



700 Monroe Street
Huntsville, AL 35801
Attn: Exhibitor Services
256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:
APPA 2026 E&O Conference

Booth Name:

Booth Number:

VBC Exhibitor Guide Index

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Important Reminders

VBC has a NO Outside Food or Drink Policy.

If you would like food or beverage at your booth, please contact Lauryn Johnson for a Booth Catering Guide.

Ljohnson@vonbrauncenter.com

Payment Policy

Orders will not be processed without a signature at the bottom of page .

Cancellation Policy

Items canceled after show move-in begins will be charged at 50% of original price.

Booth Map (Page 4)

Please be sure to mark where you'd like your electrical or internet dropped & mark where the main drop should be. (Floor changes could result in labor fees.)



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Credit Card Authorization Form

(Required for all services including drayage)

Dear Exhibitor:

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

AMERICAN EXPRESS
 VISA
 MASTER CARD
 DISCOVER

Account Number:		
Expiration Date:		CID #
Card Holder Name:		
Billing Address		
Exhibitor		Booth #
Telephone		
Email		
Signature		

A confirmation will be sent to the email address provided.

A signature is required for your order to be processed.

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**Checks should be made to "Von Braun Center" & must be received by the venue no later than 14 days prior to move-in.*



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ELECTRICAL SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox only.

The charge for service includes electrical current, installation in the most convenient location unless designated on page 4 and removal at the close of the show.

Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials. VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

Booths sharing power is not allowed. Power must be purchased through service desk to utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
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110 Voltage

20 amp or 0-2400 watts	\$175.00	\$200.00	X	
30 amp or up to 3600 watts	\$200.00	\$225.00	X	

208 Voltage

0 - 30 amps	\$200.00	\$250.00	X	
31 - 60 amps	\$250.00	\$300.00	X	
61 - 100 amps	\$300.00	\$350.00	X	
100 - 200 amps	\$350.00	\$400.00	X	
Over 200 amps	N/A	N/A	X	
Extention Cords	\$40.00	\$50.00	X	
Power Strips	\$40.00	\$50.00	X	

If cords are cut or damaged during move-in, show, or move-out, there is \$150.00 fee per cord.

Are any of these electrical connctions for your rigging? If yes, how many? _____

****Power & internet drops come from the ceiling.****

The VBC does not stock special wires or connections, please be sure to contact Exhibitor Services at least 14 days prior to move-in to order special wires or connections.

PAYMENT POLICY

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



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Please be sure to provide name & contact number of person who will be on site for set up.

Layout of Electrical Requirements

Maps must be correct & submitted 7 days prior to move-in. If not received prior to the 7 days, electrical & internet will be charged at floor pricing.

*Changing the lay out after move-in has begun may result in labor fees & may result in delays. ***

PLEASE BE SURE TO INDICATE THE LOCATION OF YOUR MAIN DROP.

****Labor fees are \$90.00 per person per hour, w/ a minimum of 2 techs for 2 hours. (minimum of \$360.00)**



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EXHIBITOR TELEPHONE SERVICE

The VBC provides all voice and data services. No third-party organizations are authorized to provide such services with out the approval of the VBC IT Department. 256-551-2286 or HWhite@vonbrauncenter.com

Item	Quantity	Advance Order	Floor Order	Total
PolyCon w/ Long Distance	X	\$500.00	\$700.00	
TOTAL				

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and Saturn Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the Exhibitor Services department with any questions (256)551-2358.

Item	Quantity	Advance Order	Floor Order	Total
RJ45 Hardline Internet (15mb)	X	\$500.00	\$1,000.00	
Dedicated Ethernet (50mb)	X	\$2,400.00	\$3,000.00	
Hub/Switch Rental	X	\$125.00	\$150.00	
Additional IP Address	X	\$150.00	\$175.00	
WIFI (per day per device)	X	\$30.00	\$50.00	
TOTAL				

**Routers will not be allowed on the network until they have been identified and the Von Braun Center has approved the device.*

*****Must order dedicated ethernet to bring in your own router.*****



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BOOTH EXPENSE SUMMARY

ITEM	TOTAL
Electrical	
Internet	
Grand Total: (No Invoicing)	

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