

❖ NEPC by the Sea ❖

**September 16th – 18th 2015**

Chatham Bars Inn  
Chatham, MA

**EXHIBITOR INFORMATION**

# NEPC EXPO SCHEDULE

## Wednesday September 16, 2015

8:00am – 1:30 pm	Exhibitor Move-In, Set-Up and Registration
2:00pm – 4:00pm	Produce Industry Forum: <i>What's The Future? How People, Technology &amp; Culture Are Reshaping The Competitive Landscape.</i> – Brian Fleming (Ahold), Tom Murray (Roche Bros.), Tony Stallone (Pea Pod) and Greg Veneziano (Bozzuto)
5:00pm – 6:00pm	VIP Reception (invitation only)
6:00pm – 9:00 pm	Clambake

## Thursday September 17, 2015

7:30am – 9:00 pm	Continental Breakfast - Beach House Grill
9:00am – 3:00 pm	Exhibit Hall Open
1:00pm	Best Booth Awards
3:00pm	Exhibit Hall Closes Exhibitor Move-Out
8:00pm	Exhibitor Move-Out Ends
5:30pm	Sunset Sail

## Friday September 18, 2015

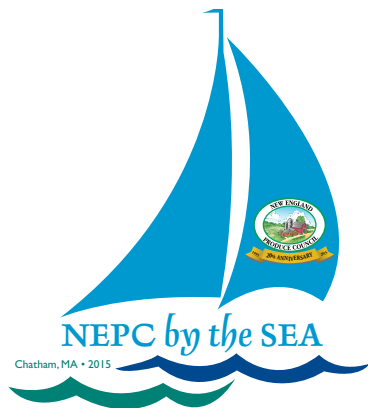
8:00am – 9:00am	<i>Utilizing The Influence of Retail Dietitians in Produce Marketing</i> presented by Karen Buch
8:00am – 11:00am	Produce Grower Tour, Golf, or Chatham Excursions
9:10am – 10:30am	Retail Tour (Stop & Shop, Shaw's and Ocean Spray)

## EXHIBITOR KITS

Standard booths are 10' wide x 8' deep. Premium booths are 12' wide x 10' deep.  
Enclosed you will find some exhibitor information and a checklist.

To order any services at all you must have completed an exhibitor registration form.

If you have any questions, please contact the NEPC office at 781 273-0444.  
Thank you for your interest in the NEPC Produce & Floral Expo and see you at the show!



# ➤ NEPC by the Sea ➤

September 16-18, 2015

Chatham Bars Inn

Chatham, MA

## Booth Description Response Form

In order to make the Expo more productive for attendees, we will include a brief booth description in the day's program. Listing will include company name, booth number and brief description. In order to correctly identify your company, the NEPC asks that you please submit a booth description. The following form may be used for your reply.

BOOTH DESCRIPTIONS WILL BE LIMITED TO TEN (10) WORDS PER EXHIBITOR BOOTH. DESCRIPTIONS MUST BE RECEIVED AT THE NEPC OFFICES BY August 26, 2015 TO BE INCLUDED IN THE PROGRAM. Descriptions received after August 26th are not guaranteed publication. *Note: if your company has purchased more than one booth, you will be allowed one description per booth (i.e. if you purchased two (2) booths, you could have up to 20 words or two 10-word descriptions.)*

Company Name(s): \_\_\_\_\_  
*Please list the exact company name you would like to appear on your booth sign and in the event program*

Booth Number(s): \_\_\_\_\_

Description(s): \_\_\_\_\_

\_\_\_\_\_

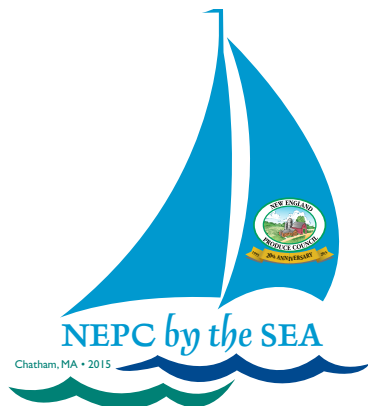
\_\_\_\_\_

\_\_\_\_\_

Please return by August 26, 2015

Booth descriptions may be faxed to the NEPC office at (781) 273-4154.

Should you have any questions, please feel free to call the  
NEPC office at (781) 273-0444.



