



FALL 2015 HOME SHOW AT PATRIOT PLACE
Gillette Stadium, East Club House, Foxboro
October 2-4, 2015

We are thrilled to have you as an exhibitor in the Fall 2015 Home Show at Patriot Place. We hope that your participation will prove to be a productive and rewarding business experience. In an effort to help your company prepare in advance and avoid any last minute surprises, we have provided you with this exhibitor information manual. It is intended for those whose responsibility it is to arrange the shipping, set-up and/or display details of your company's exhibit.

Please take a moment to review this exhibitor guide thoroughly. You will find information on exhibiting and the forms for services and furnishings provided by our contractors. **PLEASE PAY ATTENTION TO THE MOVE-IN SECTION OF THIS MANUAL.** Please refer to your scheduled move in time.

We suggest that you share this information with all parties involved in your display, from pre-show planning and installation to dismantling. If you have any questions please call me at (508) 823-0389.

Sincerely,
Rich Castiglione
Show Director

• **Please Remember**

- A professional image will reflect the way your company does business! Call Rich Castiglione at (508) 823-0389 to discuss ideas that could work for your company.

• **Passes & Badges**

- **You will receive five (5) passes per 100SF and five (5) exhibitor badges per 100 S.F.** We believe this should be more than enough to cover your staffing **throughout the show as badges should be returned to exhibitor registration and placed in your company envelope as you leave the building.**
- **Free passes are not to be handed out in the lobby or outside the entrance by exhibitors.** We recommend leaving passes for guests at our will call desk located at exhibitor registration.

EXHIBITOR CHECKLIST

ORDER FORM

_____ Exhibitor Badges	* SEE FORM FOR DEADLINES
_____ Prepaid Tickets	* SEE FORM FOR DEADLINES
_____ Plumbing	* SEE FORM FOR DEADLINE
_____ Booth Furnishings	* SEE FORM FOR DEADLINE
_____ Electric/Lighting	* SEE FORM FOR DEADLINE
_____ Telephone Line/Equipment	* SEE FORM FOR DEADLINE
_____ Labor	* SEE FORM FOR DEADLINE
_____ Advance Shipments-Warehouse	* SEE FORM FOR DEADLINE
_____ Signs	* SEE FORM FOR DEADLINE
_____ Photographer, Florist, Audio-Visual	* SEE FORM FOR DEADLINE
_____ Shipments to Exhibit Hall	* SEE FORM FOR DEADLINE

To print forms online go to: www.newenglandhomeshows.com and click on "Move-In Info" or "FAQ".

Advance Orders

For your convenience, it is always best to order services and/or furnishings in advance of the show. Orders placed on-site are generally **30% higher** in costs and are processed after the advance orders. So, to save time and money, order early! All forms are located in this manual.

Service Bills And Charges

If you have any questions regarding bills received from service companies, **Castle Events** will be on hand to assist you. If you have any questions or special problems regarding your bill, please consult us before paying the bill. The problems can usually be resolved easier at Show site.

DIRECTIONS –EAST CLUB HOUSE, GILLETTE STADIUM, FOXBORO

From Boston: Interstate 93 South (S.E. Expressway) to Interstate 95 South; Take Interstate 95 South to Exit 9 (Wrentham) onto Route 1 South. Follow Route 1 South approximately 3 miles to Patriot Place (on the left).

From Cape Cod: Interstate 495 North to Exit 14A onto Route 1 North. Follow Route 1 North approximately 4 miles to Patriot Place (on the right).

From Maine, New Hampshire: Interstate 95 South to Exit 9 (MA) onto Route 1 South. Follow Route 1 South approximately 3 miles to Patriot Place (on the left).

From Northern Connecticut, Vermont, Upstate New York: Interstate 90 East (Massachusetts Tnpk.) to Route 495 South; Exit 14A onto Route 1 North. Follow Route 1 North approximately 4 miles to Patriot Place (on the right).

From Southern Connecticut, Rhode Island: Interstate 95 North to Interstate 495 North; Exit 14A onto Route 1 North. Follow Route 1 North approximately 4 miles to Patriot Place (on the right).

BOOTH GUIDELINES

The Fall 2015 Home Show at Patriot Place utilizes the CUBIC CONTENT RULE in regard to booth construction. Exhibitors are allowed to build their booth to the **maximum height (8')**. These are the guidelines that we believe are fairest to all exhibitors. Any exceptions need to be approved in advance by Show Management.

