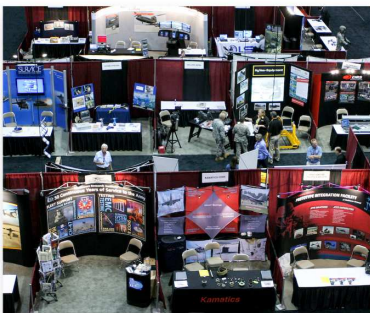




Exhibitor Guide

www.vonbrauncenter.com



Von Braun Center
700 Monroe Street
Huntsville, AL 35801
Attn: Decorating Department
(256) 551-2358 FAX (256) 551-2221
decorating@vonbrauncenter.com

2020 AUSA Global Force
Symposium & Exposition

Booth Name: _____

Booth Number: _____

Please check on the following pages only the items requested in addition to the basic booth package. Extra items ordered are at the expense of the Exhibitor at the rates shown on the following page.

ALL PRICES ARE BASED ON THE RENTAL OF EQUIPMENT FOR THE DURATION OF THE SHOW, UNLESS OTHERWISE INDICATED.

TO RECEIVE DISCOUNT PRICES orders must be accompanied by credit card authorization or a check made payable to the Von Braun Center and received by the VBC **no less than 7 days prior to the event move in day.**

THE VON BRAUN CENTER DOES NOT INVOICE.

When orders are not received at least 7 days in advance with payment, charges are due at the FLOOR ORDER PRICES. All items must be paid in full before any deliveries are made to the booth.

CANCELLATION POLICY: Items canceled after move-in begins will be charged at 50% of original price except draped tables, which are totally non-refundable.

MOVE IN SCHEDULE

Move In Dates: *March 12th: 11am – 5pm*
March 13th – March 16th: 8am – 5pm

EVENT SCHEDULE

Event Dates: March 17 – 19, 2020

MOVE OUT SCHEDULE

Move Out Dates: March 20th, 2020

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CREDIT CARD AUTHORIZATION FORM (Required for all services including drayage)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

AMERICAN EXPRESS

VISA

MASTER CARD

DISCOVER

Please Print

ACCOUNT NUMBER:	
EXPIRATION DATE:	CID #:
CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
EXHIBITOR:	
TELEPHONE NUMBER:	BOOTH NO:
SIGNATURE:	

**If you would like confirmation of your order, please provide an
email address:**

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Fire Extinguisher Order Form

If you plan to utilize a Deep Fryer or cooking equipment during the show, you will be required to have a Fire Extinguisher – Type K.

<u>Item</u>	<u>Advance Order Discount Price</u>	<u>Floor Order Price</u>	<u>Quantity Ordered</u>	<u>Amount</u>
Fire Extinguisher – Type K*	\$60	\$70	X	

*If the Fire Extinguisher is used a \$95.00 refill charge will apply.

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EXHIBITOR TELEPHONE SERVICE

The VBC holds exclusive rights to all telephone services for the facility. Special arrangements must be made through the VBC Decorating Department. All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Quantity	Advance Cost	Floor Cost	Total
Telephone Line- Local Calls	X	\$150.00 each	\$175.00 each	
Telephone Line- Long Distance	X	\$185.00 each	\$205.00 each	
Telephone Instruments	X	\$40.00 each	\$45.00 each	
TOTAL:				

CABLE

Item	Quantity	Advance Cost	Floor Cost	Total
Cable Line dropped to booth	X	\$130.00	\$180.00	
Satellite Dish Hook Up	X	\$200.00	Must be pre-order	
TOTAL:				

*** Arrangements for a Satellite Dish Hook up must be made prior to the event through Exhibitor Services. ** Satellite Dish Hook Up is not available on the show floor****

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and North Hall. WiFi it is available for purchase when you connect to VBC-WIFI and does not require pre-ordering. Please email decorating@vonbrauncenter.com with questions.

Description	Quantity	Total
RJ45 Drop From Router	\$450.00 X	
Additional IP Address From RJ45 Drop	\$130.00 X	
Hub/Switch Rental	\$100.00 X	
WiFi Available	\$25.00 per day/ per device n/a	Preorder not required

Please contact the VBC Exhibitor Services regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

***The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.**

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UTILITY SERVICE ORDER FORM

ELECTRICAL

The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

**Power must be purchased through Exhibitor Services to utilize.
 Sharing of power is not allowed.**

	Advance Price	Floor Price	Quantity Ordered	Amount
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110 Voltage

20 amp or 0-2400 watts	\$100.00	\$125.00	X	
30 amp or up to 3600 watts	125.00	155.00	X	

208 Voltage

0-30 amps	\$130.00	\$160.00	X	
31-60 amps	165.00	190.00	X	
61-100 amps *	210.00	260.00	X	
100 - 200 amps *	260.00	290.00	X	
Over 200 amps *	N/A	N/A	X	

Circle one: single / three phase

480 Voltage

0-30 amps	\$160.00	\$190.00	X	
31-60 amps	210.00	250.00	X	
61-100 amps *	290.00	405.00	X	
100 - 200 amps *	370.00	N/A	X	
Over 200 amps *	N/A	N/A		

Circle one: single / three phase

By special arrangement prior to move-in, call 256 551-2358.

PAYMENT POLICY

*To receive advance prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days** prior to the event move in day. When requirements are not received at least 7 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be provided or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.*

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COMPRESSED AIR

VBC will provide a 1/2" quick disconnect, female to your booth. Exhibitors must provide their own pressure regulator valves and fittings & their own adapters to fit these requirements. In situations where required materials are not supplied and the VBC Engineering Department is required to assist and supply parts, additional charges for materials and labor will apply.

Cubic Feet per minute required:

Advance Price	Floor Price	Quantity Ordered	Amount
\$90.00	\$115.00	X	

WATER SERVICE

Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve.

*****Drain service by special arrangement prior to move in*****

Advance Price	Floor Price	Quantity Ordered	Amount
\$90.00	\$115.00	X	

Hot water is available by request (Applicable power charge as well as labor charges to complete the installation will be calculated into the cost)

Water and air service are limited to the South, East, and West Exhibit Halls only.

ENGINEERING LABOR (Two Person Minimum with a One Hour Minimum)

Number of Men <small>(min. of 2)</small>	Price Per Hour <small>(per person)</small>	Number of Hours	Amount
X	\$30.00	X	

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I. PAYMENT POLICY

All charges for services are due and payable in U.S. Funds prior to move out. American Express, MasterCard/Visa and Discover service available. **THE VBC DOES NOT INVOICE.**

AUTHORITY TO HANDLE:

All terms and conditions herein stated are understood and accepted.

Company Name:

Booth No.:

Name of Event:

Address:

City & State:

Attention of:

Signature:

**IMPORTANT: Please sign and return promptly to:
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