Other materials available.

For sending logos, artwork, etc. via digital files, please refer to the information on the following page.

NOTE: Color correction, retouching, cloning or file conversion (if necessary) will incur additional labor charges. Labor schedule and rates are listed below:

- Straight Time: 8:00 AM to 4:30 PM, Monday through Friday
- Overtime: 4:30 PM to 12:00 AM, Monday through Friday
- Double Time: 12:00 AM to 8:00 AM, Monday through Sunday and all Holidays

Graphic Design Labor Rates:

| Straight Time: | $ 62.50/hr |
| Overtime:      | 93.75/hr   |
| Double Time:   | 125.00/hr  |

STANDARD SIGN SIZES: (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$ 34.75</td>
<td>$ 48.65</td>
<td>$</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>36.50</td>
<td>51.10</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>38.25</td>
<td>53.55</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>44.50</td>
<td>62.30</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>50.00</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>63.75</td>
<td>89.25</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>66.00</td>
<td>92.40</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>86.00</td>
<td>120.40</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>144.50</td>
<td>202.30</td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot;</td>
<td></td>
<td>177.75</td>
<td>248.85</td>
<td></td>
</tr>
<tr>
<td>Other Size Signage</td>
<td>14.50/sq.ft.</td>
<td>20.30/sq.ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners</td>
<td>16.25/sq.ft.</td>
<td>22.75/sq.ft.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHOOSE YOUR STYLE AND COLOR:

- Vertical
- Horizontal
- Use Your Judgement for Layout

Background Color:

Lettering Color:

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT: Winter Simulation

NAME OF FIRM: ________________________ BOOTH NO. ________________________

CARE OF: 

ADDRESS: 

ORDERED BY: (Signature) ________________________

PHONE: ( ) ________________________ DATE: ________________________
Orders must be received by deadline date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS: (Attach all logos, trademarks, color samples, etc.)

**SUBMITTING ARTWORK**

**ON DISK:** Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

**VIA E-MAIL:** (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to:

service@hollins-expo.com

**FILE TYPES:** We can accept the following file types ONLY:

- .eps (Encapsulated Post Script)
- .jpg (JPEG)
- .psd (Photoshop Document)
- .sit (Stuffit)
- .tif (Tagged Image Format)
- .zip (WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

**HARD COPY:**

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

*Artwork not following the above specifications will delay the job processing time and increase your final cost.*

**ORDERING TIPS**

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number.
- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.
- Include a printed color copy of artwork and PMS colors.
- All files should be scaled proportionately to the final output size.
- All text should be converted to curves, or embed fonts if possible.
- Indicate output size(s) and quantity of each.
- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.
- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".
- Should you need any additional assistance, please call our Exhibitor Services Department.
Mail one copy to us at the address above. Retain a copy for your files.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility. Note: All rental carpets ordered from HOLLINS are installed in clean condition.

PLEASE TYPE OR PRINT

BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA
(100 Sq. Ft. Minimum Per Day)

☐ DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter. $ .40 per sq. ft. Per Day
☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show. .48 per sq. ft.
☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1,000 sq. ft. .40 per sq. ft.
☐ ONCE - Shampoo before initial opening of the show. .85 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

NO CREDITS will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT  

NAME OF FIRM  

CARE OF  

ADDRESS  

ORDERED BY  

PHONE (  )

Please type or print
Mail one copy to us at the address above. Retain a copy for your files.

### RATES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$90.00/HR</td>
</tr>
<tr>
<td>8:00 AM to 4:30 PM, Monday through Friday</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>$135.00/HR</td>
</tr>
<tr>
<td>4:30 PM to 12:00 AM, Monday through Friday</td>
<td></td>
</tr>
<tr>
<td>Doubletime</td>
<td>$180.00/HR</td>
</tr>
<tr>
<td>12:00 AM to 8:00 AM Monday through Sunday and all Holidays</td>
<td></td>
</tr>
</tbody>
</table>

--- **RATES ARE PER MAN PER HOUR — ONE HOUR MINIMUM PER MAN** ---

### PLAN A - SUPERVISION BY HOLLINS

This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.

**To complete your exhibit to your satisfaction, we must receive the following information:**

- **Total No. of:** Crates __________ Cartons __________ Fiber Cases __________ Other __________
- **Carpet:**  
  - With Exhibit __________
  - Ordered from HOLLINS __________
- **Set-Up Plan/Photo:** Attached __________ In Crate __________ Exhibit Shipped To: Warehouse __________ Show Site __________
- **Please provide an emergency contact:** Name __________ Telephone No. (______) __________

Return shipping instructions are as follows:

<table>
<thead>
<tr>
<th>Via:</th>
<th>Common Carrier</th>
<th>Air Freight</th>
<th>Prepaid</th>
<th>Collect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note: HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

### PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.

It is important that you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

**Supervisor will be:**

**If you fail to pick up men at time ordered, a ONE HOUR PER MAN NO-SHOW FEE will be charged unless a written cancellation notice is received by 11:00 AM prior to the day labor is requested.**

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**

Winter Simulation

**NAME OF FIRM**

BOOTH NO.

