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# EXHIBITOR SERVICE MANUAL

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## Connecticut Golf Show

Connecticut Convention Center

Hartford, CT

March 20-22, 2015

**CAPITAL**  
convention contractors

10 Technology Drive, Suite 40 | Hudson, MA 01749  
capitalconventions.com | Fax: 508-351-9911

877-335-3700

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## GENERAL INFORMATION

**Dear Exhibitor,**

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the Connecticut Golf Show being held at the Connecticut Convention Center in Hartford, CT. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

### Each 10' x 10' booth package includes:

8' High back drape	Two chairs
3' High side drape	Wastebasket
6' draped table	Exhibitor ID sign

**Drape Color(s):** Green & White      **Carpet:** Exhibit hall is NOT carpeted

### Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Thursday,	March 19	9:00 a.m. – 4:00 p.m.
	Friday,	March 20	8:00 a.m. – 10:00 a.m.
Exhibit Hours:	Friday,	March 20	11:00 a.m. – 5:00 p.m.
	Saturday,	March 21	9:00 a.m. – 5:00 p.m.
	Sunday,	March 22	9:00 a.m. – 4:00 p.m.
Exhibitor Dismantle:	Sunday,	March 22	4:01 p.m. – 8:00 p.m.

### Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **March 6, 2015**. *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to the specific contractor providing these services.

### Important Shipping Procedures

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

**For Advance Shipping to Warehouse:** All freight shipments must be shipped prepaid and received in our warehouse no later than **March 13, 2015**. *A 35% late charge will apply if orders for advance shipping are received after this date.*

**For Direct Shipping to Show Site:** DO NOT ship exhibit materials direct to show site to arrive prior to **March 19, 2015**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

*We look forward to working with you!*

**CAPITAL CONVENTION CONTRACTORS**

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## CREDIT CARD AUTHORIZATION FORM

American Express	<b>Circle One</b> VISA	MasterCard
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**Exhibitor** \_\_\_\_\_ **Booth #** \_\_\_\_\_

### CREDIT CARD BILLING INFORMATION

**Credit Card Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Email** \_\_\_\_\_

**Phone** ( ) \_\_\_\_\_ **Fax** ( ) \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Card Holder Name** (please print) \_\_\_\_\_ **Signature** \_\_\_\_\_

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

**IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.**

### CREDIT CARD PAYMENT POLICY

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL**

**ADVANCE FLOOR ORDERS:** All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor **MUST be PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

**SALES TAX:** Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## THIRD PARTY PAYMENT POLICY

**Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:**

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

**Please indicate which of the following items/services are to be invoiced to the third party:**

- |   |  |
|---|--|
| <input type="checkbox"/> All Capital Services | <input type="checkbox"/> Freight Handling      |
| <input type="checkbox"/> Furniture/Carpet     |  |
| <input type="checkbox"/> Labor                | <input type="checkbox"/> Other (specify) _____ |

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.**

### Exhibiting Firm

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone (     ) \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

### Display House 3<sup>rd</sup> Party

Display House 3<sup>rd</sup> party \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone (     ) \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

## ORDER SUMMARY

**Payment Policy:** All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

**Calculate your order total:**

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Material Handling*	\$ _____
Furnishings & Accessories	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs & Banners	\$ _____
Standard & Deluxe Carpet	\$ _____
Miscellaneous	\$ _____
CT Tax 6.35%	\$ _____
<b>TOTAL ESTIMATED CHARGES \$</b>	<b>_____</b>

\*indicates nontaxable services

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES**

**ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW**

**ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED**

**MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS**  
 Checks must include exhibiting firm name and booth number

**RETURN VIA FAX: 508-351-9911**

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## LIABILITY AND INSURANCE BULLETIN

*Capital Convention Contractor's* liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors 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 any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills 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 Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.  
  
The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such 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 dated time.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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## **Exhibitor Rules and Regulations**

The following regulations will be enforced during events held at the Connecticut Convention Center. Any labor or material costs incurred by the Connecticut Convention Center for violation of these regulations will be billed to Show Management or to the appropriate party.

### **Building Work Rules**

- Exhibitors may load/unload uncrated materials from personal vehicles not exceeding 14-feet in length (bumper-to-bumper).
- Exhibitors may use up to three (3) of their own employees to move-in, unpack, erect, assemble, dismantle, repack, move-out and reload their own exhibits and displays. In the event more than three (3) employees are needed for the purposes stated above, the requisite labor necessary to complete the aforementioned duties, in addition to those employees up to a maximum of three (3) provided by the Exhibitor, must be arranged by the General Services Contractor.
- The use by Exhibitors of mechanized or hydraulic material moving equipment such as pallet jacks, rider jacks, forklifts and scissors-lifts is prohibited. In the event the use of such equipment is required by an Exhibitor, the services of a forklift operator must be arranged by the General Services Contractor.
- The use by Exhibitors of non-mechanized and non-hydraulic material moving equipment such as carts, dollies, luggage carriers and hand-trucks is permitted. The Connecticut Convention Center does not provide this equipment to Exhibitors.
- The use by Exhibitors of hand-held power tools and step-ladders to erect and dismantle their exhibits and displays is permitted, subject to the safety policies and regulations of the Connecticut Convention Center.