## ✦ NEPC by the Sea ✦

September 16-18, 2015

Chatham Bars Inn

Chatham, MA

### Sponsorship Response Form

\_\_\_\_ ***Yes, sign my company up for the following Produce & Floral Expo Sponsorships.***

\_\_\_\_ Keynote **Exclusive** (\$10,000 or 4 @ \$2,500) \_\_\_\_\_ VIP Reception (\$7500 or 2 @ \$3750)

\_\_\_\_ Breakfast **Exclusive** (\$10,000 or 4 @ \$2,500) **SOLD** Hotel Key Card (\$4,000)

\_\_\_\_ Registration Area **Exclusive** (\$3,500) **SOLD** Name Badges **Exclusive** (\$3,500)

\_\_\_\_ Hotel Goodie Bags **Exclusive** (\$5,000) \_\_\_\_\_ Event Day Program **Exclusive** \$2,000

\_\_\_\_ Promotional Posters **Exclusive** (\$2,000) **SOLD** Lanyards **Exclusive** (\$3,500)

**SOLD** Parking (\$3000 or 2 @ \$1500) **SOLD** Golf Outing **Exclusive** (\$10,000)

\_\_\_\_ Commemorative Expo Bag (4 @ 2,500) \_\_\_\_\_ Mansion Tours **Exclusive** (\$5,000)

\_\_\_\_ Gala Cocktail Reception (9/16/15 Oceanside Clambake 3 @ \$10,000)

### PRODUCE WALK OF FAME

You may purchase a star for the Produce Walk of Fame on display

\_\_\_\_ Gold Star \$1,500 \_\_\_\_\_ Silver Star \$1,000 \_\_\_\_\_ Bronze Star \$500

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Enclosed is my check # \_\_\_\_\_ (US DOLLARS) \_\_\_\_\_ Invoice my company

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

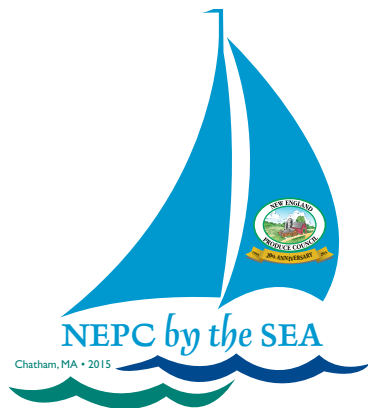
Please return this form to: New England Produce Council, Inc.

Attn: Laura Sullivan

7 Gloria Circle

Burlington, MA 01803

***No refunds or cancellations on sponsorships honored after August 26, 2015.***



# ✦ NEPC by the Sea ✦

September 16-18, 2015

Chatham Bars Inn

Chatham, MA

## Exhibitor Registration Response Form

Please indicate the names of your representatives who will be attending the NEPC Produce, Floral & Food Service Expo on Thursday, September 16-19, 2015, at the Chatham Bars Inn. Also, please indicate if you plan on attending the keynote breakfast. Please designate a key contact person and then any additional representatives. Feel free to make additional copies of this form, if necessary. Please return this form by fax to (781) 273-4154, by August 26, 2015. Your booth price includes 5 representative badges and any additional badges will cost \$25.00. Please print clearly.

Contact Person: \_\_\_\_\_

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

Street/P.O. Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name (as it should appear on all badges):

\_\_\_\_\_

Representatives: Print all name(s) as it should appear on badge:

1. \_\_\_\_\_ 6. \_\_\_\_\_

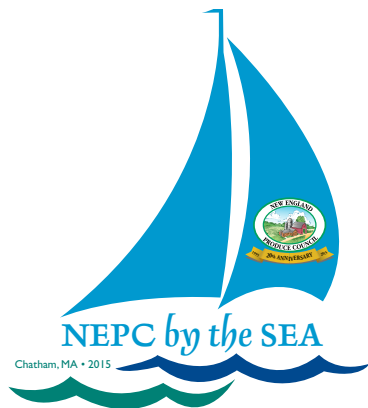
2. \_\_\_\_\_ 7. \_\_\_\_\_

3. \_\_\_\_\_ 8. \_\_\_\_\_

4. \_\_\_\_\_ 9. \_\_\_\_\_

5. \_\_\_\_\_ 10. \_\_\_\_\_

How many will be attending the Expo Breakfast (9/17/15 Beach House Grill)? \_\_\_\_\_