NOTE: All exposed areas of the exhibit must have finished surfaces including back and sides. Graphics, logos or print facing into another booth will not be allowed. Any part of any booth needing a finished surface at 6:00 p.m. the day prior to show opening will be draped at the expense of the exhibitor. Show Management will determine whether such drape is needed.

KEY MOVE-IN INFORMATION

Exhibitor Move-In

Thursday, October 1st 8:00 AM – 5:00 PM
Friday, October 2nd 8:00 AM – 2:00 PM

1. For Advanced Bulk Shipments to Warehouse: All freight shipments must be shipped, prepaid, and received in the Capital Conventions Warehouse *no later than* **Friday, September 25, 2015**. A 35% late charge will apply to orders received after this date.
2. For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to **October 1, 2015**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o Capital Convention Contractors.
3. You will be allowed to move-in your own exhibit material using only hand trucks or dollies. **No hydraulics, pallet jacks or power equipment is permitted.** If equipment and/or contract labor is needed to assist with loading or unloading your materials, use the enclosed form from Capital Convention Contractors to order labor. If you plan on shipping in advance of the Show, arrangements can be made through Capital Convention Contractors.
4. Be sure to order any necessary **electrical services** prior to arrival to show site; *Advanced Price Order Deadline: September 18, 2015*
5. If you ship directly to the Capital Convention Contractors, either in advance to the warehouse or to the Show site, your crates, boxes and packaging materials will be removed from your booth for storage during the show.

Move-Out Information

Sunday, October 4th 6:01 PM - 10:00 PM
Monday, October 5th 8:00 AM - 12:00 PM

6. No breakdown can begin until 6:01 p.m. on Sunday, October 4th. **Exhibitors breaking down early will be prohibited from exhibiting in future Castle Events shows.**
7. All exhibit material **MUST** be removed by 12:00 PM on Monday, October 5, 2015.

EXHIBITOR SECURITY ADVISORY

Security Service

Castle Events will provide uniform guards on the exhibit floor on a 24-hour basis during the entire run of the show (move-in and move-out as well). However, responsibility lies with you regarding materials in your booth. If you have items to lock up during non-show hours, please use our storage room that is available free of charge. For more information, contact the show office during show hours.

Insurance

You are advised to update your regular company insurance to fit your needs at the Show (extra territorial coverage, theft, public liability, and property damage). **Castle Events** as well as organizations and individuals employed by or associated with the Show are not responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor the safety of any exhibit or property against robbery, fire, accident or other destructive causes. The following are some security recommendations while at the Show.

Arrival of Exhibit Material at Show

It is recommended that adequate personnel be present at the booth to receive shipments and take inventory.

Remember that merchandise shipped in advance to the official drayage contractor will be delivered on the first day of installation.

Installation

While setting up booths which contain small, easily stolen articles, use of individual booth safeguards should be made, *i.e.*, chaining of items, show cases, covering with tarps and locking containers.

Private guards are also available on a rental basis from the service contractor.

DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNATED FOR "EMPTY STORAGE."

SECURITY ADVISORY (CONTINUED)

Booth personnel should be in attendance at least 1 hour prior to show opening & should remain during all Show hours. **BOOTHS MUST BE STAFFED DURING ALL SHOW HOURS.**

Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats and attaché cases.

At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening.

Exhibitors who wish to remove any merchandise from the exhibit hall during the Show must obtain a merchandise release pass from the Show Office and must surrender this form to the security guard at the point of exit from the building.

Dismantling Period

If you are hand carrying your merchandise out of the building, you must have proper exhibitor identification. Dismantling and/or merchandise removal cannot begin prior to the official closing of the show. ****Note: Exhibitors dismantling early will be prohibited from exhibiting in future Castle Events shows.**

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment.

While guard service will be provided by **Castle Events** around the clock, **it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.**

Castle Events assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide their own insurance coverage.