**CARE OF**

(If Other Than Exhibiting Firm)

**ADDRESS**

(P. O. Box) X

**ORDERED BY**

(Please Type or Print) X

**PHONE**

(Signature) X

**DATE**

---

**Deadline Date**

For Return of This Form

November 25, 2016
INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR NOTICE

NOTIFICATION DEADLINE: Friday, November 25, 2016

Only forms received by this date will be processed for authorization to gain show floor access.

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.

2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.

5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

PLEASE TYPE OR PRINT

Name of Event ____________________________

Exhibiting Firm ____________________________ Booth No. ______________

Authorized Name and Title ____________________________

Authorized Signature __________

Full Name of Exhibitor Appointed Contractor ____________________________

Complete Address ____________________________

City, State ____________________________ Zip Code ______________

Phone Number ____________________________ Fax Number __________________

Exhibitor Appointed Contractor "Show Site" Representative ____________________________

Type of Service to be Performed ____________________________
EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.

2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.

3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.

4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.

   A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.

   B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.

   C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.

   D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or $2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.

   E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.

   F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.

   G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.

   H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.

   I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.

   J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.

   K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.

   L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.

   M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.

5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.
IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

TO:  (Exhibitor's Firm Name and Booth Number)
FOR:  Winter Simulation
C/O:  HOLLINS EXPOSITION SERVICES
      UPS Freight
      2400 Beaver Road
      Landover, MD 20785

DO NOT SHIP ADVANCE FREIGHT TO THE
Crystal Gateway Marriott

HOLLINS has exclusive rights to drayage services on all freight shipped to show site.

Any and all freight received by Crystal Gateway Marriott will be consigned to HOLLINS and subject to the prevailing drayage rate.

We urge you to ship your materials in advance.
By doing so, your materials will be in your booth Sunday, April 10, 2016, at 9:00 AM for you to begin set-up.
SHIPPING INSTRUCTIONS & MATERIAL HANDLING RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm’s Name and Booth Number)  
FOR: Winter Simulation  
C/O: HOLLINS EXPOSITION SERVICES  
UPS Freight  
2400 Beaver Road  
Landover, MD 20785

Deadline for receiving advance shipments at warehouse: December 8, 2016

SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

ADVANCE WAREHOUSE SHIPMENTS (includes thirty (30) days storage)
Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

SHOW SITE SHIPMENTS - COMMON CARRIER (this includes overtime rate)
Receive ONLY crated, boxed or palletized shipments at the show site during set-up period. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

SHOW SITE SHIPMENTS - VAN LINE, POV/COMPANY TRUCK, SPECIALIZED CARRIER
(Crated, Boxed or Palletized Shipments) Receive at the show site during set-up period. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

(Loose, Uncrated or Pad Wrapped Shipments) Receive at the show site during set-up period. Deliver to the booth, remove, store and return packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

LATE SHIPMENTS
Material received at the warehouse after the above deadline date, and material received at the show site after the show opens.

SHIPPED RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE
- Shipments returned to the warehouse will be charged an additional $100.00 per one-hundred pounds (100 lbs.) – $200.00 minimum.  
- Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional $50.00 per one-hundred pounds (100 lbs.) per day – $100.00 minimum.  
- Show site container storage for freight not brought in by HOLLINS will be $75.00 per piece.

200 lb. minimum charge applies to each shipment HOLLINS receives.

Example 1: You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in one minimum two-hundred pound (200 lbs.) charge.

Example 2: You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in two minimum two-hundred pound (200 lbs.) charges.

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next 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 HOLLINS. This weight estimate will prevail.

SMALL PACKAGE HANDLING
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight is 50 lbs. - per shipment, per delivery
$65.00 for the first carton - per shipment, per delivery
$30.00 for each additional carton - per shipment, per delivery

SPECIAL SERVICES
Rates quoted above do not include the following services.

Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).

Banding $10.00 per ft. plus labor (1/2 hr. minimum)

Shrinkwrap $40.00 per pallet plus labor (1/2 hr. minimum)
MATERIAL HANDLING LIMITS OF LIABILITY

Important Information! Please Read!

HOLLINS EXPOSITION SERVICES’ liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES’ LIABILITY AND RESPONSIBILITY

1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.

2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.

3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.

4) HOLLINS 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 loss or damage to your material which may make it impossible or impractical to exhibit same.

5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.

6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS’ liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to thirty cents ($0.30) per pound per article, with a maximum of fifty dollars ($50.00) per item, and a maximum of one thousand dollars ($1,000.00) per shipment. This applies while said goods are in HOLLINS’ warehouse, vehicles for delivery or possession at show site.

7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.

8) 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 your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.

9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of “bills of lading”. Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.

12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.

13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.

14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up on April 12th, before 5:30pm, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.

15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.

16) HOLLINS will not be responsible for any delay of shipments. We will expedite 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 specified time.