# ➤ NEPC by the Sea ➤

September 16-18, 2015

Chatham Bars Inn

Chatham, MA

## Directions

### Directions to Chatham Bars Inn

297 Shore Rd, Chatham, MA 02633, Tel: +1 508.945.0096

#### From the Boston Area

Take Route 93 South to Route 3 to the Sagamore Bridge. Cross the Cape Cod Canal onto Route 6 (the Mid-Cape Highway). Proceed on Route 6 East (approximately 45 minutes) to Exit 11 (Route 137 Chatham/Brewster), take a left off the ramp onto Route 137 South, go straight through two sets of lights (by car dealership), go straight at the four way stop at Queen Anne Road (country store on corner), continue to the Route 28 intersection (the road will end). Take a left onto Route 28 and travel approximately 3 miles to the Main Street Rotary. Continue half way around the rotary onto Main Street, pass Chatham Hardware on the left and take the next left onto Seaview Street. The entrance to Chatham Bars Inn is on the right just past the golf course.

#### From the New York Area

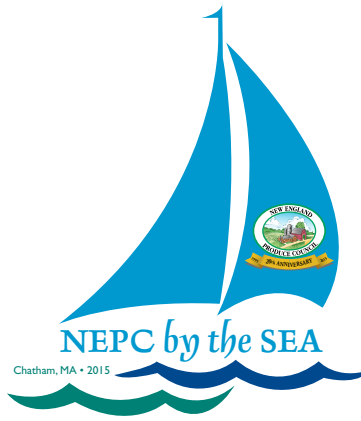
Take Route 95 through Southeastern Connecticut, In Providence merge onto I - 195 E via Exit #20 towards East Providence / Cape Cod. Follow I - 195 to Exit # 22 A (Cape Cod / The Islands). Highway signs will indicate Routes 25. Follow Route 25 crossing the Cape Cod Canal over the Bourne Bridge. Proceed three quarters around the rotary, following the signs to Hyannis and Route 6 (the Mid-Cape Highway). Proceed on Route 6 East (approximately 45 minutes) to Exit 11 (Route 137 Chatham/Brewster), take a left off the ramp onto Route 137 South, go straight through two sets of lights (by car dealership), go straight at the four way stop at Queen Anne Road (country store on corner), continue to the Route 28 intersection (the road will end). Take a left onto Route 28 to the Main Street Rotary, continue half way around the rotary onto Main Street, pass Chatham Hardware on the left and take the next left onto Seaview Street. The entrance to Chatham Bars Inn is on the right just past the golf course.

#### From Central and Western MA

Follow Route 495 South to Route 25 South. Follow Route 25 crossing the Cape Cod Canal over the Bourne Bridge. Proceed three quarters around the rotary, following the signs to Hyannis and Route 6 (the Mid-Cape Highway). Proceed on Route 6 East (approximately 45 minutes) to Exit 11 (Route 137 Chatham/Brewster), take a left off the ramp onto Route 137 South, go straight through two sets of lights (by car dealership), go straight at the four way stop at Queen Anne Road (country store on corner), continue to the Route 28 intersection (the road will end). Take a left onto Route 28 to the Main Street Rotary, continue half way around the rotary onto Main Street, pass Chatham Hardware on the left and take the next left onto Seaview Street. The entrance to Chatham Bars Inn is on the right just past the golf course.

#### From Route 6 on Cape Cod

Proceed on Route 6 East (approximately 45 minutes) to Exit 11 (Route 137 Chatham/Brewster), take a left off the ramp onto Route 137 South, go straight through two sets of lights (by car dealership), go straight at the four way stop at Queen Anne Road (country store on corner), continue to the Route 28 intersection (the road will end). Take a left onto Route 28 to the Main Street Rotary, continue half way around the rotary onto Main Street, pass Chatham Hardware on the left and take the next left onto Seaview Street. The entrance to Chatham Bars Inn is on the right just past the golf course.



## ❖ NEPC by the Sea ❖

*You are cordially invited to  
The NEPC Produce, Floral & Food Expo Service Clambake*

*Come enjoy cocktails and great food  
Wednesday, September 16, 2015  
6:00pm - 10:00pm  
at Chatham Bars Inn*

Sponsored by: **Apio**, INC.

