



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

Street Address:  
 121 North Chimney Rock Road  
 Greensboro, NC 27409  
 Fax: (336) 315-5220



Official Service Contractor

Index of Services

## AUDIO ADVICE LIVE

Sheraton Hotel Raleigh  
 Raleigh, NC  
 August 2-4, 2024

For your convenience, the services and show information from HOLLINS Exposition Services have been organized as follows.

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Show Information

HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for Audio Advice Live. 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. Save money - order early! Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

**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, Master Card, 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.

**(A) 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. identification sign
- one wastebasket with liner

**(F) DISCOUNT RATES**

If you need additional booth furnishings, utilities, installation and dismantle labor, or drayage service, please use the enclosed order forms. To qualify for Discount Rates, we must receive your order with full payment by July 18th, unless otherwise indicated. Orders received after July 18th, orders received without payment and orders placed at the show will be processed at Standard Rates.

**(B) EXHIBITOR MOVE-IN**

Thursday, August 1, 2024: 8:00 a.m. - 8:00 p.m.

**(C) SHOW HOURS**

Friday, August 2, 2024: 10:00 a.m. - 5:00 p.m.  
Saturday, August 3, 2024: 10:00 a.m. - 6:00 p.m.  
Sunday, August 4, 2024: 10:00 a.m. - 4:00 p.m.

**(D) EXHIBITOR MOVE-OUT SCHEDULE**

Sunday, August 4, 2024: 4:00 p.m. - 12:00 a.m.  
Monday, August 5, 2024: 8:00 a.m. - 10:00 a.m.

ABSOLUTELY no dismantling of displays or packing of product is authorized before 4:00 p.m., Sunday, August 4th. The exhibit hall must be cleared by 10:00 a.m. on Monday, August 5th.

**(E) TAX**

Tax (7.25%) 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 North Carolina, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

(cont'd.)



## (H) LABOR INFORMATION

To assist you in planning your show participation in Raleigh, we are certain you will appreciate knowing in advance that HOLLINS Exposition Services labor may be required for certain aspects of your exhibit handling. Pursuant to the installation and dismantling of displays, HOLLINS Exposition Services will provide all labor other than that provided by bona fide full-time employees of the exhibitor with two exceptions: 1) The exhibitor may appoint an outside independent contractor to supervise the installation and dismantling of their display as long as the contractor complies with notification, safety and insurance requirements. 2) The Exhibitor Appointed Contractor may use their own bona fide full-time employees as outlined in the "Exhibitor Appointed Contractor Regulations". The exhibitor must notify HOLLINS Exposition Services in writing of their intent to use an outside contractor no later than 30 days prior to the first day of move-in. Please contact our office to obtain the necessary notification forms, rules and regulations covering the use of an "Exhibitor Appointed Contractor."

## (I) ASSISTANCE IN PLANNING

Analyze your exhibit needs as they relate to furnishings and services offered in this service kit. 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.

## (J) GENERAL INFORMATION

HOLLINS Exposition Services is the official service contractor for the Audio Advice Live and is responsible for the following:

**Decorating:** Decorating refers to providing furnishings, drape, carpeting, signage, etc.

**Labor:** This is for rigging, carpentry, and installation and dismantle of exhibits.

**Security:** Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. HOLLINS Exposition Services is not responsible for items left in booths unattended.

**Equipment Use:** HOLLINS Exposition Services does not lend out any equipment for use by exhibitors. If you require help with set-up of your booth, you must order labor using the forms provided.

## (K) PLEASE NOTE

No signs, merchandise or 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 rented materials from the time they are placed on the show floor until they are returned to or removed by HOLLINS Exposition Services.

## (L) 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 Exposition Services' 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.

