



EXHIBITORS GUIDE

AFCEA TIDEWATER INTEGRATED COMBAT SYMPOSIUM
May 4th - 6th - Hampton Roads Convention Center,
1610 Coliseum Dr, Hampton, VA 23666

Need Help?

Do you need something you do not see in this guide?

Call or email Ampa Events Customer Service:
(804) 358-5451 - info@ampaevents.com

QUICK FACTS



804.358.5451
info@ampaevents.com
www.ampaevents.com

AMPA EVENTS & AFCEA

WHAT WE PROVIDE

Through our partnership with AFCEA, each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, (1) 6' x 2' Table, (2) gladiator chairs, (1) waste basket, and (1) 7" x 44" one-line booth identification sign.

EXHIBITION SCHEDULE

EXHIBITOR MOVE-IN

Monday May 4, 2026 8:00 am - 4:00pm

EXHIBITOR BREAKDOWN

Wednesday May 6, 2026 3:00 pm - 8:00pm

EXHIBIT HOURS

Tuesday May 5, 2026 7:30 am - 6:00pm

Wednesday May 6, 2026 7:30 am - 3:00pm

DEADLINES

- | | |
|--|--|
| 1. Equipment and Services - Regular: | April 10, 2026 |
| 2. Equipment and Services - Rush: | April 13, 2026 - April 24, 2026 |
| 3. Equipment and Services - Special: | April 27, 2026 |
| 4. Payment: Checks drawn on US banks for US companies: | March 27, 2026 |
| 5. Material Handling - Shipping to the
Ampa Advance Warehouse | - Arrive by: April 6, 2026
- Not before: March 30, 2026 |

OUR SERVICES

Design - Team of professionals provide design solutions to meet goals both graphically and custom fabrication.

Custom Booth - Ampa offers both custom printed booth and full service fabrication allowing us to build a booth to help tell a story and start conversations.

Printed Signs - Ampa's in house graphics team will manage files, design solutions and delivery products to your booth.

Flooring - To enhance the appearance and for comfort, please consider carpet and padding rentals.

Rental Furniture, Decor, & A/V - An inventory of chairs, tables, displays, lighting, TV's, AV equipment and other support gear available to rent.

Installation & Dismantle - Ampa installers are at your service to build your booth. We are able to install any stand or display.

Cleaning - We offer daily booth cleaning services, waste disposal, and recycling.



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QUICK FACTS

CUSTOMER SERVICE

If you need assistance with trade show services and orders please call our Customer Service at (804) 358-5451 Toll Free US & Canada or +1 (800) 358-5451 Local & International or Email info@ampaevents.com.

MATERIAL HANDLING - DRAYAGE - CARTAGE - EXHIBIT TRANSPORTATION

All equipment, displays and materials may be shipped to Ampa Events warehouse for delivery to the **Building Name** for security screening. You may carry small items with you through pedestrian entrances where security screening will take place per person.

SHIPPING INFORMATION - ADVANCE WAREHOUSE

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
AFCEA Tidewater Integrated Combat Symposium
C/O AMPA EVENTS
6701 Janway Rd.
Henrico, VA 23220

RECEIVING DATES

Ampa Events will accept crated, boxed or skidded materials beginning **Monday, April 6th 2026**, at the above address. Material arriving after **Monday, April 24th 2026** will be received at the warehouse with an additional after deadline charge. Warehouse Materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 4:00 PM. If required, provide your carrier with this phone number: (804) 358-5451

CERTIFIED WEIGHT TICKETS MUST ACCOMPANY ALL SHIPMENTS.

DISPOSAL, RECYCLING, WASTE

Please be aware that disposal of exhibit properties is not included as part of the material handling charges. Please contact Ampa Events for quoted rates and rules applicable to recycling of exhibit properties. If waste is left behind by exhibitor, a disposal fee will be charges.



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EXHIBIT RENTALS

CUSTOM BOOTHS

COSTUM BOOTHS/STANDS

When it comes to your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Ampa. With unique and eye catching rental options that meet your budget requirements, we'll have your display ready.

STREAMLINE AND EFFECTIVE

Our tension displays consist of lightweight but durable aluminum hardware and a fabric dye sublimated print. The hardware is inserted inside the print, much like a pillow into a pillowcase. The fabric print is stretched tight across the frame and zipped closed.