### **General Exhibitor Rules and Regulations**

1. All Exhibitors are subject to the Fire Marshal Regulations of the State of Connecticut.
2. Exhibitors may only access the loading dock during the move-in/move-out hours designated by Show Management. No Exhibitor or Vendor will be allowed access to the loading dock prior to the official start time for load in and end time of the event for load out.
3. Exhibitors will have up to 20 minutes to load/unload vehicles and are then required to immediately remove their vehicles from the loading dock area. All vehicles entering or exiting the loading dock are subject to inspection. All vehicles entering and exiting the loading dock areas agree to follow the direction of the logistics coordination on the loading dock.
4. There is no event or overnight parking permitted on the loading dock. Unauthorized vehicles will be towed at the vehicle owner's expense.
5. Exhibitors may only access the loading dock during designated move-in and move-out times. Access to these areas at any other time is prohibited.
6. Exhibitors must have their event credentials visible at all times. Exhibitors without their badges or show identification will not be permitted on the show floor.
7. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.

### **General Exhibitor Rules and Regulations (Continued)**

8. When moving crates or pallets into a carpeted area, plastic or a protective floor covering must be used to cover the carpet. When moving vehicles onto a carpeted area, plastic or plywood must be used to cover the entire route over the carpet. Vehicle wheels must be non-marking or tape must be placed over the black wheels. NO BLACK WHEELS are permitted in carpeted areas.
9. All signage, displays, etc. must be hung from structural steel ONLY by the Convention Center's contracted labor or the show's approved General Services Contractor. Hanging these items from any other surface or fixture is strictly prohibited. Items found hanging on these prohibited structures will be removed at owner's expense.
10. The fire extinguisher boxes located on each of the Exhibit Hall support columns MUST remain fully accessible at all times.
11. Adhesive backed (stick-on) decals, advertisements, or similar items may not be distributed or used at the Convention Center.
12. Holes may not be drilled, cored or punched in any surface of the Convention Center facility.
13. Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns of the Convention Center.
14. The use of staples to apply skirting to Convention Center tables is strictly prohibited.
15. Helium inflatables such as balloons are not permitted at the Convention Center.
16. Popcorn and popcorn making machines are not permitted at the Convention Center.
17. Exhibitors, Show Management or their Contract Representatives must remove all carpet or floor marking tape immediately following the event.
18. Passenger elevators and escalators may not be used for transporting freight from level to level.
19. Golf carts, forklifts, or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from Convention Center Management.
20. Food and beverage may only be distributed in 2 oz. sample sizes by an Event Sponsoring Organization or by its exhibitors, and even then only with prior written approval from Convention Center Management.
21. Food products distributed by exhibitors must be obtained through the Convention Center's Catering Department.
22. Exhibitors distributing food products must comply with City Health Codes and be self sufficient. There is NO ACCESS to the Convention Center's kitchen and/or to its food-service or food-preparation equipment.
23. Outside food and beverage is not allowed inside the Convention Center on event days.
24. The Convention Center is a non-smoking facility. Smoking is not allowed inside the Exhibit Hall or on the loading dock.
25. Children under the age of sixteen (16) years are not permitted on the loading dock or inside the Exhibit Hall during scheduled move-in, set-up, breakdown and move-out of an event.
26. During move-out, all Exhibitors must fully breakdown their booth/display before accessing the loading dock with their vehicles. Vehicle staging on the loading dock is for active loading and unloading only.
27. The Speed Limit on the loading dock is 5 Miles Per Hour.

**Please direct all questions regarding Exhibitor electric, telecommunications, booth cleaning and other Exhibitor needs to Exhibitor Services at 860-728-2640. An on-site Exhibitor Services representative will be available for questions.**

**All arrangements for temporary labor utilized by an Exhibitor must be made directly through the General Services Contractor.**



**Loading Dock Directions**  
**100 Columbus Blvd., Hartford, CT. 06103**  
**Logistics Manager: (860) 948-1969 / (860) 539-1769**



**Traveling on I-95, North and South:**

- Take I-95 N/S to Exit 48 to I-91 North (toward Hartford)
- Take Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

**Traveling on I-91 North:**

- Take I-91 North to Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

**Traveling on I-91 South:**

- Take I-91 South to Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

**Traveling on I-84 East:**

- Take I-84 East to Exit 52 to I-91 South
- Take Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit - Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

**Traveling on I-84 West:**

- Take I-84 West to Exit 54/Main Street, Hartford
- Stay in LEFT LANE
- At end of ramp, turn LEFT onto Market Street
- Take first LEFT onto Morgan Street
- Take second right onto Columbus Boulevard
- Follow Columbus Boulevard seven (7) lights
- Take a left onto Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

**Traveling on Route 2 West:**

- Take Rt. 2 West to the Downtown Hartford exit over the Founder's Bridge (Rte. 2 ends at Columbus Blvd.)
- At end of ramp, turn LEFT on Columbus Blvd.
- At 4th light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