We look forward to being of service to you and your firm. If you have questions regarding the enclosed information, please contact our Exhibitor Services Department at:

(voice) 336-315-5225

(fax) 336-315-5220

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

## OFFICIAL SUPPLIERS

**GENERAL SERVICE CONTRACTOR:**  
(Furnishings, Cleaning, Utilities, Labor, Drayage)

HOLLINS EXPOSITION SERVICES  
121 North Chimney Rock Road  
Greensboro, NC 27419  
Phone: (336) 315-5225  
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[tpugh@hollins-expo.com](mailto:tpugh@hollins-expo.com)



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## AUDIO ADVICE LIVE

Sheraton Raleigh Hotel • Raleigh, NC  
August 2-4, 2024

- 1) HOLLINS Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2) HOLLINS Exposition Services shall not be responsible for loss, theft, or disappearance of an exhibitor's materials after they have been delivered to the exhibitor's booth.
- 3) HOLLINS Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from the exhibitor's booth for loading out after the show. "Bills of lading" furnished to HOLLINS Exposition Services by the exhibitor - covering outgoing shipments - will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- 4) HOLLINS Exposition Services 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 an exhibitor's material, which may make it impossible or impractical to exhibit same.
- 5) The consignment or delivery of a shipment to HOLLINS Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor, shall be construed as an acceptance by the exhibitor (and/or other shipper) of the terms and conditions as set forth in this document.
- 6) HOLLINS Exposition Services shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. HOLLINS Exposition Services shall not be liable for loss or damage by fire, acts of God, strikes, or causes beyond its control. HOLLINS Exposition Services 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 Exposition Services is limited to thirty cents (\$.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 Exposition Services' warehouse, vehicles for delivery, or possession at show site.
- 7) Claims for loss or damage which are not submitted to HOLLINS Exposition Services 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 Exposition Services 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 the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS Exposition Services for such shipments.
- 9) Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or the exhibitor's representative. All previous labels should be removed or completely covered. HOLLINS Exposition Services assumes no responsibility for: errors to the aforementioned procedure, removal of containers with old empty labels—without HOLLINS Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.

- 10) Exhibitors should arrange for outgoing shipments during the show or immediately after its close. HOLLINS Exposition Services 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 Exposition Services shall have the authority—without further clearance from the exhibitor—to change designated carriers.
  - 12) Labor and services ordered on behalf of an exhibitor by a display builder or other party, must be so authorized in a letter from the exhibitor. Payment for all labor and services will be the responsibility of the exhibitor.
  - 13) Material handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out materials are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors 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 the responsibility of the exhibitor.
  - 14) Where an exhibitor indicates choice of carrier for pickup other than the Official Show Carrier, it is the exhibitor's responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of the exhibitor's material from the exhibit hall, 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 the exhibitor in accordance with prevailing rates for the service performed.
  - 15) HOLLINS Exposition Services will not be responsible for material left behind without orders placed at the service desk. Material left behind without orders placed at the service desk may be classified as abandoned.
  - 16) HOLLINS Exposition Services will not be responsible for any delay of rush shipments. We will expedite rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.
  - 17) EXHIBITORS 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 Exposition Services is not an insurer. Insurance, if any, must be obtained by the exhibitor. The amounts payable to HOLLINS Exposition Services hereunder are based on the value of the material handling services. The scope of HOLLINS Exposition Services liability is set forth in this document.
- 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.



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## AUDIO ADVICE LIVE

Sheraton Raleigh Hotel • Raleigh, NC  
August 2-4, 2024

## Rental Discount Price Deadline July 18th, 2024

ALL Exhibitors MUST Complete and Submit The Following Information

EXHIBITING FIRM	E-MAIL ADDRESS	Booth No.
ADDRESS		
CITY	STATE <b>X</b>	ZIP
AUTHORIZED BY: (Please type or print)	(Signature)	
TELEPHONE NO.	FAX	DATE

### SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER.

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

#### PAYMENT FOR SERVICES

Payment may be made by check drawn on a U.S. Funds Account, Master Card, 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.