Two (2) Clambake tickets included with standard booth

Three (3) Clambake tickets included with premium booth

Casual Attire

RSVP by August 26th to the NEPC office

nepc2@rcn.com or fax (781) 273-4154

Questions or Comments - Please contact Laura Sullivan (781) 273-0444

---

\_\_\_ Yes, we will be attending the \_\_\_ # Attending

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

cc# \_\_\_\_\_ exp. \_\_\_\_\_ \$115.00 per person

Signature \_\_\_\_\_

# IMPORTANT THINGS ALL EXHIBITORS SHOULD REMEMBER...

- **No early booth breakdown will be allowed. Expo closes at 3:00 p.m.**
- ONE BOOTH PER COMPANY – No booth splitting is allowed.
- STANDARD BOOTHS ARE 10' x 8', PREMIUM BOOTHS ARE 12' x 10'
- We encourage all exhibitors to dress up their booth areas only. Displays may not extend into or across aisles. All displays must be contained to air space above booths. Thank you.
- Exhibitor Move-In Wednesday, September 16th from 8:00 a.m. – 1:30 p.m.  
Truck deliveries must be made between 8:00 a.m. – 1:30 p.m.
- Exhibitor Move-In Thursday, September 17th is from 6:00 a.m. - 9:00 a.m.
- Exhibit area will open Thursday, September 17th PROMPTLY at 9:00 a.m. All exhibitors must be set up by this time.
- Capitol has been contracted to handle exhibitors' booth needs. Please be aware of Capitol Costs!
- Exhibitors are asked to refrain from mass booth giveaways. Please help us maintain a professional atmosphere.
- Exhibitors' product must be moved out of the exhibit area by 8:00 p.m. Product remaining in the area, will be consigned by Capitol at exhibitor expense.
- An Attendee Registration form is enclosed for you to copy and send to your customers.

*Thank you for your cooperation!*



# EXHIBITOR INFORMATION

## Who Exhibits in Produce & Floral Expo?

Companies who want to take advantage of an opportunity to meet face to face with retail and foodservice personnel from produce managers, buyers, purchasing agents and vice presidents. Introduce the latest information and products to the front-line sellers of your products to consumers.

## Who is the audience at the Produce & Floral Expo?

### RETAILER Produce & Floral Expo attendees include:

- Vice Presidents, directors and produce & floral operations personnel
- Merchandising managers and supervisors
- Produce & floral managers and clerks
- Industry representatives
- All major New England chains are expected to participate, as well as representatives from independent markets.

### Attendance will feature FOOD SERVICE operators and distributors:

- The Produce & Floral Expo Committee is continuing to recruit participation by food service operators and distributors;
- Attendees will range from directors of purchasing, research and development specialists, district sales reps, chefs and other operational staff.

## Staffing Your Booth

Since the NEPC Expo has been designed to educate and inform produce professionals on the latest issues and trends, you are encouraged to tailor your message to provide valuable information about the products you represent. Taste sampling and educational materials offering take-away value are highly recommended. The registrants who attend the Expo are individuals you rely on to inform consumers about your products. The more usable, hands-on information you can provide them, the better the job they can do for you.

Be sure to staff your exhibit booth with knowledgeable representatives who can answer the questions they will be asked. If follow-up information is requested, have a system in place for immediate follow-through with the person requesting it.

## **Exhibitor Registrations**

We want to ensure that your company's representatives are taken care of on the day of the show, therefore please complete the form enclosed and return it as soon as possible – before August 26, 2015 – to the NEPC Office, 7 Gloria Circle, Burlington, MA 01803 or by fax (781) 273-4154. If changes occur following that date, but prior to the show, please fax changes to the NEPC office so your name badges are correct.

## **Expo Sponsorships**

A variety of high-recognition sponsorships are available. A response form is enclosed.

If you would like to find out more about sponsorships, please feel free to call Laura Sullivan at (781) 273-0444.

## **NEPC Produce & Floral Expo Program – Booth Description**

In order to make the Expo more productive for attendees, we will be including a brief booth description in the day's program. Listing will include company name, booth number and brief description. In order to correctly identify your company, the NEPC asks that you please submit the enclosed booth description form.

BOOTH DESCRIPTIONS WILL BE LIMITED TO TEN (10) WORDS PER EXHIBITOR BOOTH. DESCRIPTIONS MUST BE RECEIVED AT THE NEPC OFFICE BY FRIDAY, August 26, 2015 TO BE INCLUDED IN THE PROGRAM. Descriptions received after August 26, 2015 are not guaranteed publication. Note: If your company has purchased more than one booth, you will be allowed one description per booth (i.e. if you purchased two (2) booths, you could have up to 20 words total or two-10 word descriptions).