## US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

**Booth Construction** – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

**Fire Department** – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

**Obstructions** – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

**Fire-Retardant Treatment** – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles** – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

**STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.**

## TABLE/DRAPE ORDER FORM

**Advance Order Price Deadline: March 6, 2015**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>TABLES-DRAPED</b>		4' X 2' – 30" HIGH	\$93.50	\$116.75	
		6' X 2' – 30" HIGH	\$104.00	\$130.25	
		8' X 2' – 30" HIGH	\$114.50	\$143.00	
<b>COUNTER HEIGHT TABLES-DRAPED</b>		4' X 2' – 40" HIGH	\$114.50	\$143.00	
		6' X 2' – 40" HIGH	\$135.50	\$169.25	
		8' X 2' – 40" HIGH	\$156.50	\$195.50	
<b>TABLES-UNDRAPED</b>		4' X 2' – 30" HIGH	\$51.50	\$65.25	
		6' X 2' – 30" HIGH	\$62.00	\$77.75	
		8' X 2' – 30" HIGH	\$72.50	\$90.50	
<b>COUNTER HEIGHT TABLES-UNDRAPED</b>		4' X 2' – 40" HIGH	\$57.75	\$72.50	
		6' X 2' – 40" HIGH	\$68.25	\$86.25	
		8' X 2' – 40" HIGH	\$78.75	\$98.75	
<b>TABLES-COCKTAIL FINISHED TOP</b>		30" ROUND – 30" HIGH	\$93.50	\$116.75	
		30" ROUND – 40" HIGH	\$104.00	\$130.25	
<b>TABLE RISERS</b>		4' X 10" HIGH	\$63.00	\$78.75	
		6' X 10" HIGH	\$73.50	\$92.50	
<b>TABLES-4<sup>TH</sup> SIDE DRAPE</b>		6' OR 8' TABLE	\$47.25	\$59.00	
		6' OR 8' COUNTER	\$47.25	\$59.00	
<b>CUSTOM BOOTH DRAPE</b> 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$10.00	\$14.25	
		3' HIGH PER LINEAR FT	\$7.00	\$9.00	

**\*\*IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED\*\***

<b>CIRCLE COLOR CHOICE:</b>	ROYAL BLUE	SILVER	BURGUNDY	HUNTER GREEN
	WHITE	RED	BLACK	

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

<b>SUB TOTAL</b>	\$ _____.
<b>CT TAX 6.35 %</b>	\$ _____.
<b>GRAND TOTAL</b>	\$ _____.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## BOOTH FURNISHINGS ORDER FORM

**Advance Order Price Deadline: March 6, 2015**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>CHAIRS</b>		PADDED SIDE CHAIR	\$47.25	\$60.00	
		PADDED ARM CHAIR	\$51.50	\$65.25	
		UPHOLSTERED BAR STOOL	\$62.00	\$77.75	
		FOLDING CHAIR	\$14.75	\$19.00	
<b>ACCESSORIES</b>		TRIPOD EASEL	\$26.25	\$33.75	
		GARMENT RACK	\$68.25	\$85.25	
		LITERATURE RACK	\$78.75	\$98.75	
		4' X 8' DISPLAY BOARD	\$147.00	\$183.75	
		6' SHOWCASE W/SHELVES	\$367.50	\$460.00	
		WASTEBASKET	\$17.00	\$21.00	
		RAFFLE DRUM	\$63.00	\$78.75	
		8' ALUMINUM BACK POST W/BASE	\$26.25	\$33.75	
		6'-10' ADJUSTABLE CROSS BAR	\$15.75	\$19.00	

<b>SUB TOTAL</b>	\$ _____ .
<b>CT TAX 6.35 %</b>	\$ _____ .
<b>GRAND TOTAL</b>	\$ _____ .

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## CHAIRS



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

## DRAPED TABLES



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

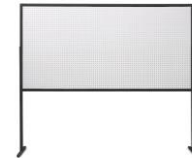
## ACCESSORIES



Tripod Easel



Garment Rack



Display Board



Literature Racks



Chrome Sign Holder



Wastebasket



Standard Counter



Display Case



Raffle Drum

**Please Note:**

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

## STANDARD & CUSTOM CARPET ORDER FORM

**Advance Order Price Deadline: March 6, 2015**

**Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.**  
**All prices include: delivery, installation, carpet tape and removal.**

**CIRCLE COLOR CHOICE:** BLUE   GREY   BURGUNDY   RED   FOREST GREEN   BLACK  
(If no color is chosen, GREY will be delivered automatically)

**STANDARD CARPET**

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$125.00	\$156.50	
	9 x 20	\$250.00	\$313.00	
	9 x 30	\$375.00	\$468.50	

**PADDING & VISQUEEN**

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.35	\$1.85	
	Visqueen	\$1.00	\$1.35	

**CUSTOM CARPET**

Minimum order of 100 square feet is required for custom carpet orders.