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 shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS EXPOSITION SERVICES shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

#### Credit Card Authorization

<input checked="" type="checkbox"/> Master Card	<input type="checkbox"/> Express	Please Provide Expiration Date	Exp Date / Sec Code																				
<input checked="" type="checkbox"/> VISA	<input checked="" type="checkbox"/> Corporate																						
<input checked="" type="checkbox"/> American	<input checked="" type="checkbox"/> Personal																						
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Account Number																							
CARDHOLDER NAME (Please Print)																							
BILLING ADDRESS																							
CITY	STATE	ZIP																					
Please Sign		<input checked="" type="checkbox"/>																					
Cardholder's Signature																							

Calculation of Orders	TOTAL
Furnishings, Carpet, Signage and Accessories	\$
	\$
	\$
Cartload Service	\$
Installation & Dismantle Labor	\$
Cleaning Service	\$
Other Service	\$
FULL PAYMENT in U.S. Funds drawn on 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 \$

Enclosed is my check in the amount of \$

Check No.

Date

I agree in placing this order that I have accepted HOLLINS Exposition Services' terms and conditions, including HOLLINS Exposition Services "Limits of Liability and Responsibility."

Please Sign

Signature

Payment and Credit Card Charge Authorization Form

## Seating



Upholstered Arm Chair



Upholstered Side Chair



Upholstered Lounge Chair



Upholstered Stool

## Tables



Pedestal Table - 30 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Pedestal Table - 42 in. high  
24 in. diameter top (left)  
36 in. diameter top (right)



Cocktail Table  
18 in. high



Corner Table  
18 in. high



Skirted Display Table, 30 in. high  
(2 ft. x 6 ft. Table Shown)



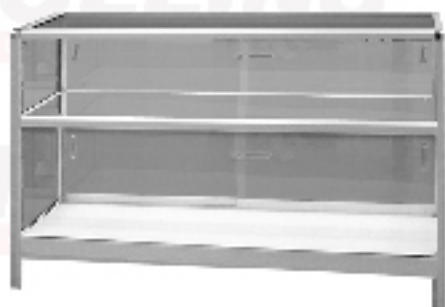
Skirted Display Counter, 42 in. high  
(2 ft. x 4 ft. Counter Shown)  
Shown with 1 ft. x 4 ft. Skirted Riser

### Skirt Colors



**Color Note:**  
Actual colors may appear different  
due to variations of computer monitors  
(@) 2012 Hollins Exposition Services  
Several colors are approximate.

### Display Cases

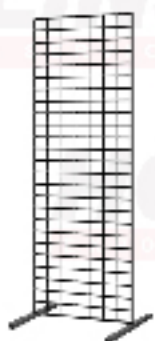


Display Case  
20 in. deep, x 5 ft. wide, full view



Display Case  
20 in. deep, x 5 ft. wide, half view

### Display Panels and Stands



Wire Grid  
2 ft. x 6 ft.



Tack/Velcro Board  
4 ft. x 8 ft.  
(can also be set as horizontal)



Perforated/  
Peg Board  
4 ft. x 8 ft.



Literature Rack,  
silver with  
4 acrylic pockets



Easel,  
Aluminum Tripod



Sign Holder,  
Chrome  
60 in. high

### Miscellaneous Accessories



Coat Tree,  
Chrome  
70 in. high



Bag Stand,  
Chrome  
48 in. high



Waterfall  
Garment Rack, Chrome  
48 in. high



Stanchion, chrome  
40 in. high (2 shown)  
Rope, Black Velvet



Ticker Tumbler, brass  
15 in. diameter



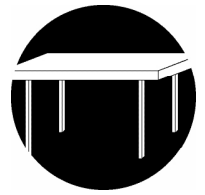
Wastebasket



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# Display Tables and Risers Order Form



Mail or fax to us as indicated above. Retain a copy for your files.

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is provided on a rental basis.  
**CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

## Rental Discount Price Deadline July 18th, 2024

### Display Tables 30" High (Skirting includes white vinyl top and pleated skirt on 3 sides.)

Quantity	Color	Description	Standard Rate	TOTAL
		2' d x 4' w Skirted Table (skirted 4 sides)	85.00	\$
		2' d x 6' w Skirted Table	95.00	\$
		2' d x 8' w Skirted Table	105.00	\$
		4th side skirted	55.00	\$

Skirting Color Preferred: (If no color is selected, Royal Blue will be provided.)