VENDOR PERMITS/CONTRACTOR LICENSES

Vendor Permits

The Commonwealth of Massachusetts Act of 1966 requires each exhibitor to be registered as a vendor. The responsibility of obtaining this registration and collecting sales tax where applicable is yours. To obtain the correct forms and a copy of Massachusetts Act of 1966, Chapter 14, please call:

Massachusetts Department of Revenue
(617) 887-6367 or (800) 392-6089
Choose #5 on automated menu
www.state.ma.us/dor

Temporary Food Service Permit

(See next page for Checklist & Permit)

If you are planning on handing out any food sample, the above food permit must be filled out and **sent back to Castle Events by Friday, August 21, 2015**, with a check for **\$50.00** made payable to the **City of Foxborough**. (**There is a City Mandated Fee of \$250.00 for any and all late applications**) Please mail form with payment to:

Castle Events
18 Juniper Hill drive
Raynham, MA 02767

Contractor Licenses

The State of Massachusetts requires most residential home improvement contractors to register with the Board of Building Regulation and Standards before soliciting or conducting business in the state. All advertising must contain your registration number. In addition, the company may operate only under the name provided at the time of registration. Since consumers will call the state to check whether your company is registered, operating under a name other than the name on file will only serve to diminish your sales. Unregistered contractors face criminal penalties of up to \$5,000 or two years in jail or both, plus civil penalties.

Castle Events requires that a sign be posted at each booth indicating the current registration number. If you have not registered yet, we have enclosed an application for your convenience. We suggest that the application along with two money orders or certified checks (one for the \$100 registration fee if applicable, and one for the appropriate one-time payment to the Guaranty Fund) be delivered in person to Public Safety, so a new registration can be issued without delay. (See attached brochure for details, and where to bring your application.)

If you have questions about the registration process, please call the Board of Building Regulation and Standards (617) 727-7532.

COORDINATOR'S CHECKLIST FOR FOXBOROUGH TEMPORARY FOOD EVENTS

Appointment Date with BOH: _____

*** RETURN COMPLETED APPLICATION TO THE LOCAL BOARD OF HEALTH OFFICE THIRTY (30) DAYS BEFORE THE EVENT.**

**** Please type or print legibly.**

By providing the following information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance will provide the opportunity for a successful and smooth operation. You must notify the food booth participants that the Temporary Food Establishment Permit application must be received by the Board of Health no later than **30 DAYS PRIOR TO THE EVENT.**

1. NAME OF EVENT: _____ DATE(s): _____

2. EVENT LOCATION (*BE SPECIFIC – LOT #, ROOM NAME, ADDRESS, ETC.*): _____

3. EXPECTED NUMBER OF PATRONS: _____

4. EXPECTED PEAK DAYS & NUMBERS OF PATRONS: _____

5. NAMES OF EVENT COORDINATORS/RESPONSIBLE INDIVIDUALS:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE (work, home, cell)</u>
_____	_____	_____
_____	_____	_____

6. NUMBER OF ANTICIPATED FOOD BOOTHS: _____

7. DATE, TIME, LOCATION OF SCHEDULED MEETING(S) WITH FOOD BOOTH PARTICIPANTS:

<u>NAME</u>	<u>ADDRESS</u>	<u>LOCATION</u>
_____	_____	_____
_____	_____	_____

8. TIME OF EVENT SET-UP: _____

9. DESCRIBE PROPOSED RESTROOM FACILITIES (TYPE, NUMBER, LOCATION):

10. WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS: ____ YES ____ NO

11. DESCRIBE THE POTABLE WATER SUPPLY AND DELIVERY:

12. DESCRIBE THE WASTEWATER DISPOSAL SYSTEM:

13. DESCRIBE GARBAGE DISPOSAL:

14. _____
SIGNATURE EVENT COORDINATOR TITLE DATE

Printed Name of Event Coordinator Address Phone# Email

IMPORTANT TAX INFORMATION FOR EXHIBITORS/VENDORS

The Massachusetts Department of Revenue encourages your enterprising activities and likewise encourages your responsible tax payments on behalf of such business sales. Please **complete** form and **mail and/or fax** to the following address **by September 25, 2015**:

Castle Events
18 Juniper Hill Drive
Raynham, MA 02767
Phone (508) 823-0389
Fax (508) 822-1292

Vendor Name: _____ Federal ID#: _____

Address: _____ MA ID# _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

EXHIBITORS/VENDORS WITH NO MASSACHUSETTS TAX ID NUMBER

Whether you are an **out-of-state** or and **In-State Vendor**, you are REQUIRED to be properly registered with the Massachusetts Department of Revenue (MGL 64H, S7). Therefore, secure from the Mass. Dept. of Revenue as noted below the proper tax forms.