**Advance Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$2.60 sq. ft. = \_\_\_\_\_  
**Floor Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$3.40 sq. ft. = \_\_\_\_\_

**PRESTIGE CARPET**

Minimum order of 100 square feet is required for prestige carpet orders.

**Advance Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$5.25 sq. ft. = \_\_\_\_\_  
Please call Exhibitor Services for Prestige Carpet Color Choices

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- ❖ There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

<b>SUB TOTAL</b>	\$ _____ .
<b>CT TAX 6.35%</b>	\$ _____ .
<b>GRAND TOTAL</b>	\$ _____ .

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

## LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

**RATES:**

**Straight Time: \$ 59.00 per man-hour** - First 8 hours worked in a shift. One hour minimum.

**Overtime: \$ 88.50 per man-hour** - After 8 hours worked in a shift. One hour minimum.

### CALCULATE ESTIMATED LABOR

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____	AM _____ PM _____	X _____ X _____	\$ _____ =	\$ _____
DISMANTLE: _____	_____	AM _____ PM _____	X _____ X _____	\$ _____ =	\$ _____

**FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.**

**ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%**

**Labor Options (choose one)**     Exhibitor Supervised Labor     Capital Supervised Labor

### EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

**Company Representative:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

**Set Up Information Required:**

Booth display being shipped to:     Warehouse     Show site    Scheduled delivery date \_\_\_\_\_

Shipment consists of:     Crates     Cartons     Carpets/pads

If no carpet is being shipped, is carpet ordered through Capital?     Yes     No

Blueprints & Exhibit instructions:     Attached     Shipped with Display (Please supply advance instructions with order)

**Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.**

### ADDITIONAL OPTIONS

Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)

Shrink wrap at \$35.00 per skid \_\_\_\_\_ # x \$35.00 = \_\_\_\_\_ (include on Order Summary page)

**FULL PAYMENT MUST ACCOMPANY ALL ORDERS**

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## LABOR ORDER FORM (CONTINUATION)

**Only Exhibitors hiring Capital to dismantle their booth should complete this form.**

### OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the **following address**:

If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

#### SELECT SHIPPING METHOD

**Exhibitor Carrier Choice:** \_\_\_\_\_

**Official Show Carrier:** YRC Ground \***Must arrive by:** \_\_\_\_\_

**PLEASE NOTE:** If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

### BILLING INFORMATION

#### Bill Shipping Charges to (if different from above):

Shipper (signature) \_\_\_\_\_ Print Name: \_\_\_\_\_

Freight Charges Billed to:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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## FORKLIFT ORDER FORM

DEADLINE ORDER DATE: **March 6, 2015**

### General Information

- Forklifts with operators and helpers are available to assist you with your set-up, unskidding and/or spotting of machinery once it has been delivered to your booth. **DO NOT** order forklifts to unload your truck or deliver your freight to your booth from the loading dock.
- There is a **5,000 lb. maximum capacity**. Larger forklift and crane service is available by advance request.
- Starting times are guaranteed only in those instances where labor is requested for the start of the workday.
- Twenty-four hour notice is required for cancellation of services. If such notice is not provided, and an order has been placed and the exhibitor has not checked in, exhibitors will be charged a one-hour minimum fee.
- Exhibitor must check in at the Capital Service Desk to pick up forklift orders and check out upon the completion of work.

Work Options:  Spotting of Equipment  Installation/Dismantle of Header  Uncrating  Unskidding  Other \_\_\_\_\_

**ON-SITE ORDERS WILL BE CHARGED AN ADDITIONAL 30% TO HOURLY RATES. FULL PAYMENT MUST ACCOMPANY ALL ORDERS**

### FORKLIFT LABOR WITH OPERATOR

- Straight Time: \$ 99.00 per man-hour** - First 8 hours worked in a shift. One hour minimum.
- Overtime: \$ 148.50 per man-hour** - After 8 hours worked in a shift. One hour minimum.

DATE	TIME	# OF LIFTS	TOTAL HOURS	RATE PER HOUR	ESTIMATED COST
INSTALLATION: _____	_____	AM PM _____	X _____	X \$ _____	= \$ _____
DISMANTLE: _____	_____	AM PM _____	X _____	X \$ _____	= \$ _____

**FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.**

### ADDITIONAL RIGGERS LABOR

- Straight Time: \$ 59.00 per man-hour** - First 8 hours worked in a shift. One hour minimum.
- Overtime: \$ 88.50 per man-hour** - After 8 hours worked in a shift. One hour minimum.