## **Exhibitor Move-In**

Exhibitor set-up will be open from 8:00 a.m. till 1:30 p.m. Wednesday, September 16th, so that you and your representatives may attend the Keynote Breakfast.

## **Refrigerated Truck**

A refrigerated truck will be available for exhibitor storage beginning Wednesday September 16th until close of show on Thursday September 17th at 3:00 p.m. All products must be removed from truck by the end of the show on September 17th. Space is available strictly on first come, first served basis.

## **Parking**

Free parking at the Chatham Bars Inn.

### Exhibitor Move-Out/Tear Down

**Please do not disassemble your booth or start giving away product until after 3:00p.m.**

**NO EARLY BREAK DOWN!**

**Please be advised – ALL EXHIBITORS' PRODUCT MUST BE MOVED OUT OF THE EXHIBIT AREA BY 8:00 p.m.** Any product remaining in the exhibit area after this time will be consigned by Capitol at exhibitors' expense. Thank you for your cooperation.

### Directions

Directions to the Chatham Bars Inn are enclosed.

### PMA Foundation for Industry Talent

Through the PMA Foundation for Industry Talent Career Pathways Program, the New England Produce Council (NEPC) is excited about the opportunity to bring top agribusiness, food marketing and horticulture students and faculty from select universities to the NEPC Expo again this year. Sponsored by Coast to Coast Produce, this program is designed to provide information, education, and networking opportunities that showcase the opportunities and rewards of careers in the produce and floral industry.

The students will participate in customized programs and will also be integrated into the NEPC Expo agenda.

We encourage you to welcome these students and talk to them about the industry as you see them. You can enrich their experience by extending invitations to stop by your booth or attend private functions. This is a great way for you to not only help attract the best and brightest to our industry but also do a little talent scouting for your own company. Remember, these may be our industry's future leaders.

The PMA Foundation was created to ensure a strong talent pool and continued leadership for the industry. For more information about the PMA Foundation, please visit [www.pmafoundation.com](http://www.pmafoundation.com) or contact Barbara Hochman at (302) 607-2189.

Thank you!

*We look forward to seeing you at the NEPC EXPO!  
Please feel free to contact Laura Sullivan at (781) 273-0444,  
if you have any questions or require additional information.*

# NEPC EXPO COMMITTEE

Chairperson **Tom Murray**    *Roche Bros. Supermarkets*

**Bruce Klein**    *Maurice A. Auerbach, Inc.*

**Debbie Loche**    *Roche Bros. Supermarkets*

**Robert McGowan**    *Northeast Produce Sales*

**Beth McGuire**    *JOH*

**Charles Olins**    *Concord Foods*

**Bob Catinella**    *USA Pears*

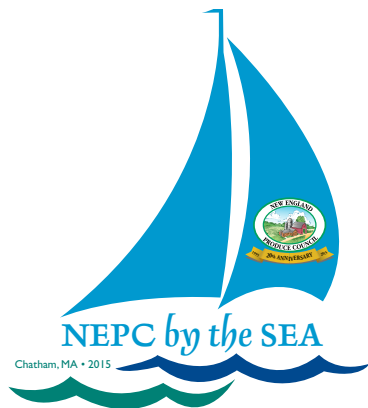
# NEPC PRODUCE, FLORAL & FOOD SERVICE EXPO

**Thursday, September 16 - 18, 2015**

Please review the checklist below. The Health Permit and the Booth Description Form are due on August 26, 2015.

## EXHIBITOR CHECKLIST

- \_\_\_\_\_ Clam Bake Reservation
- \_\_\_\_\_ Booth Description Form
- \_\_\_\_\_ Expo Sponsorship Form
- \_\_\_\_\_ Exhibitor Registration Response Form
- \_\_\_\_\_ Electricity Order Form (If needed)
- \_\_\_\_\_ Ice Order Form (If needed)



# ✦ NEPC by the Sea ✦

September 16-18, 2015

Chatham Bars Inn

Chatham, MA

## Best Booth Contest

The Best Booth Contest will add to the ambiance of the Exhibit Hall and bring out the best and creativity in all of you. Please join in all the fun this year!