17) YOU 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 HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS’ liability is set forth in this document.
INBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>ESTIMATED WEIGHT</th>
<th>CARRIER(S)</th>
<th>TRACKING # (Please provide pro number)</th>
<th>ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE SHIPMENTS (Warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECT SHIPMENTS (Show Site)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPED FROM: (City) __________________________ (State) __________________________

DATE SHIPPED: _________________________ ESTIMATED DATE OF ARRIVAL: _________________________

Attach separate Order Forms for multiple shipments.

OUTBOUND SHIPPING INFORMATION

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH!

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

PAYMENT POLICY: For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

NAME OF EVENT Winter Simulation

NAME OF FIRM __________________________ BOOTH NO. _________________

CARE OF ______________________________

(If Other Than Exhibiting Firm)

ADDRESS

(Street) __________________________ (P. O. Box) __________________________ (City) __________________________ (State) __________________________ (Zip) __________________________

ORDERED BY __________________________

(Please Type or Print) (Signature)

PHONE (_______) __________________________ DATE __________________________
TO: ________________________________

C/O: HOLLINS EXPOSITION SERVICES
     Crystal Gateway Marriott
     1700 Jefferson Davis Hwy
     Arlington, VA 22202

SHOW SITE

EVENT: Winter Simulation

BOOTH NO. _________ NO. ___ OF ___ PCS.

CARRIER: ________________________________

RUSH
DONOTDELAY

CANNOT ARRIVE BEFORE: December 11, 2016

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
ATTENTION

DO NOT RETURN
the forms that follow this page to HOLLINS.

Should you require these services, please return the respective form(s) to the appropriate vendor.
Exhibitor Power and Wired Connectivity Order Form

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY:</th>
<th>COMPANY REPRESENTATIVE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT NAME:</td>
<td>EVENT DATE:</td>
</tr>
<tr>
<td>INSTALL DATE/TIME:</td>
<td>REMOVAL DATE/TIME:</td>
</tr>
<tr>
<td>LOCATION/BOOTH</td>
<td>PMS # (hotel use only):</td>
</tr>
<tr>
<td>ON SITE CONTACT:</td>
<td>EMAIL ADDRESS:</td>
</tr>
</tbody>
</table>

PLEASE FAX ALL FORMS TO ACCOUNTING: (703) 271-5169

<table>
<thead>
<tr>
<th>AV Equipment</th>
<th>Unit Price</th>
<th>QTY</th>
<th>#DAYS</th>
<th>Total</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>POWER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110V 20 amp</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Amp Power drop</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMP  208 Three Phase</td>
<td>$1,250.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 AMP  208 Three Phase</td>
<td>$1,750.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 AMP  208 Three Phase</td>
<td>$3,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rigging Point (Each)</td>
<td>$95.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Power requirement</td>
<td>CALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CONNECTIVITY | | | | | |
| High Speed Internet Access (Wired) | $350.00 | | | | |
| Additional Wired Connections | $75.00 | | | | |
| Network Switch/HUB | $200.00 | | | | |
| Static IP Address With 10MB Dedicated Bandwidth | $1,250.00 | | | | |
| Webcast/Video Conferencing | CALL | | | | |

AV Equipment Charge Total $ -

24% Taxable Service Charge 6%

Grand Total: $ -

Print Name Signature Date

PLEASE NOTE:
- Equipment and services are charged daily
- All orders and payment method must be received a minimum of (7) days prior to installation date
- Local calls are charged $0.75 per call and long distance rate applies.
- For more information on equipment and services please call the AV department @ 703 271 5194
Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Fax to the attention of ACCOUNTING OFFICE 703 271-5225

Cardholder Information

Name as it appears on the credit card: ____________________________

Card type: □ Visa  □ MC  □ Amex  □ Diners/CB  □ Discover  □ JCB

Account type: □ Individual (personal credit card)  □ Corporate  □ Company Name: ____________________________

Account number: ____________________________  Exp. date: ____________

Address: ____________________________

(where statement is mailed)

City, State and Zip: ____________________________

Phone number: ____________________________  Fax or alternate number: ____________________________

Guest Information

Guest name: ____________________________

Company: ____________________________

Phone number: ____________________________  Fax or alternate number: ____________________________

Confirmation number: ____________________________

Arrival date: ____________________________  Departure date: ____________________________

Relation to cardholder: □ Relative  □ Friend  □ Business Associate  □ Other: ____________________________

Rate Information and Approved Charges

Room rate:* ____________________________  Taxes:* ____________________________  Total daily rate:* ____________________________  Number of nights: ____________________________

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

□ All Charges  □ Room & Tax  □ Telephone (LD)  □ Telephone (Local)  □ Restaurant

□ Room Service  □ Valet (Laundry)  □ Parking  □ HS Internet Access  □ Movies

□ Other: ____________________________

I certify that all information is complete and accurate. I hereby authorize [Crystal Gateway Marriott] to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed ____________________________ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) ____________________________

Cardholder signature: ____________________________  Date: ____________________________

Marriott International, Inc. – 05/28/04 – Rev. 2.6