Your tax registration certificate (card) or copy thereof, showing your tax certificate number must be displayed on site [MGL 62C, S7A (d)].

A tax return of your gross sales accompanied by your tax payment must be forwarded to the Mass. Dept. of Revenue by the 20th of the following month of your show participation. The Commonwealth can **demand**, at its discretion, your tax due payment at the close of any show if the commissioner feels the collection of any tax due will be jeopardized by delay (MGL 62C, S29). Your failure to collect and pay taxes due and keep records can initiate a criminal action [MGL 62C, S73 (b)].

Massachusetts Department of Revenue
Revenue Enforcement Bureau
20 Somerset Street
Boston, MA 02108
(617) 887-6400 or (617) 887-6367
www.state.ma.us/dor

AREA HOTELS

Renaissance Hotel & Spa Patriot Place

28 Patriot Lane
Foxboro, MA 02035
Phone: 508-543-5500
Fax: 508-543-5501

Hampton Inn, Franklin

735 Union Street
Franklin, Ma 02038
Phone: 508-520-2999

Comfort Inn Foxboro

4 Fisher Street
Foxboro, MA 02035
Phone: 508-543-1000

Courtyard by Marriot Hotel

35 Foxboro Boulevard
Foxboro, MA 02035
Phone: 508-543-5222

Red Roof Inn Mansfield

60 Forbes Boulevard
Mansfield, MA 02048
Phone: 508-339-2323

Econo Lodge Sharon

775 Providence Highway
Sharon, MA 02067
Phone: 781-784-5800

SHOW HOURS

Exhibit Hours

Friday, October 2 nd	2:00 PM - 9:00 PM
Saturday, October 3 rd	10:00 AM - 9:00 PM
Sunday, October 4 th	10:00 AM - 6:00 PM

Exhibitor Move-In

Thursday, October 1 st	8:00 AM – 5:00 PM
Friday, October 2 nd	8:00 AM – 12:00 PM

Exhibitor Move-Out

Sunday, October 4 th	6:01 PM – 10:00 PM
Monday, October 5 th	8:00 AM – 12:00 PM

EXHIBITOR BADGES/GUEST TICKETS/PREPAID TICKETS

EXHIBITOR REGISTRATION/BADGES

Enclosed you will find an order form for your Exhibitor badges. Each exhibitor is entitled to **(5) full-time working passes for the 1st and 2nd (100) square feet** of exhibit space and **4 badges** for each additional 100 sq. ft. (maximum 20)

EXHIBITOR BADGES ARE ONLY TO BE WORN BY EMPLOYEES OF THE COMPANY RENTING BOOTH SPACE AND WORKING IN THE BOOTH.

Exhibitor Badge order forms must be returned to **Castle Events by Friday, September 18, 2015**. Badges can be picked up at the show office, on-site, starting Thursday, October 1, 2015, to exhibitors that are **paid in full**.

GUEST OF EXHIBITOR TICKETS

Exhibitors will be provided with (5) Guest of Exhibitor passes per (100) square feet of exhibit space to use at your own discretion. **Tickets will be mailed out in early September to all companies PAID IN FULL. We will mail them to the contact name and address given to us on the contract. These tickets are to be distributed prior to arriving at the Fall 2015 Home Show at Patriot Place. Guest tickets may be left at our will-call located in the main entrance. These tickets should not be distributed in or around the building throughout the duration of the show.**

PREPAID TICKETS

Castle Events is also providing the opportunity to exhibitors to purchase admission tickets to the Show at \$4.00. These have great promotional value for your customers. Exhibitors can also purchase discount tickets throughout the show.

Fall 2015 Home Show at Patriot Place

PIF _____

East Club House - Exhibitor Badge Order Form

ALL booth personnel must wear an Exhibitor Badge during the show. Each Exhibitor is entitled to **(5) exhibitor badges for each 10x10 Booth**, with a maximum of 20. Exhibitor badges may be exchanged for guest passes. Please note request on this form. **Badges WILL NOT be mailed prior to the show. They can be picked up at Exhibitor Registration on-site starting Thursday, October 1, 2015. **Exhibitor Badges are transferable between employees. They should be dropped at Exhibitor Registration and placed in your company envelope as you leave the show.**** This way, there will always be badges in your envelope for the next shift.