Show staff will judge all vendor booths and winners will be chosen as the best booths at the show. The winning vendors will receive a blue ribbon award as well as an award coupon for a discounted booth at the 2016 NEPC Produce, Floral & Food Expo.

Here's how it works:

**Two Categories:** Single Booth & Multiple Booths

**Awards:** 1st prize for each Category – 50% off booth for the next convention; 2 runners up for each Category – 25% off booth for next convention.

### Judging Criteria:

- Use of your product in representing the Convention's theme ("NEPC by the Sea")
- Enthusiasm
- Creativity
- Over-all appearance

### Important Times for contest:

- 7:00 am – 9:00 am Judging
- 1:00 pm Winner Announced
- 2:00 pm Photos of Each winner at their booth

### Contest Registration

You may register your booth for judging by emailing the NEPC office at [nepc2@rcn.com](mailto:nepc2@rcn.com) or at the registration area at the show site at setup on Wednesday.

### Theme

This year's theme is "NEPC by the Sea". Have fun and good luck!

# CHATHAM EXCURSION FORM

Please fill out the forms below and return to New England Produce Council, Inc.

	<b>Extra Clambake Tickets (Wednesday night) \$115.00</b> Exhibitors with a standard booth receive 2 clambake tickets and premium booths receive 3 clambake tickets
	<b>Sunset Sail (Thursday night) \$50.00</b>
	<b>Chatham Golf Event - Captain's Golf Course (Friday) \$90.00 w/cart</b>
	<b>Fishing \$170.00 (4 hour charter 1:00pm-5:00pm)</b>
	<b>Whale Watching \$50.00</b>
	<b>Spa Service</b> Relax. Rejuvenate. Restore. Discover a soothing and restorative escape for body and soul at The Spa at Chatham Bars Inn. The spa offers the finest in luxury treatments and amenities including oversized treatment rooms with private showers, a Vichy Shower, and a hydrotherapy tub. Take your spa experience to the next level by staying in one of our Spa Suites. All Spa Suites include oversized hydrotherapy tubs, saunas, steam showers, and massage tables. 15% discount to NEPC guests so, when you make your reservation please mention the New England Produce Council, Inc. For additional information and to make a reservation, please dial extension 6737 or phone 508-945-6737.

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Enclosed is my check # \_\_\_\_\_ (US DOLLARS) \_\_\_\_\_ Invoice my company

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

Please return this form to: New England Produce Council, Inc.  
Attn: Laura Sullivan  
7 Gloria Circle  
Burlington, MA 01803

*No refunds or cancellations  
after August 26, 2015.*

Ph. (781) 273-0444 Fax (781) 273-4154 Email: nepc2@rcn.com

# EXHIBITOR ELECTRICAL ORDER FORM

## ELECTRICAL ORDER FORM NEPC PRODUCE, FLORAL & FOOD SERVICE EXPO

Exhibitor \_\_\_\_\_ Date of order \_\_\_\_\_

Representative \_\_\_\_\_

Telephone # \_\_\_\_\_

---

---

***Electrical orders with payment MUST be received by Aug. 26th or the LATE PRICE will apply***

---

---

<u>Non-exclusive 120 volt receptacles</u>	Regular Price	Late Price	Quantity	Amount
500 Watt	\$45.00	\$60.00	_____	\$ _____
1000 Watt	\$55.00	\$70.00	_____	\$ _____
1500 Watt	\$65.00	\$80.00	_____	\$ _____

### Exclusive 120 volt dedicated circuit

20 Ampere	\$75.00	\$90.00	_____	\$ _____
-----------	---------	---------	-------	----------

<u>Special Power Requirements</u>	Regular Price	Late Price	
-----------------------------------	---------------	------------	--

Amps	_____	Voltage _____	\$3.00 per amp	\$3.75 per amp	\$ _____
------	-------	---------------	----------------	----------------	----------

No. of Phases	_____	Plus a \$65.00 labor charge for special power requirements			\$ _____
---------------	-------	--	--	--	----------

**Total Enclosed** \$ \_\_\_\_\_

credit card type \_\_\_\_\_ Card # \_\_\_\_\_

**exp. Date** \_\_\_\_\_ Sec.Code \_\_\_\_\_ zip code \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**CHATHAM BARS INN  
NEW ENGLAND PRODUCE COUNCIL  
VENDOR ICE ORDER FORM**