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER HOUR	ESTIMATED COST
INSTALLATION: _____	_____	AM PM _____	X _____	X \$ _____	= \$ _____
DISMANTLE: _____	_____	AM PM _____	X _____	X \$ _____	= \$ _____

**FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.**

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

### **Official Service Contractors are appointed to perform and provide necessary services and equipment.**

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

### **Official Service Contractors are appointed to:**

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

### **SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:**

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this information is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
  - a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in any occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
  - b. Agree to abide by all the rules and regulations of the show.
  - c. Agree to abide by all union rules and regulations.
  - d. Information must be received in the Capital office no later than 30 days prior to the show.
  - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

*For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.*

### **INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

**Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by February 20, 2015 to Capital.**

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: \_\_\_\_\_  
Date: \_\_\_\_\_ Booth # \_\_\_\_\_  
Name of Service Contractor: \_\_\_\_\_  
Contractor Street Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contractor Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## MATERIAL HANDLING DEFINITIONS

### **What is Additional Handling?**

Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

### **What is a Cartage Company?**

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

### **What is The Difference Between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

### **What are Stacked Shipments?**

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

### **What is Ground Loading/Unloading?**

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

### **What are Mixed Shipments?**

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

### **What is Constricted Space Loading/Unloading?**

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

### **What is Alternate Delivery Location?**

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

### **What are Multiple Shipments?**

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

### **What does it Mean if I Have "No Documentation"?**

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

### **What about Carpet/Pad Only Shipments?**

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

## ESTIMATED MATERIAL HANDLING ORDER FORM

### INBOUND SHIPPING INFORMATION

**ADVANCE SHIPMENTS**

Please use enclosed freight labels  
Receiving hours: M-F 9:00 am to 4:00 pm  
**Must arrive by: March 13, 2015**  
To: Exhibitor Name/ Booth #  
For: Connecticut Golf Show  
c/o Capital Convention Contractors  
35 Lyman Street  
Northborough, MA 01532

**DIRECT SHIPMENTS**

Please use enclosed freight labels  
Received only during exhibitor move-in hours  
**Only on: March 20, 2015**  
To: Exhibitor Name/ Booth #  
For: Connecticut Golf Show  
Capital Convention Contractors c/o Connecticut Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

\*\*\*\*PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL\*\*\*\*

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
<b>ADVANCE SHIPMENTS</b> Warehouse						
<b>DIRECT SHIPMENTS</b> Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? \_\_\_\_\_  
Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.**
- **Drivers MUST check in at the loading dock by 6:00 PM on March 22, 2015 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt or a \$50.00 minimum charge, whichever is greater.

**CHECK** appropriate arrangements:

- Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- Freight arrangements will be handled by exhibitor. NAME OF CARRIER: \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## MATERIAL HANDLING RATE SCHEDULE

### Rate Classifications

- Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks 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 bars or hooks.
- Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after March 13, 2015.
- Early Shipments to Warehouse: Any shipment arriving prior to February 20, 2015.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$7.00 per cwt or \$50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

### Overtime

- Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
  - Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control.

Rate Classifications:	<u>Price Per CWT</u>	<u>200 lb. minimum</u>
<b>■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: March 13, 2015</b>		
Crated .....	\$ 56.00	\$112.00
Additional Handling .....	\$ 70.00	\$140.00
Crated Overtime Inbound/Outbound* .....	\$ 19.60	\$ 39.20
Additional Handling Overtime Inbound/Outbound* .....	\$ 24.50	\$ 49.00
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
<b>■ Additional Surcharges</b>		
Early Shipments to Warehouse Crated* .....	\$ 19.60	\$ 39.20
Early Shipments to Warehouse Additional Handling* .....	\$ 24.50	\$ 49.00
Late to Warehouse* .....	\$ 19.60	\$ 39.20
<b>■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: March 19, 2015</b>		
Crated .....	\$ 52.00	\$104.00
Additional Handling .....	\$ 65.00	\$130.00
Uncrated .....	\$ 71.00	\$142.00
Crated Overtime Inbound/Outbound* .....	\$ 18.20	\$ 36.40
Additional Handling Overtime Inbound/Outbound* .....	\$ 22.75	\$ 45.50
Uncrated Overtime Inbound/Outbound* .....	\$ 24.85	\$ 49.70
<b>■ Additional Surcharges</b>		
Off-Target Fee Crated* .....	\$ 18.20	\$ 36.40
Off-Target Fee Additional Handling* .....	\$ 22.75	\$ 45.50
Off-Target Fee Uncrated* .....	\$ 24.85	\$ 49.70
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater) .....	\$ 7.00 per cwt	\$ 50.00 minimum
	<u>First Piece</u>	<u>Additional Pieces</u>
■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) ..	\$ 35.00	\$ 20.00

*\*In addition to above charges.*

### MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs.

**For example, if the rate is \$50.00 per 100lbs.:**

3 Separate Shipments:

54 lbs. charged @ 200 lbs. \$100.00

59 lbs. charged @ 200 lbs. \$100.00

72 lbs. charged @ 200 lbs. \$100.00

**Total: 185 lbs. Total Cost: \$300.00**

1 Consolidated Shipment:

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$100.00

**Total Savings: \$200.00**

**Sub-Total:**            \$ \_\_\_\_\_

**Total:**                 \$ \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Email address \_\_\_\_\_

## MATERIAL HANDLING POLICY

### CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

### OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.\*
- 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 below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

\*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

### INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

### OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S 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 less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

**ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.**

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **March 22, 2015 6:00 PM.**

If you have any questions, please feel free to contact Exhibitor Services at the number below.