Tension Fabric Wall, 8' wide
\$855

With Printed Podium
\$1,655



Tension Fabric Wall, 10' wide
\$1,035

With Printed Podium
\$1,835

Lighting Systems rental \$185.50

EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth M: \$5,775

This Custom Printed Kit Includes:

- 1pc 10ft Flat & Durable Tension Fabric Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Flat Tension Fabric Header
- 1pc Custom 6ft (Width) x 7.5ft (Height) x 2.6ft (Depth) 7-Shaped Arch Monitor Display Banner Stand
- 1pc Monitor Bracket (Supports 40" Monitor up to 32 lbs)
- 1pc Snake-like/Serpentine Brochure & Literature Banner Stand
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



Custom Booth 9: \$7,700

This Custom Printed Kit Includes:

- 1pc Custom 9.8ft (Width) x 7.5ft (Height) x 6.5ft (Depth) C-Shaped Tension Fabric Enclosure
- 1pc Custom Highboy Bar Height Cocktail Table with Graphic Cover
- 1pc Tension Fabric iPad, Tablet & Literature Banner Stand
- 1pc Curved Top Tension Fabric Banner Stand
- 2pcs Arm Shelves for Top Tension Fabric Banner Stand
- 2pcs Banner Stand LED Lights with Clip

Monitor and Flooring priced separately.

EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth 25: \$4,775

This Custom Printed Kit Includes:

- 1pc 10ft Flat & Durable Tension Fabric Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Flat Tension Fabric Header
- 1pc Snake-like Monitor Tension Fabric Banner Stand
- 2pcs Trade Show Display LED Lights & Clips
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



Custom Booth U: \$6,050

This Custom Printed Kit Includes:

- 2pcs Custom 6.4ft (Width) x 7.5ft (Height) Flat Backwall Displays
- 1pc Custom 3.2ft (Width) x 8.2ft (Height) Angled Backwall Display
- 1pc Custom 65in (Width) x 12in (Height) Oval Fabric Header
- 1pc 1.6ft (Width) x 2.9ft (Height) Tension Fabric Shelving Kit
- 1pc 3.2ft (Width) x 3.6ft (Height) x 0.75ft (Depth) Rack Shelving Kit
- 2pcs Trade Show Display LED Lights & Clips
- 1pc 6ft Stretch Fit Back-Zippered Table Cover Custom Printing

Monitor and Flooring priced separately.

EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth L: \$6,800

This Custom Printed Kit Includes:

- 1pc Custom Highboy Bar Height Cocktail Table with Graphic Cover
- 1pc Custom 9.8ft (Width) x 7.4ft (Height) x 9.6ft (Depth) Curved Backwall Angled Tension Fabric Enclosure
- 1pc Tension Fabric iPad, Tablet & Literature Banner Stand
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



Custom Booth K: \$6,975

This Custom Printed Kit Includes:

- 1pc Custom Highboy Bar Height Cocktail Table with Graphic Cover
- 1pc Custom 9.8ft (Width) x 8.3ft (Height) x 7.5ft (Depth) C-Shaped Tension Fabric Enclosure
- 1pc Stylish Monitor/TV, iPad, Tablet & Literature Banner Stand
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth C: \$7,295

This Custom Printed Kit Includes:

- 1pc Custom 6.4ft (Width) x 7.5ft (Height) Flat Tension Fabric Backwall Displays
- 1pc Custom 3.2ft (Width) x 8.2ft (Height) Angled Top Tension Fabric Backwall Display
- 1pc Custom 65in (Width) x 12in (Height) Oval Tension Fabric Headend
- 1pc Tension Fabric iPad, Tablet & Literature Banner Stand
- 1pc Hard Case to Podium with Custom Printed Graphic
- 1pc Trade Show Display LED Lights & Clips
- 1pc Four-Layer Collapsible Triangular Display Tower Counter

iPad and Flooring priced separately.



Custom Booth 26: \$4,975

This Custom Printed Kit Includes:

- 1pc Custom 10ft Curved & Collapsible Tension Fabric Trade Show Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Curved Tension Fabric Header
- 1pc Monitor Display Table Banner Stand
- 2pcs Trade Show Display LED Lights & Clips
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.

EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth 19: \$4,575

This Custom Printed Kit Includes:

- 1pc 10ft Flat & Durable Tension Fabric Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Flat Tension Fabric Header
- 1pc Tension Fabric iPad, Tablet & Literature Banner Stand
- 2pcs Trade Show Display LED Lights & Clips
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



Custom Booth 18: \$4,575

This Custom Printed Kit Includes:

- 1pc Custom 10ft Curved & Collapsible Tension Fabric Trade Show Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Curved Tension Fabric Header
- 1pc Tension Fabric iPad, Tablet & Literature Banner Stand
- 2pcs Trade Show Display LED Lights & Clips
- 1pc Hard Case to Podium with Custom Printed Graphic

Monitor and Flooring priced separately.