This page **must** be faxed to 781-273-4154 OR emailed to [nepc2@rcn.com](mailto:nepc2@rcn.com)  
***No later than Wednesday, August 26<sup>th</sup>, 2015***

---

\_\_\_\_\_ 10 lb Bag of Ice @ \$15.00 per bag

*Please indicate the quantity of bags needed*

Name of Show \_\_\_\_\_

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

Address: \_\_\_\_\_  
(Street) (P.O. Box) (City) (State) (Zip)

Ordered By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**METHOD OF PAYMENT**

Visa ☐ American Express ☐ Master Card ☐ Discover ☐

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

(Receipts will be issued when exhibitor receives order)

---

# **EXHIBITOR SERVICE MANUAL**

---

## **NEPC 16th Annual Produce & Floral Expo**

Chatham Bars Inn

Chatham, MA

September 17, 2015



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

**877-335-3700**

---

### GENERAL INFORMATION

**Dear Exhibitor,**

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the NEPC 16th Annual Produce & Floral Expo being held at the Chatham Bars Inn in Chatham, MA. 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' wide x 8' deep or 15' wide x 10' deep booth package includes:**

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

**Drape Color(s):** Royal Blue & White

**Carpet:** Venue NOT carpeted – NOTE: The tent will be placed on grass, no flooring will be provided

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

Exhibitor Set-up:	Wednesday,	September 16	8:00 a.m. – 1:30 p.m.
	Thursday,	September 17	6:00 a.m. – 9:00 a.m.
Exhibit Hours:	Thursday,	September 17	9:00 a.m. – 3:00 p.m.
Exhibitor Dismantle:	Thursday,	September 17	3:00 p.m. – 7:00 p.m.

### Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **September 3, 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 **September 10, 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 **September 16, 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      **Circle One**      VISA      MasterCard

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.

**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)

### 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"/> Booth Cleaning        |
| <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	\$ _____
MA Tax 6.25%	\$ _____
<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.

**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)

## 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.

**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)

## **LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION**

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Capital labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

### **MATERIAL HANDLING**

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for **ALL** common carrier and van line trucks. **The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon, pick-up truck or box truck owned by the exhibiting company.
- Exhibitors may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

### **EXHIBIT INSTALLATION AND DISMANTLING**

Full time employees of the exhibiting companies may set their own exhibits without assistance from Capital. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Capital. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by Capital.

### **NON-OFFICIAL CONTRACTOR RULES**

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own.

The following is required should they provide their own:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

### **TIPPING**

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

### **SAFETY**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

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)





★ LOCATED IN THE MAIN INN:

STARS RESTAURANT (breakfast and dinner)  
 SACRED COD TAVERN (lunch and dinner)  
 THE VERANDA (seasonal serving lunch and dinner)  
 THE SOUTH LOUNGE AND LIBRARY  
 FITNESS ROOM (open 24 hours)  
 THE SIGNATURE SHOP (resort apparel, sundries etc.)

★ THE SPA AT CHATHAM BARS INN



## 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: September 3, 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\*\***

**CIRCLE COLOR CHOICE:** 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.

**SUB TOTAL** \$ \_\_\_\_\_  
**MA TAX 6.25 %** \$ \_\_\_\_\_  
**GRAND TOTAL** \$ \_\_\_\_\_

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: September 3, 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>MA TAX 6.25 %</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.

**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)

## 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.

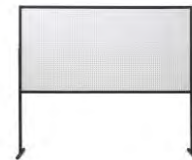
## ACCESSORIES



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.

## LABOR ORDER FORM

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

### RATES:

- ☐ **Straight Time: \$ 65.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 97.50 per man-hour** - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

### CALCULATE ESTIMATED LABOR

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

**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)

## 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.

**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 CLEANING & PORTER SERVICE

**Booth Cleaning Order Deadline: September 3, 2015**

### BOOTH CLEANING

**BOOTH CLEANING INCLUDES:** Vacuuming of booth and emptying of wastebaskets once daily.

Booth Dimensions	Total Area	Advance Price	Floor Price	Cost per day
_____ X _____	= _____ X _____ 100 square foot minimum	\$0.41 per sq. ft./per day	\$0.52 per sq. ft./per day	\$ _____

#### Choose One

- ☐ Cleaning – Pre-show one time only
- ☐ Cleaning – All show days

### PORTER SERVICE

**PORTER SERVICE INCLUDES:** Emptying of wastebaskets in your booth once every **hour**, show hours only.  
Daily rate is based upon booth size.