Please Complete and Return By Friday, September 18th, 2015

Company Name:

Booth # & Sq Ft:

Contact Name:

Phone:

Address:

City, State, & Zip Code:

PLEASE PRINT/TYPE NAMES & DATES OF EMPLOYEES WORKING BOOTH BELOW :

1	11
2	12
3	13
4	14
5	15
100 sq	300 sq
6	16
7	17
8	18
9	19
10	20
200 sq	400 sq

Email/Mail/Fax to:

JeanneCastiglione@comcast.net

Fall 2015 Home Show at Patriot Place

18 Juniper Hill Drive

Raynham, MA 02767

Phone: (508) 823-0389 or FAX: (508) 822-1292

****Show Management reserves the right to limit the number of Exhibitor Badges to each exhibiting company.*****

*****TO RECEIVE EXHIBITOR BADGES, YOU MUST BE PAID IN FULL AND HAVE RETURNED YOUR SIGNED EXHIBITOR SPACE CONTRACT!*****

PREPAID ADMISSION TICKET ORDER FORM

Fall 2015 Home Show at Patriot Place

East Club House, Gillette Stadium

October 2-4, 2015

Prepaid Admission Tickets are available at a **Pre-Show Discount**. These can be used to invite valued customers and prospects to the show. It is a great way to ensure a successful show for your company.

Prepaid Admission Tickets are **\$4.00 each**, the lowest possible admission price to the Show. Regular adult admission is \$8.00. These tickets are available for purchase by Exhibitors at any time.

To order tickets please fill out the form below. Be sure to make check payable to the **Castle Events**. **PAYMENT MUST ACCOMPANY ORDER FORM.**

____ * Prepaid Admission Tickets @ \$4.00 each, Totaling \$_____.

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

_____ * Prepaid Admission Tickets @ \$4.00 each

Check attached (payable to the above show) \$_____

Visa MasterCard AMEX Please charge my credit card this amount \$_____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

card holder name

signature (for credit card)

expiration date

Mail Form & Check To:

Castle Events

18 Juniper Hill Drive

Raynham, MA 02767

(508) 823-0389 or Fax with Credit Card (508) 822-1292

Tickets can be picked up in the show office on site.

Fall 2015 Home Show at Patriot Place East Club House - Exhibitor Badge Order Form

PIF _____

ALL booth personnel must wear an Exhibitor Badge during the show. Each Exhibitor is entitled to **(5) exhibitor badges for each 10x10 Booth**, with a maximum of 20. Exhibitor badges may be exchanged for guest passes. Please note request on this form. **Badges WILL NOT be mailed prior to the show.** They can be picked up at Exhibitor Registration on-site starting Thursday, October 1, 2015. ****Exhibitor Badges are transferable between employees. They should be dropped at Exhibitor Registration and placed in your company envelope as you leave the show.**** This way, there will always be badges in your envelope for the next shift.

Please Complete and Return By Friday, September 18th, 2015

Company Name:	Booth # & Sq Ft:
Contact Name:	Phone:
Address:	
City, State, & Zip Code:	

PLEASE PRINT/TYPE NAMES & DATES OF EMPLOYEES WORKING BOOTH BELOW :

1	11
2	12
3	13
4	14
5	15
100 sq	300 sq
6	16
7	17
8	18
9	19
10	20
200 sq	400 sq

Email/Mail/Fax to:

JeanneCastiglione@comcast.net

Fall 2015 Home Show at Patriot Place

18 Juniper Hill Drive

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Phone: (508) 823-0389 or **FAX: (508) 822-1292**

****Show Management reserves the right to limit the number of Exhibitor Badges to each exhibiting company.*****

*****TO RECEIVE EXHIBITOR BADGES, YOU MUST BE PAID IN FULL AND HAVE RETURNED YOUR SIGNED EXHIBITOR SPACE CONTRACT!*****

EXHIBITOR SERVICE MANUAL



Gillette Stadium

Foxborough, MA

October 2 – 4, 2015

CAPITAL
convention contractors

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 Fall Home Show at Patriot Place being held at Gillette Stadium in Foxborough, 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 package includes:

8' High back drape	3' High side drape	Exhibitor ID sign
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Drape Color: Black **Carpet:** Exhibit Hall is carpeted