EXHIBIT RENTALS

CUSTOM BOOTHS



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Custom Booth 16: \$5,475

This Custom Printed Kit Includes:

- 1pc Custom 3ft (Width) x 8.2ft (Height) Flat Top Tension Fabric Backwall Displays
- 1pc Custom 6.4ft (Width) x 7.5ft (Height) Angled Top Tension Fabric Backwall Displays
- 1pc Hard Case to Podium with Custom Printed Graphic
- 1pc Monitor Bracket (Supports 40" Monitor up to 32 lbs)
- 1pc Trade Show Display LED Light & Clip
- 1pc 1.6ft (Width) x 2.9ft (Height) Tension Fabric Shelving Kit (Supports up to 20 lbs)

Monitor and Flooring priced separately.



Custom Booth 17: \$5,775

This Custom Printed Kit Includes:

- 1pc 10ft Flat & Durable Tension Fabric Backwall Display
- 1pc Custom 58in (Width) x 12in (Height) Flat Tension Fabric Header
- 1pc Custom 1.7ft (Width) x 7.5ft (Height) Tension Fabric Monitor Ban
- 2pcs Trade Show Display LED Lights & Clips
- 1pc Hard Case to Podium with Custom Printed Graphic
- 1pc Monitor Bracket (Supports 40" Monitor up to 32 lbs)

Monitor and Flooring priced separately.



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EXHIBIT RENTALS

BANNERS & SEG



Standard Retractable
33" x 81"
\$375



Deluxe Retractable
47" x 31"
\$475



Tabletop Banner Stand
11.5" x 17.5"
\$175



3ft SEG Fabric Stand
Double Sided
\$875



10ft SEG Fabric Double-Sided Display
\$2275



Step & Repeat Backdrop 9x8
\$1175



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EXHIBIT RENTALS

TENSION FABRIC



8ft Curve Tension Fabric Display
\$1425



10ft Curve Tension Fabric Display
\$1625



8ft Curve Velcro Fabric Pop Up Display
\$1475



8ft Straight Velcro Fabric
Pop Up Display
\$1075



10ft Curve Velcro Fabric
Pop Up Display
\$1575



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EXHIBIT RENTALS

TENSION FABRIC



Printed TV Wall Display Case
(Order TV Separately) \$1975



Printed Wall Sections
3 x 8 \$1475
4 x 8 \$1575



Printed Wall Display Case
4x8 \$1875



Printed Wall Solid
3 x 8 \$1175
4 x 8 \$1275
(TV Priced Separately)



Printed Wall Display Case
4x8 \$1875

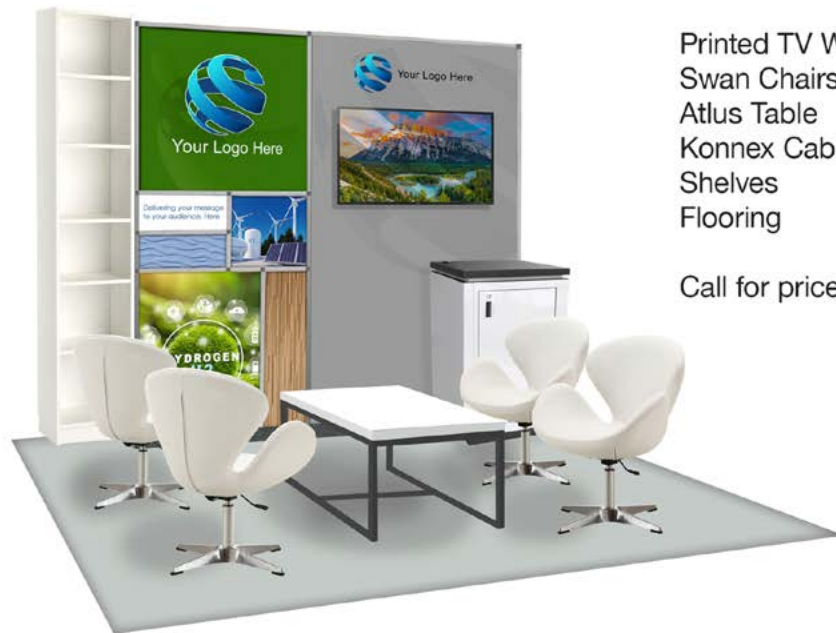


Printed Wall Locking Cabinet
4x8 \$2475

Heavy duty metal locking display stand cabinet: Great as computer stand or for heavy displays.

