



Dear Exhibitor,

Thanks for participating in the 2025 Greenville RV Show. Below, you will find details on set-up, break-down, credentials, WIFI, electric order forms and ordering items from the Show decorator if needed.

1. Set-up times for booth exhibitors is Thursday, January 2, from 11a-6p. All set-up and break down occurs through the rear of the building in the loading dock area. No parking is allowed in the loading dock area Friday and Saturday, January 3 & 4, 10a-8p, and Sunday, January 5, 10a-5p.
2. Stop by the Show Office (located by the Show entrance) for Credentials during set-up.
3. WIFI is free. Use network GCC FREE. No password is required.
4. To order electric and/or a hardline internet connection, please click on this link: <https://meetgcc.com/plan-an-event/forms-and-general-operating-policies/>. Orders go directly through the Convention Center.

**Please submit orders at least 21 days prior to January 3 to avoid being charged a higher on-site order rate.**

5. The Show Decorator is Hollins, Inc. Their forms are attached. Orders go directly through Hollins. Their phone number is 336-315-5225.

**Please submit orders to avoid being charged a higher on-site order rate.**

6. Move-Out begins Sunday night at 5p and ends 9p. All display material must be out of the building Sunday night.

If you have any questions, please contact our office. We appreciate your participation and look forward to seeing you.

Sincerely,  
Anthony Tedesco  
Show Managers, LLC  
804-852-7310

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**Show Managers LLC**

**9367 Hartford Oaks Dr., Mechanicsville, VA 23116 • 804-467-7038 • [inquire@vashows.com](mailto:inquire@vashows.com)**

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OFFICIAL SERVICE  
CONTRACTOR

Information and Order Forms



Phone: (336) 315-5225 ext. 4  
Fax: (336) 315-5220

[tpugh@hollins-expo.com](mailto:tpugh@hollins-expo.com)

Greenville RV Show  
January 3-5, 2025

Greenville Convention Center  
Greenville, SC

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All order may be faxed to  
336-315-5220 or emailed to  
tpugh@hollins-expo.com

## GENERAL INFORMATION

Hollins Exposition Services is pleased to have been selected as the Official Service Contractor for the Greenville RV Show. 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.

**SERVICE FORMS:** 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.

**TAX:** Tax (6.00%) 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 South Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

**DISCOUNT RATES:** To qualify for Discount Rates, we must receive your order with full payment by December 14, 2024, unless otherwise indicated. Orders received after December 14th, orders without payment and orders placed at the show will be processed at Standard Rates.

**PAYMENT POLICY:** All orders placed with Hollins Exposition Services 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 Exposition Services. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

**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. Refer to each order form for details.

**ASSISTANCE IN PLANNING:** Analyze your exhibit needs as they relate to furnishings and services offered in this service planner. If you require assistance in planning your exhibit, please call our office for suggestions on how to make your booth space more functional and attractive.

**PLEASE NOTE:** No signs, merchandise or any other items are to be pinned, stapled or otherwise attached to any material or equipment provided by Hollins Exposition Services. Exhibitors shall be responsible for any damage or loss of any rented materials from the time they are placed on the show floor until they are returned to Hollins Exposition Services.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact our Exhibitor Services Department at (voice) 336-315-5225 ext. 4, (fax) 336-315-5220, or (e-mail) tpugh@hollins-expo.com.

HOLLINS EXPOSITION SERVICES  
Exhibitor Services



All order may be faxed to 336-315-5220 or emailed to tpugh@hollins-expo.com

IMPORTANT NOTICE

SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with Hollins Exposition Services.

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 Exposition Services.

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 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 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 (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)
Includes checkboxes for MasterCard, VISA, American Express, Corporate, and Personal.
Account Number field with 16 boxes.
Security Code and Expiration Date fields.
PRINT CARDHOLDER NAME and SIGNATURE OF CARDHOLDER fields.

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%.

Table with 3 columns: Calculation of Orders, PURCHASE ORDER IS NOT CONSIDERED PAYMENT., TOTAL

Table listing items: Furnishings and Carpet, Other Hollins Services (Specify) with corresponding dollar amounts.

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

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. Charge my credit card in the amount of \$

Check No. [ ] Date [ ] In the amount of \$ [ ]

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT

NAME OF EVENT: Greenville RV Show
EXHIBITING FIRM:
ADDRESS:
CITY AND STATE: ZIP CODE:
AUTHORIZED BY: X (Signature)
TELEPHONE NO.: DATE:



All order may be faxed to 336-315-5220 or emailed to tpugh@hollins-expo.com

ORDER FORM FOR FURNISHINGS AND CARPET

Deadline Date For Discount Rate December 14, 2024

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is on a rental basis. Email or fax 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

Table with columns: Quantity, Discount Rate, Standard Rate. Rows include Molded Plastic Folding Chair, Upholstered Arm Chair, Upholstered Stool (30" High).

ACCESSORIES

Table with columns: Description, Discount Rate, Standard Rate. Rows include Pedestal Table (30" Round x 30" High), Cocktail Table (24" Round x 18" High), Coat Tree, Tripod Floor Easel.

DISPLAY PANELS

Table with columns: Description, Discount Rate, Standard Rate. Rows include Perforated Board (4' x 8' Double Sided / Vertical), Tackboard Display Panel, Chrome Wire Grid Display Panel.

CARPET

Table with columns: Description, Discount Rate, Standard Rate. Rows include 9' x 10' Carpet, Custom Cut Carpet - per sq. ft., Carpet Padding - per sq. ft., Visqueen Covering - per sq. ft., Additional Taping - per linear ft.

Carpet Color Preferred: [ ] Red [ ] Blue [ ] Seafoam [ ] Silver Gray [ ] Hunter Green [ ] Black

SPECIAL DRAPERY

Table with columns: Description, Discount Rate, Standard Rate. Rows include Linear Feet of 8' High Drapery, Linear Feet of 3' High Drapery.

WOOD DISPLAY TABLES & DRAPING

Table with columns: Quantity, Standard Height (30" High), Discount Rate, Standard Rate. Rows include 2' x 4' Table - Draped, 2' x 6' Table - Draped, 2' x 8' Table - Draped, Drape Exhibitor Table, Counter Height (42" High).

Draping Color Preferred:

[ ] Red [ ] Blue [ ] Hunter Green [ ] Gold [ ] White [ ] Black [ ] Burgundy [ ] Silver Gray [ ] Seafoam [ ] Beige [ ] Plum

Note: Draping includes white vinyl top and pleated skirting on three sides.\*

\* Optional 4th side draped: \_\_\_\_\_ ft. @ \$2.50 per linear ft. = \_\_\_\_\_

WOOD TABLE TOP RISERS & DRAPING

Table with columns: Description, Discount Rate, Standard Rate. Rows include 1' x 4' Table Top Riser 12" High, 1' x 6' Table Top Riser 12" High.

Draping: White Only

Summary table with rows: SUB TOTAL \$, 6.00% Sales Tax \$, TOTAL \$.

PAYMENT POLICY: We require your credit card authorization to be on file with Hollins Exposition Services. 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 on the enclosed "Payment Policy and Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT Greenville RV Show PLEASE TYPE OR PRINT

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) X (Signature)

PHONE ( ) DATE