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  White  Black  Orange  Burgundy  Silver  Teal  Beige  Plum  Berry  Dusty Rose

### Display Counters 42" High (Skirting includes white vinyl top and pleated skirt on 3 sides.)

Quantity	Color	Description	Standard Rate	TOTAL
		2' d x 4' w Skirted Counter (skirted 4 sides)	95.00	\$
		2' d x 6' w Skirted Counter	105.00	\$
		2' d x 8' w Skirted Counter	115.00	\$
		4th side skirted	65.00	\$

Skirting Color Preferred: (If no color is selected, Royal Blue will be provided.)

- Red  Royal Blue  Kelly Green  Hunter Green  Gold  White  Black  Orange  Burgundy  Silver  Teal  Beige  Plum  Berry  Dusty Rose

### Risers 12" High (Skirting includes white vinyl top and pleated white skirt on 4 sides.)

Quantity	Color	Description	Standard Rate	TOTAL
	White	1' d x 4' w Skirted Riser	50.00	\$
	White	1' d x 6' w Skirted Riser	75.00	\$

### Pedestal Table (White Formica top, chrome post, star base)

Quantity	Color	Description	Standard Rate	TOTAL
	White	Pedestal Table - 30" dia. x 30" h	60.00	\$
	White	Pedestal Table - 30" dia. x 42" h	65.00	\$
	White	Pedestal Table - 36" dia. x 30" h	65.00	\$
	White	Pedestal Table - 36" dia. x 42" h	70.00	\$
	Black	Spandex Table Linen	30.00	\$

**Sub Total** \$

**7.25% State Tax** \$

**TOTAL** \$

**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 Authorization Form". Completed and signed Authorization Form must accompany your order.

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT **Audio Advice Live**

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_





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# Seating and Accessories Order Form



Mail or fax to us as indicated above. Retain a copy for your files.

Orders will be entered as checked below. Charges include placing in booth ready for use. Equipment is provided on a rental basis.  
CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

## Rental Discount Price Deadline July 18th, 2024

### Seating Chrome frame, padded seat and back

Quantity	Description	Standard Rate	TOTAL
	Upholstered Lounge Chair (white)	60.00	\$
	Upholstered Arm Chair (white)	65.00	\$
	Upholstered Side Chair (white)	65.00	\$
	Upholstered Stool with Back (30" h) (white)	75.00	\$

### Accessories

Quantity	Description	Standard Rate	TOTAL
	Cocktail Table - 24" dia. x 18" h (white laminate round top - chrome legs)	50.00	\$
	Corner Table - 17" d x 17" w x 18" h (white laminate square top - chrome legs)	50.00	\$
	Coat Tree (70" h - chrome)	60.00	\$
	Sign Holder (60" h - chrome - displays two 22" w x 28" h signs back to back)	90.00	\$
	Wastebasket (black)	25.00	\$
	Easel (60" h - floor standing - aluminum tripod)	25.00	\$
	Bag Stand (48" h - chrome)	60.00	\$
	Fishbowl	35.00	\$
	Waterfall Garment Rack (54" h - chrome)	60.00	\$
	Literature Rack (60" h - silver base - four clear acrylic pockets)	75.00	\$
	Stanchion (40" h - chrome - 6' retractable strap)	60.00	\$
	Ticket Tumbler (brass color - 15" dia.)	85.00	\$
	Display Case (20" d x 5' w x 38" h - half view)	750.00	\$
	Display Case (20" d x 6' w x 38" h - full view)	750.00	\$

**Sub Total** \$

**7.25% State Tax** \$

**TOTAL** \$

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 Authorization Form". Completed and signed Authorization Form must accompany your order.

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT Audio Advice Live

EXHIBITING FIRM \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ X \_\_\_\_\_  
(Please Type or Print) (Signature)

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: \_\_\_\_\_