EXHIBIT RENTALS

HARD WALLS WITH FURNITURE



Printed TV Wall
Swan Chairs
Atlas Table
Konnex Cabinet
Shelves
Flooring

Call for price



Printed TV Wall
Barcelona Chairs
Emily Loveseat
Display

Call for price

Ampa's Alite Modular Wall Systems

- Printing options include: full wall or multiple sections.
- Mix and match sections of "message" and sections of designer materials.
- Add display cases, cabinets, shelves and furniture options for infinite possibilities!

EXHIBIT RENTALS

DECORATIVE WALLS



Boxwood Wall w/ Curved Sides,
10' W x 8' H x 1'-6" D
\$1575



Boxwood Wall w/ Chestnut Frame,
4' W x 8' H
\$775



Boxwood Wall w/ White Frame,
4' W x 8' H
\$775



Nantucket White Square Panel Wall, 8'
\$825



Corrugated Tin Wall,
4' W x 8' H
\$325



Tiled Garden Wall, Green & White
4' W x 8' H
\$575



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EXHIBIT RENTALS

AV EQUIPMENT



SMART TV

ORDERED BY APRIL 10

ORDERED BY APRIL 13-24

QTY

TOTAL

☐ 122" LED VIZIO Smart TV	\$275	\$375		
☐ 32" LED VIZIO Smart TV	\$375	\$575		
☐ 40" LED VIZIO Smart TV	\$475	\$575		
☐ 55" 4K LED Smart TV VIZIO	\$975	\$1175		
☐ 65" 4K LED Smart TV VIZIO	\$1275	\$1475		
☐ 75" 4K LED Smart TV VIZIO	\$1575	\$1775		
☐ Charging Station	\$425	\$450		
☐ Monitor Stands	\$175	\$200		
☐ Dongles/Adaptors	\$50	\$75		
☐ Laptops & iPads	Call for price and model options			
☐ iPods				
☐ Printer				

NAME _____

ADDRESS _____

PHONE/EMAIL _____

SIGNATURE _____

EXHIBIT RENTALS

TABLE COVERS & GENERALS



Custom Printed Tablecloth
Closed Back
4ft Table: \$275
6ft Table: \$335
8ft Table: \$390



Custom Printed Tablecloth
Open Back
4ft Table: \$275
6ft Table: \$335
8ft Table: \$390