**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

Use these labels **only** if shipping in **advance** to warehouse

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**

35 Lyman Street  
Northborough, MA 01532

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**



Use these labels **only** if shipping in **advance** to warehouse

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**

35 Lyman Street  
Northborough, MA 01532

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

**NOTE:** Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin

Use these labels **only** if shipping in **advance** to warehouse

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**

35 Lyman Street  
Northborough, MA 01532

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

Use these labels **only** if shipping in **advance** to warehouse

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**Convention Contractors**

35 Lyman Street  
Northborough, MA 01532

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

Use these labels **only** if shipping  
**Direct to Show Site**

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**  
c/o Connecticut Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**



Use these labels **only** if shipping  
**Direct to Show Site**

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**  
c/o Connecticut Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

Use these labels **only** if shipping  
**Direct to Show Site**

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**  
c/o Connecticut Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

Use these labels **only** if shipping  
**Direct to Show Site**

From: \_\_\_\_\_  
Exhibiting Company/Organization

To: **Capital**  
**Convention Contractors**  
c/o Connecticut Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

Show: Connecticut Golf Show

Booth# \_\_\_\_\_

Carrier \_\_\_\_\_

Piece # \_\_\_\_ of \_\_\_\_\_

**RUSH**

**Exhibit Material**

**NOTE:** Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.



## CUSTOM EXHIBIT PACKAGE ORDER FORM

**Advance Order Price Deadline: March 6, 2015**

Capital will install a 10' custom hardwall booth to ensure your exhibit experience will be worry free. Your booth will be waiting for you when you arrive and then at the end of the show you will be able to just walk away.

**Included in your custom booth package:**

- Header Sign (Not Backlit)
- Standard Color Carpet
- Choice of Velcro Friendly, Sintra, Slatwall or Pegboard Walls
- Tracklight with 1 head per panel (power not included)
- 40" High Side Returns
- 3 – 12" Flat Shelves
- 6' Draped Counter
- Two Bar Stools
- One Wastebasket
- Set-up & Removal
- Opening Day Booth Cleaning
- 200 lbs. of Material Handling



**ALL THIS FOR ONLY \$1,365.00** (Tax not included)

**Material & Colors for Backwall - Choose One**

<b>FABRIC</b>	<b>SINTRA</b>	<b>SLATWAL</b>	<b>PEGBOARD</b>
<input type="radio"/> Grey	<input type="radio"/> White	<input type="radio"/> Grey	<input type="radio"/> White
<input type="radio"/> Blue	<input type="radio"/> Grey		
	<input type="radio"/> Black		

**Carpet Colors – Choose One**

<input type="radio"/> Grey	<input type="radio"/> Burgundy
<input type="radio"/> Red	<input type="radio"/> Green
<input type="radio"/> Blue	<input type="radio"/> Plum
<input type="radio"/> Black	

**Header Copy – please print clearly**

---

Letter Color:  Blue  Red  Black  Grey  Burgundy  Green

Special artwork, logos or colors will be quoted upon request.  
Please include samples and comments with this order.

**Skirt Colors - Choose One**

<input type="radio"/> Grey	<input type="radio"/> Burgundy
<input type="radio"/> Red	<input type="radio"/> Green
<input type="radio"/> Blue	<input type="radio"/> White
<input type="radio"/> Black	<input type="radio"/> Gold

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ Orders cancelled after installation will be charged 100% of original price.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.
- ❖ Late Orders will be charged an additional 25%.

<b>SUB TOTAL</b>	\$ <u>1,365.00</u>
<b>Late Orders Add 25%</b>	\$ <u>          .</u>
<b>CT TAX 6.35 %</b>	\$ <u>          .</u>
<b>GRAND TOTAL</b>	\$ <u>          .</u>

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## SIGN ORDER FORM

**Sign Order Deadline: March 6, 2015**

**PLEASE NOTE:** In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

**CUSTOM SIGNS**

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	\$31.50	\$47.25	
	14" x 22"	\$40.00	\$60.00	
	22" x 28"	\$68.25	\$103.00	
	28" x 44"	\$89.25	\$133.50	

**ADDITIONAL SIGN OPTIONS**

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo	\$105.00	\$131.25	
	Over 10 words	\$1.25	\$2.25	
	Cardboard Easel Back	\$4.25	\$6.50	
	Directional Arrow	\$5.25	\$7.50	

**BANNERS**

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____ = _____	_____ X _____	\$14.75 per sq. ft.	\$26.25 per sq. ft.	\$ _____

<b>SUB TOTAL</b>	\$ _____.
<b>CT TAX 6.35 %</b>	\$ _____.
<b>GRAND TOTAL</b>	\$ _____.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2640 **Fax:** 860.728.2641 **Cell:** 860.604.6790  
 Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

CA \_\_\_\_\_

## COMPRESSED AIR SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	
Date of Service Requested:	Time of Service Requested:

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

**All Air Compression orders MUST be received 5 days prior to the FIRST scheduled move-in day. No exceptions.**  
 Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.  
 Standard rates apply after the 7 day cut off rate. No exceptions.