Choose Option	Booth Size	Advance Price Cost Per Day	Floor Price Per Day	# of Show Days	Total
	Up to 1,000 square feet	\$89.25	\$111.75		
	1,001 to 2,000 square feet	\$110.25	\$138.00		
	2,001 to 3,000 square feet	\$120.75	\$151.00		
	Greater than 3,000 square feet	\$141.75	\$177.25		

**Please Note:** If special cleaning services are required, please contact Capital's Exhibitor Services Department.

**TO GUARANTEE BOOTH CLEANING SERVICE AVAILABILITY, this service must be ordered and paid in advance of the 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.

**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 August 17, 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.

**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)

## 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: September 10, 2015**

To: Exhibitor Name/ Booth #

For: NEPC 16th Annual Produce & Floral Expo

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: September 16-17, 2015**

To: Exhibitor Name/ Booth #

For: NEPC 16th Annual Produce & Floral Expo

Capital Convention Contractors c/o Chatham Bars Inn

297 Shore Road

Chatham, MA 02633

\*\*\*\*\*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 5:00 PM on September 17, 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.

**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)

## 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 September 10, 2015.
- Early Shipments to Warehouse: Any shipment arriving prior to August 17, 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:	Price Per CWT	200 lb. minimum
<b>■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: September 10, 2015</b>		
Crated .....	\$ 65.00	\$ 130.00
Additional Handling .....	\$ 81.00	\$ 162.00
Crated Overtime Inbound/Outbound* .....	\$ 22.75	\$ 45.50
Additional Handling Overtime Inbound/Outbound* .....	\$ 28.35	\$ 56.70
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
<b>■ Additional Surcharges</b>		
Early Shipments to Warehouse Crated* .....	\$ 22.75	\$ 45.50
Early Shipments to Warehouse Additional Handling* .....	\$ 28.35	\$ 56.70
Late to Warehouse* .....	\$ 22.75	\$ 45.50
<b>■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: September 16, 2015</b>		
Crated .....	\$ 62.00	\$ 124.00
Additional Handling .....	\$ 78.00	\$ 156.00
Uncrated .....	\$ 84.00	\$ 168.00
Crated Overtime Inbound/Outbound* .....	\$ 21.70	\$ 43.40
Additional Handling Overtime Inbound/Outbound* .....	\$ 27.30	\$ 54.60
Uncrated Overtime Inbound/Outbound* .....	\$ 29.40	\$ 58.80
<b>■ Additional Surcharges</b>		
Off-Target Fee Crated* .....	\$ 21.70	\$ 43.40
Off-Target Fee Additional Handling* .....	\$ 27.30	\$ 54.60
Off-Target Fee Uncrated* .....	\$ 29.40	\$ 58.80
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater) .....	\$ 7.00 per cwt	\$ 50.00 minimum
	<b>First Piece</b>	<b>Additional Pieces</b>
■ 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: **September 17, 2015 5:00 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: NEPC 16th Annual Produce & Floral  
Expo

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: NEPC 16th Annual Produce & Floral  
Expo

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: NEPC 16th Annual Produce & Floral  
Expo

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: NEPC 16th Annual Produce & Floral  
Expo

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  
**Direct to Show Site**

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

To: **Capital**  
**Convention Contractors**  
c/o Chatham Bars Inn  
297 Shore Road  
Chatham, MA 02633

Show: NEPC 16th Annual Produce & Floral  
Expo

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 Chatham Bars Inn  
297 Shore Road  
Chatham, MA 02633

Show: NEPC 16th Annual Produce & Floral  
Expo

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 Chatham Bars Inn  
297 Shore Road  
Chatham, MA 02633

Show: NEPC 16th Annual Produce & Floral  
Expo

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 Chatham Bars Inn  
297 Shore Road  
Chatham, MA 02633

Show: NEPC 16th Annual Produce & Floral  
Expo

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: September 3, 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>SLATWALL</b>             | <b>PEGBOARD</b>             |
| <input type="radio"/> Grey | <input type="radio"/> White | <input type="radio"/> Brown | <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>	<b>\$ 1,365.00</b>
<b>Late Orders Add 25%</b>	\$ .
<b>MA TAX 6.25 %</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)



## SIGN ORDER FORM

**Sign Order Deadline: September 3, 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>MA TAX 6.25 %</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)