Solid Black Stretch Table Cover
For 6' Table: \$65
For 8' Table: \$75



Custom Printed Stretch Table
Cover For 6' Table: \$435
For 8' Table: \$515



Skirted Table
6ft x 2ft: \$95



Poster with Stand 22 x 28
Single Sided \$195
Double Sided \$325



Lanyard/Bag Rack
\$65



Aluminum Fold Easel
\$35



Brochure Rack
\$75



Lighting Systems
\$185



Podiums
\$800



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EXHIBIT RENTALS

SOFAS



Emily Loveseat
\$415



Eleni Gray Velvet
\$495



Eleni Letter
\$495



Eleni Citron
\$495



Eleni Margherita
\$495



Eleni Navel
\$495



Michael Tan Sofa
\$495



Chesterfield Sofa
\$495



Stanford Button Tufted
\$495



Emerald Sofa
\$495



Ripley White
\$495

EXHIBIT RENTALS

ACCENT CHAIRS



Barcelona Chair, Black
\$375



Barcelona Chair, White
\$375



Split Back Chair
\$375



Ripley Chair
\$375



Java Aviator Chair
\$425



Simon Leather Club Chair
\$250



Stanford Button Tufted
\$375



Eleni Leather Camel
\$375



Barcelona Chair, Wood Slat
\$295



Swan Swivel Chair
\$295



Mid Modern Green Lexi
\$295



Eleni Velvet Navy
\$375



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EXHIBIT RENTALS

ACCENT CHAIRS



Black Link Powell
\$295



French Country
Taupe \$295



French Country Black
\$295



Ghost Chair Clear
\$60



Director's Chair
\$50



Uptown Bistro, Mocha
\$60



Gladiator White
Folding Chair
\$7



Teak Arm Chair
\$175



Metro Metal Armchair,
Available in: Black, White, and Red
\$35 each



Gunmetal Armchair, Wooden Seat
\$45



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EXHIBIT RENTALS

BENCH & OTTOMAN



Finland Bench, White
\$295



Teak Bench
\$295



White Lounge Ottoman
\$200



18" Cube
Ottoman, Damask
\$125



18" Cube Ottoman,
Orange Pattern
\$125



18" Cube
Ottoman, Purple
\$125



18" Cube
Ottoman, Silver
\$125



18" Patterned
Square
Ottoman \$125



18" Cube Ottoman,
Set of 3
\$200



18" Cube Ottoman,
Set of 3
\$200

EXHIBIT RENTALS

BARSTOOLS



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Ghost Barstool,
Clear
\$75



Galvanized Metal,
Wood Seat, Low Back
\$95



Gladiator
Folding Chair
\$15



Brown Leather
Regal Barstool
\$95



Stainless Steel "Z"
Barstool, White Seat
\$95



Stainless Steel "Z"
Barstool, Black Seat
\$95



Standard
Wood Barstool
\$65



Directors Chair
Tall
\$75



Metro Metal Barstool
Available in: Black, White, Red, Orange, Yellow, Green, Teal, Blue and Purple
\$65



White Tufted Barstool
\$65

EXHIBIT RENTALS

SHELVES, PROPS & GENERAL



Bronco Popcorn Machine
w/ supplies
Call



Large Brass Raffle Drum
\$125



Silver Raffle Drum
\$95



Prize Wheel of Chance
\$125



Rope and Stanchion
\$35



Live Palm
\$150



Live Fern
\$85



Boxwood Cone Topiary
\$35



Large Shelf 58 x 58 x 15
\$395



Small Shelf 31 x 58 x 15
\$325



M Shelf 53 x 71 x 14
\$395



Small Chalk 24 x 36 x 22
Board \$150

EXHIBIT RENTALS

COLUMNS & TABLES



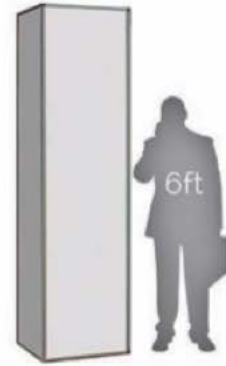
Branded Meeting Cubes
\$395
(Order Printing Separately)



Standard Column w/ Cube Top
\$375
(Order Printing Separately)



Display Arch
\$475
(Order Printing Separately)



Lit Column, Standard
\$275



Chestnut Stain Butcher Block
Communal Table, 8'
\$75



White Speckled Communal Table, 8'
\$75



Black Speckled Communal Table, 8'
\$75



Acrylic Communal Table, 8'
\$185



Registration Desk, Curved, 6'
Custom Printing, Lights Available
\$725



Acrylic Communal Table, 8'
\$525
(Order Printing Separately)

EXHIBIT RENTALS

TABLES



Black Speckled Cafe Table
\$35



Butcher Block Cafe Table,
Chestnut Stain
\$55



White Speckled Cafe Table
\$35



Cocktail High: Polished
Aluminum Round
\$125



Eden Gold Coffee Table
\$125



Barrel Pub High Boy Table
\$125



Round Cafe Table
White, Black,
Mahogany
\$75



Besto Cocktail High
Chestnut Birch Top
\$75



Mahogany Cocktail High
Table
\$125



Atlas White Coffee Table
\$125



Lit Cocktail High w/ Acrylic
Top & Custom Print
\$150
Printing Sold Separately



Lit Cocktail High w/ Acrylic Top & Spring
Grass Theme
\$175



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EXHIBIT RENTALS

CARPET & FLOORING

AMPA'S BOULEVARD CARPET



Blue



Cabernet



Cardinal



Emerald



Grape



Graphite



Lemon



Ocean



Onyx



Orange



Sapphire



Silver



Stone



Tan

PRICE AND INSTALLATION

Standard Exhibit Carpet, 10x10 = 575, Carpet Padding = 175 **(Before April 10, 2026)**

RUSH Exhibit Carpet, 10x10 = 975, Carpet Padding = 275 **(Between April 13 - 24, 2026)**

Labor = minimum labor fees apply, see Install and Dismantle Labor (I&D).

AMPA'S EXPO FLEX ROLLABLE VINYL — CALL FOR PRICING



Black wood



Dark Maple



Onyx



Snow



Barn wood



Concrete



Gray



Silver wood



White wood



Ash



Birch



Dark maple



Light maple

FLOORING ORDER

PRODUCT FLOORING	COLOR VERSION	PRICE
BOULEVARD CARPET		
EXPO VINYL		

METHOD OF PAYMENT



804.358.5451
info@ampaevents.com
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INCLUDE THIS FORM WITH YOUR ORDER

Show Name: _____
Company Name: _____ Booth #: _____
Address: _____ Booth Size: _____ x _____
City/State/Zip: _____ Customer #: _____
Phone #: _____ Ext: _____ Fax #: _____

BY SUBMITTING THIS FORM VIA E-MAIL OR ORDERING MATERIALS OR SERVICES FROM AMPA, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.