### Compressed Air Rules & Regulations:

- The CTCC does not supply air regulators. Exhibitors **MUST** bring their own air regulators.
- A Floor Plan **MUST** be Submitted with an Air Compression Order.
- All Air Compression Service requires a minimum charge of 1 hour labor at \$65 per hour per connection.
- Additional Labor Rates may apply.
- All orders are charged \*per drop\*.

**Please fill out information below based on air compression requirements.**

Type of machine:					
Size of Connections/Fitting: (Standard) <input type="checkbox"/> 1/4" <input type="checkbox"/> 1/2" <input type="checkbox"/> 1/8" <input type="checkbox"/> 3/8"					
Other (Custom) _____ (2" or Less)					
PSI: _____		CFM: _____			
<b>*Note: Exhibitors must provide their own air regulators.*</b>					
<b>STANDARD FITTING</b>	Rate	# of Drops	Labor	CT 6.35% Tax	Total
1 Drop Air Compression	\$325.00	1			
Additional Drops	\$100.00				
<b>CUSTOM FITTING</b>	Rate	# of Drops	Labor	CT 6.35% Tax	Total
1 Drop Air Compression	\$500.00	1			
Additional Drops	\$150.00				

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

**ORDER TOTAL:**



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2640 **Fax:** 860.728.2641 **Cell:** 860.604.6790  
 Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

CL \_\_\_\_\_

## BOOTH CLEANING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.  
 Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.  
**Standard rates apply after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

**Booth Size** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft. (100 sq.ft. minimum)

<b>Vacuuming</b> -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Pre-Show <small>(night prior to first day of show open)</small>			.20 sq/ft	.25 sq/ft			
Show Days <small>(morning prior to show open)</small>			.20 sq/ft	.25 sq/ft			
<b>Shampooing</b> <small>*Carpets shampooed prior to show open only</small>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Shampooing			.35 sq/ft	.40 sq/ft			
<b>Trash Removal</b> -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Show Days			\$70.00/day	\$75.00/day			

Please indicate specific dates of all Booth Cleaning services here: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Trash removal service is provided on an hourly basis**

**ORDER TOTAL:**



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2603 Fax: 860.728.2641 Cell: 860.604.6790

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

Services Provided by Demers



AV \_\_\_\_\_

## AUDIO VISUAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Video & Computer Equipment	Quantity	Rate	# of Days	Audio Equipment	Quantity	Rate	# of Days
32" LCD Monitor		\$250.00		Wired Microphone (Handheld)		\$60.00	
40" LCD Monitor (Includes Stand)		\$385.00		Wireless Microphone (Handheld)		\$165.00	
52" Plasma Monitor (Includes Stand)		\$495.00		Wireless Microphone (Lavalier)		\$165.00	
LCD Support Package (Cart, 8' Screen & All Cables)		\$165.00		CD Player		\$75.00	
LCD Package (Meeting Room Projector, Cart, 8' Screen & All Cables)		\$630.00		CD Recorder		\$250.00	
PC Laptop		\$290.00		Powered Speaker		\$95.00	
VHS/DVD Combo Player		\$90.00		CD/Cassette Deck		\$70.00	
8" Tripod Screen		\$80.00		Press Bridge		\$160.00	
32"/42"/54" Rolling Cart		\$40.00					
Video Distribution Amplifier (Multiple Monitors)		\$70.00					
Lighting Equipment	Quantity	Rate	# of Days				
LED Lighting (Per Instrument)		\$75.00					
Par 46 Uplight (Per Instrument)		\$35.00					
Leko (Per Instrument)		\$50.00					
Follow Spot		\$205.00					

<b>SUBTOTAL:</b>
<b>6.35% SALES TAX:</b>
<b>ORDER TOTAL:</b>

\*For additional Audio Visual pricing and information, please contact Demers at 860-728-2590.\*



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2603 Fax: 860.728.2641 Cell: 860.604.6790

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

Services Provided by Demers



AV \_\_\_\_\_

## BANNER HANGING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.

Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.

Check payment method only accepted on prepaid orders.

**Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.**

**Standard rates apply after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Size of Banner	# of Banners	Pre-Paid Rate \$175.00	Standard Rate \$230.00

**IMPORTANT NOTE:** BANNER(S) WILL BE HUNG DURING MOVE-IN HOURS OR AS CUSTOMER REQUESTS WHEN ONSITE. BANNER HANGING RATES DO NOT INCLUDE THE COST OF ELECTRICITY FOR THOSE BANNERS THAT REQUIRE LIGHTING. BANNER HANGING RATES ARE BASED ON BANNERS MADE OF CLOTH/CANVAS/NYLON WITH GROMMETS FOR HANGING POINTS. FOR ALL OTHER MATERIALS, 3D BANNERS & BANNERS IN EXCESS OF 4' X 12', PLEASE CONTACT DEMERS AT 860.728.2590 FOR A PRICE QUOTE.

<b>SUBTOTAL:</b>
<b>6.35% SALES TAX:</b>
<b>ORDER TOTAL:</b>



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641 Cell: 860.604.6790

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

EL \_\_\_\_\_

## ELECTRICAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.

Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.