Contact Name: _____ Signature: _____
Contact's E-mail: _____
E-mail For Invoice: _____

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's mail.

ORDERING INSTRUCTIONS

Please review the following pages for products and services that are available. If you do not see a product or service desired, please call customer service for assistance.

- E-mail a summary order. Bookkeeping office will create an invoice for review.
- Remember to order in advance to save time and money.
- Orders received without payment or after the discount price deadline will be charged at rush price.
- Invoices will be sent by e-mail.
- Missed deadline will result in additional fees.
- All shipping of equipment to the venue and removal of equipment from the venue may be managed by Ampa and our fleet of trucks. All equipment will be scanned at federal security, scanning facilities prior to delivery to the venue. Ampa shall receive all client equipment at Ampa's warehouse and return ship from Ampa's warehouse post event.

METHOD OF PAYMENT

☐ COMPANY CHECK

Please make check payable to: Ampa Events. Checks must be in U.S. funds drawn on a U.S. bank. Deadline: **March 27, 2026**

☐ BANK TRANSFER

Call or email for assistance for bank credit cards. Deadline: **April 6, 2026**

☐ CREDIT/CREDIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advanced orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include any charges which Ampa may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

Account No.: _____ Exp. Date: _____ Security Code: _____
Cardholder Name (Print): _____
Cardholder Billing Address: _____
City/State/Zip: _____
Signature: _____

MATERIAL HANDLING



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SHIP TO ADVANCE WAREHOUSE

Show Name: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Booth Size: _____ x _____

Phone #: _____ E-mail Address: _____

BY SUBMITTING THIS FORM VIA E-MAIL OR ORDERING MATERIALS OR SERVICES FROM AMPA, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.

Signature: _____

Printing Name: _____

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

Credit card information must be on file prior to pick up, as charges will be included on your show services invoice. International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs.

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

- ☐ I will ship to the Ampa Advance Warehouse:
AMPA EVENTS / Exhibiting Company Name / Booth #
AFCEA Tidewater Integrated Combat Symposium
C/O: AMPA EVENTS
6701 JANWAY RD.
HENRICO, VA 23228

- **MUST BE DELIVERED BY May 31, 2024**
- **CANNOT BE DELIVERED BEFORE May 13, 2024**
- **RECEIVING BETWEEN JUNE 3 TO JUNE 7 BY SPECIAL SERVICE ON A CASE BY CASE BASES AND WITH ADDITIONAL FEES.**

SHIPPING INFORMATION ORDER OUTBOUND

Items to be shipped
Number of Pieces _____ Est. Weight _____

____ Crates (wooden) _____
____ Cartons (cardboard) _____
____ Cases/Trunks (fiber) (color _____) _____
____ Skids/Pallets _____
____ Other (_____) _____
____ Carpet (color _____) _____
____ Total _____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Ampa Events. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address: _____

Number of Labels: _____

SEND THIS COMPLETED FORM VIA:

E-mail: info@ampaevents.com

A CUSTOMER SERVICE OPERATIVE WILL CALL
YOU TO CONFIRM RECEIPT OF ORDER AND
FINALIZE DETAILS.

MATERIAL HANDLING



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INCLUDE THIS AMPA EVENTS METHOD OF PAYMENT FORM WITH YOUR ORDER

Show Name: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Booth Size: _____ x _____

Phone #: _____ E-mail Address: _____

BY SUBMITTING THIS FORM VIA E-MAIL OR ORDERING MATERIALS OR SERVICES FROM AMPA , YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.

Signature: _____

Printing Name: _____

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING:
(See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday
OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

	Description	Price Per CWT	200lb. Minimum
RATE CLASSIFICATIONS:	Warehouse Shipment (200 lb. minimum)		
	Crated or Skidded Shipment	\$ 150.00	\$ 300.00
	Special Handling Shipment	\$ 225.00	\$ 450.00
	Small Package Max 30lbs	\$ 45.00	
ADDITIONAL SURCHARGES:	Shipment Delivered after Deadline Date (in addition to above rates)		
	Warehouse Shipment after Deadline	\$ 50.00	\$ 100.00
	Overtime Charge - Inbound (in addition to above rates)		
	Crated or Skidded Shipment	\$ 50.00	\$ 100.00
	Special Handling Shipment	\$ 60.00	\$ 120.00
	Uncrated or Pad Wrapped Shipment	\$ 60.00	\$ 120.00
	Carpet and/or Pad Only Shipment	\$ 60.00	\$ 120.00
	Overtime Charge - Outbound (in addition to above rates)		
	Crated or skidded Shipment	\$ 50.00	\$ 37.00
	Special Handling Shipment	\$ 60.00	\$ 100.00
	Uncrated or Pad Wrapped Shipment	\$ 60.00	\$120.00
	Carpet and/or Pad Only Shipment	\$ 60.00	\$120.00
	Mobile Spotting Fee	\$ 60.00	

DESCRIPTION	WEIGHT CWT	PRICE PER CWT	ESTIMED TOTAL COST (200LB MIN)
	÷ 100 =		
Surcharges	÷ 100 =		
		TAX	N/A
		Total	

SHIPPING HANDLING



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OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

Show Name: _____
Company Name: _____ Booth #: _____
Contact Name: _____ Booth Size: _____ x _____
Phone #: _____ E-mail Address: _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BEHAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

SHIP TO: Company Name: _____
Delivery Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Phone #: _____ ATTN: _____
Special Instructions: _____

BILL TO: ☐ Same as Ship to: _____
Company Name: _____
Delivery Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ **Ampa Exhibit Transportation**

No need to schedule your outbound shipment.
Charges will appear on your Ampa invoice.

Other Carrier:

Carrier Name: _____

Carrier Phone: _____

Select a Level of Service:

- ☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Deferred: Delivery within 3-5 business days

- ☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

- ☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

- ☐ Lift gate required
☐ Air ride required
☐ Residential

Select Desired Number of Labels:

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

AMPA EVENTS

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 29, 2025

TO:

C/O:AMPA EVENTS

6701 JANWAY RD.

HENRICO, VA 23228

WAREHOUSE

EVENT: AFCEA TIDEWATER INTEGRATED 2026

BOOTH NO: NO. OF PCS

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.

AMPA EVENTS

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 29, 2025

TO:

C/O:AMPA EVENTS

6701 JANWAY RD.

HENRICO, VA 23228

WAREHOUSE

EVENT: AFCEA TIDEWATER INTEGRATED 2026

BOOTH NO: NO. OF PCS

INCLUDE THIS FORM WITH YOUR ORDER

Show Name: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Booth Size: _____ x _____

Phone #: _____ E-mail Address: _____

BY SUBMITTING THIS FORM VIA E-MAIL OR ORDERING MATERIALS OR SERVICES FROM AMPA, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.

Signature: _____

Printing Name: _____

DIGITAL GRAPHICS

Ampa has the capabilities to provide you with the finest digital graphic reproduction available, including dye sublimation, four-color, photo-quality, high resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.

\$23.50 per sq. ft. discount price - Order by April 10, 2026
\$30.50 per sq. ft. standard price - Order by April 13 - 24, 2026
(After April 24th on a case by case bases)

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges.
- Digital file, including all linked art and complete font list, need be packaged and included for project submission.

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|-------------------------------------|------------------------------------|
| ☐ Foam core | ☐ Masonite |
| ☐ PVC | ☐ Plexi |
| ☐ Gator foam | ☐ Eco-Board |
| ☐ Sintra | ☐ Other |

CUSTOM GRAPHIC DESIGN SERVICES

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

Graphics Designers are available at \$250.00/hr with a minimum 2hrs per project. Designers shall present options for review and allow client edits as needed. All services are billed per hour.

Submitting Graphic Design Files

Files below 10 MB can be delivered via email. Larger files may be posted to Ampa's FTP site. You may get the password and other needed information from your Ampa service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (800) 358-5451 for assistance.

MAKING LIFE EASY

Ampa specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Ampa has the resources and capabilities to ensure the most successful show experience possible.

INSTALLATION & DISMANTLE LABOR

Ampa installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Ampa installation & dismantling experts will get the job done as an extension of your team.

If You Use Ampa Staff

Exhibits can be set up prior to your arrival under the direction of Ampa I&D supervisors.





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LABOR OPTIONS

INCLUDE THIS AMPA EVENTS METHOD OF PAYMENT FORM WITH YOUR ORDER

Show Name: _____

Company Name: _____ Booth #: _____

Contact Name: _____ Booth Size: _____ x _____

Phone #: _____ E-mail Address: _____

BY SUBMITTING THIS FORM VIA E-MAIL OR ORDERING MATERIALS OR SERVICES FROM AMPA , YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN THIS SERVICE MANUAL.