Check payment method only accepted on prepaid orders.

**Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.**

**Standard rates apply after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

**\*\* PayPal Checkout → Instant Email Confirmation \*\***

1) Visit [www.ctconventions.com](http://www.ctconventions.com) 2) Select Exhibitors 3) Select Order Services

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

**\*\* Please submit a floor plan with your order form if you have special requests for where you would like your power to be connected. \*\***

Standard Electrical Service *120 volts – per single outlet	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
5 amp (550 watts)	\$80.00	\$94.00				
10 amp (1100 watts)	\$90.00	\$104.00				
15 amp (1650 watts)	\$110.00	\$124.00				
20 amp (2200 watts)	\$125.00	\$139.00				

**Special Electrical Service** – requires a minimum charge of 1 hour labor at \$65 per hour per connection.

**\*208 volts – single phase – per single outlet**

	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
20 amp	\$130.00	\$152.00				
30 amp	\$220.00	\$264.00				
40 amp	\$250.00	\$314.00				
50 amp	\$325.00	\$380.00				
60 amp	\$400.00	\$465.00				

**Service Accessories** – accessory prices do not include power

	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

**ORDER TOTAL:**



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641 Cell: 860.604.6790

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

IT \_\_\_\_\_

## TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.

Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.

Check payment method only accepted on prepaid orders.

Internet codes are priced per computer and per day.

Prepaid rates apply order paid in full and received 7 days prior to first scheduled move in day.

**Standard rates apply to after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Internet Daily Rates <small>*Weekly packages quoted per group</small>	Pre-Paid Rate	Standard Rate	Quantity	# of Days	CT 6.35% Tax	Total
<b>Wireless Internet</b> (per device/per day)	\$25	\$45				
<b>Wired Internet – Initial Connection</b> (per line/per day)	\$45	\$65				

### Dedicated Bandwidth Available

Please Call for Pricing and Other Information

Phone Daily Rates	Pre-Paid Rate	Standard Rate	Quantity	# of Days	CT 6.35% Tax	Total
<b>Phone</b> <small>*Please Circle: Phone Fax Credit Card</small> (per device/per day)	\$75	\$100				

### Additional Phone Services Available

Please Call for Pricing and Other Information

**\*Indicate dates of activation here:**

\_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Exhibitor Packages to satisfy larger groups are available.

\*Please contact Exhibitor Services at 860.728.2640 for additional pricing and information.

**ORDER TOTAL:**

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PL \_\_\_\_\_

## WATER – DRAIN SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.  
**Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.**  
**Standard rates apply after the 7 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

One Time Fill & Drain *Up to 500 gallons maximum*	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
One Time Fill & Drain	\$260.00	\$308.00				
Per additional unit within booth	\$110.00	\$128.00				
Each additional 100 gallons	\$15.00	\$15.00				

**ORDER TOTAL:**



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EL \_\_\_\_\_

**SPECIAL ELECTRICAL SERVICE ORDER FORM**

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	
Date of Service Requested:	Time of Service Requested:

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

**Prepaid rates apply to orders paid in full and received 7 days prior to first scheduled move in day.**  
**Standard rates apply after the 7 day cut off rate. No exceptions.**  
**All Special Electrical orders MUST be received 5 days prior to the FIRST scheduled move-in day.**

**Payment Information Must Accompany Order**

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

**\*All Special Electrical Services require a minimum charge of 1 hour labor at \$65 per hour per connection. Additional Labor Rates may apply. A Floor Plan MUST be Submitted with a Special Electrical Order.**

Special Electrical Service *208 volts – three phase – per single outlet	Pre-Paid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
20 amp	\$260.00	\$550.00				
30 amp	\$310.00	\$600.00				
40 amp	\$360.00	\$650.00				
50 amp	\$410.00	\$700.00				
60 amp	\$460.00	\$800.00				
100 amp	\$1,100.00	\$1,400.00				
200 amp	\$1,750.00	\$2,100.00				
Special Electrical Service *480 volts – three phase – per single outlet	Pre-Paid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
20 amp	\$675.00	\$750.00				
30 amp	\$810.00	\$900.00				
40 amp	\$900.00	\$1,000.00				
50 amp	\$1,080.00	\$1,200.00				
60 amp	\$1,440.00	\$1,600.00				
100 amp	\$2,025.00	\$2,250.00				
200 amp	\$4,050.00	\$4,500.00				

**\*\*TIE-IN OPTION\*\* (Please Circle/Indicate Twistlock Model #):**    TWISTLOCK: \_\_\_\_\_    DIRECT TIE-IN    CAMTAIL

<b>ORDER TOTAL:</b>
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ICE \_\_\_\_\_

## WATER & ICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

**ORDERS/FULL PAYMENT MUST BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Water & Ice	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
5 lbs. Bag of Ice	\$5.00/bag				
Water Cooler – 3 gallons	\$125.00/day				
Water Refill – 3 gallons	\$25.00				
Cups – 100	\$15.00				
Date(s) & Time(s) of Delivery:					

<b>ORDER TOTAL:</b>
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