Signature: _____

Printing Name: _____

DISPLAY LABOR

Description		Advance Price	Show Site Price
Straight Time	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 95.00	\$ 125.00
Over Time	6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
	6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 142.50	\$ 187.50
Double Time	12:00 Midnight to 6:00 A.M. and recognized holidays	\$ 190.00	\$ 250.00

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Ampa supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions & inbound shipping information with this order.

INSTALLATION LABOR

☐ Ampa Supervised Labor - Please check box for customer service.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor) For AFCEA - Service on a case by case basis.

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs.	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	= _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	= _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	= _____	_____	@ \$ _____	= \$ _____
Ampa Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ _____
Total Installation						= \$ _____



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LABOR OPTIONS

INCLUDE THIS AMPA EVENTS METHOD OF PAYMENT FORM WITH YOUR ORDER

DISMANTLE LABOR

☐ Ampa Supervised Labor - Please check box for customer service.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor) For AFCEA - Service on a case by case basis.

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs.	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
Ampa Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ _____
Total Installation						= \$ _____

TERMS & CONDITIONS



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PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between AMPA and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH AMPA; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH AMPA.

DEFINITIONS

For purposes of this Contract, "AMPA" means Ampa Entertainment, Inc. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors AMPA may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of AMPA except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 48 hours prior to the scheduled start time. If Boulevard Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond AMPA'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AMPA will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the AMPA Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, AMPA requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, AMPA requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in Henrico, VIRGINIA 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%, and future orders will be on a prepaid basis only. If any nance charge hereunder exceeds the maximum rate allowed by applicable law, the nance charge shall automatically be reduced to the maximum rate allowed, and any excess nance charge received by AMPA shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and AMPA relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to AMPA for its services, as an offset against the amount of any alleged loss or damage. Any claims against AMPA shall be considered a separate transaction, and shall be resolved on its own merits. AMPA reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that AMPA may be obligated to pay on behalf of EXHIBITOR, including without

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limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, AMPA hereby provides notice that it reserves the right, and EXHIBITOR authorizes AMPA, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless led in writing, by Exhibitor, prior to the close of the event. AMPA is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold AMPA, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL AMPA BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless AMPA, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through AMPA in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with AMPA'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend AMPA from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to AMPA employees, and/or property damage arising out of work performed by labor provided by AMPA but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of AMPA includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by AMPA to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO AMPA'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH AMPA. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH AMPA.

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MATERIAL HANDLING TERMS

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to AMPA's warehouse or to an event site for which AMPA is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with AMPA. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact AMPA for your quoted rates and rules applicable to disposal of your exhibit properties.

1. DEFINITIONS. For purposes of this Contract, AMPA means Ampa Entertainment, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall AMPA be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. AMPA shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. AMPA shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. AMPA does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **AMPA ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed. AMPA assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without AMPA labels; or improper information on empty labels. **AMPA WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **AMPA IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** AMPA recommends the securing of security services from Facility or Show Management. All MHA's submitted to AMPA by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to AMPA and the actual count of such items in the booth at the time of pickup. AMPA is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. AMPA assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. AMPA loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **AMPA ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DIS- APPEARANCE OF EXHIBITOR'S MATERIALS THAT**

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ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.

6. DESIGNATED CARRIERS. AMPA shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL AMPA BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE AMPA's performance hereunder is subject to, and AMPA shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond AMPA's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to AMPA immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from AMPA's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against AMPA **more than one (1) year after** the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and AMPA relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due AMPA for its services as an offset against the amount of any alleged loss or damage. Any claims against AMPA shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, AMPA's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL AMPA BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF AMPA OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF AMPA HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of AMPA's maximum liability stated herein. AMPA will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, AMPA WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN Henrico COUNTY, VIRGINIA.

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11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless AMPA from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through AMPA; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants AMPA a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of AMPA and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by AMPA on its behalf, services performed, materials and/or labor from time to time provided by AMPA to or for the benefit of Exhibitor ("Obligations"). AMPA shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that AMPA is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. AMPA may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to AMPA for material handling services, waives and releases all claims against AMPA with respect to all matters for which AMPA has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF AMPA PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS AMPA, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

DO YOU REQUIRE AIR CARGO OR MOTOR CARGO SERVICE? IF YES, PLEASE CONTACT CUSTOMER SERVICE AT (804) 358-5154 FOR DETAILED TERMS AND CONDITIONS.