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Thursday,	October 1	8:00 a.m. – 5:00 p.m.
	Friday,	October 2	8:00 a.m. – 2:00 p.m.
Exhibit Hours:	Friday,	October 2	2:00 p.m. – 9:00 p.m.
	Saturday,	October 3	10:00 a.m. – 9:00 p.m.
	Sunday,	October 4	10:00 a.m. – 6:00 p.m.
Exhibitor Dismantle:	Sunday,	October 4	6:00 p.m. – 10:00 p.m.
	Monday,	October 5	8:00 a.m. – 12:00 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 18, 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 25, 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 **October 1, 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

CREDIT CARD AUTHORIZATION FORM

American Express	Circle One VISA	MasterCard
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Exhibitor _____ Booth # _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Email _____

Phone () _____ Fax () _____

Credit Card Number _____ Expiration Date _____

Card Holder Name (please print) _____ Signature _____

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

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

CREDIT CARD PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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 3rd Party

Display House 3rd 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%	\$ _____
TOTAL ESTIMATED CHARGES	\$ _____

*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

LIABILITY AND INSURANCE BULLETIN

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

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

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

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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.

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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 18, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		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	
COUNTER HEIGHT TABLES-DRAPED		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	
TABLES-UNDRAPED		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	
COUNTER HEIGHT TABLES-UNDRAPED		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	
TABLES-COCKTAIL FINISHED TOP		30" ROUND – 30" HIGH	\$93.50	\$116.75	
		30" ROUND – 40" HIGH	\$104.00	\$130.25	
TABLE RISERS		4' X 10" HIGH	\$63.00	\$78.75	
		6' X 10" HIGH	\$73.50	\$92.50	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$47.25	\$59.00	
		6' OR 8' COUNTER	\$47.25	\$59.00	
CUSTOM BOOTH DRAPE 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
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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 18, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		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	
ACCESSORIES		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	

SUB TOTAL	\$ _____ .
MA TAX 6.25 %	\$ _____ .
GRAND TOTAL	\$ _____ .

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

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

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

DRAPED TABLES



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

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

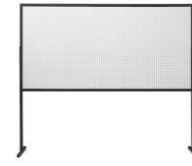
ACCESSORIES



Tripod Easel



Garment Rack



Display Board



Literature Racks



Chrome Sign Holder



Wastebasket



Standard Counter



Display Case



Raffle Drum

Please Note:

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

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: September 18, 2015

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

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

STANDARD CARPET

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

PADDING & VISQUEEN

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

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

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$2.60 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$3.40 sq. ft. = _____

PRESTIGE CARPET

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

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

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

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

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.

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GONDOLA ORDER FORM

Advance Order Price Deadline: September 18, 2015

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	SINGLE SIDED GONDOLA	\$89.25	\$111.75	
	DOUBLE SIDED GONDOLA	\$120.75	\$151.00	
	SHELVES	\$8.50	\$10.50	

SUB TOTAL	\$ _____.
MA TAX 6.25%	\$ _____.
GRAND TOTAL	\$ _____.

SINGLE SIDED GONDOLA FIXTURE



Dimensions: 4' wide x 6' high x 16" base

DOUBLE SIDED GONDOLA FIXTURE



Dimensions: 4' wide x 6' high x 32" base

Please indicate below where you would like your gondola(s) set up in your booth:

Front of Booth

NOTE: Peg hooks are not supplied. Please plan accordingly.

- ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**
- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
 - ❖ All materials are on a rental basis and remain the property of Capital.
 - ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

LABOR ORDER FORM

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

RATES:

- Straight Time: \$ 62.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- Overtime: \$ 93.00 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 _____ PM _____	X _____ X _____	\$ _____ = \$ _____	
DISMANTLE: _____	_____	AM _____ PM _____	X _____ X _____	\$ _____ = \$ _____	

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

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

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

EXHIBITOR SUPERVISION

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

Company Representative: _____ **Phone:** _____

CAPITAL SUPERVISION

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

Set Up Information Required:

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

Shipment consists of: Crates Cartons Carpets/pads

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

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

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

ADDITIONAL OPTIONS

- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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LABOR ORDER FORM (CONTINUATION)

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

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

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

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

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

Exhibitor Carrier Choice: _____

Official Show Carrier: YRC Ground ***Must arrive by:** _____

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

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

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FORKLIFT ORDER FORM

DEADLINE ORDER DATE: September 25, 2015

General Information

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

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

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

FORKLIFT LABOR WITH OPERATOR

- Straight Time: \$ 95.00 per man-hour** - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- Overtime: \$ 142.50 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.

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

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

ADDITIONAL RIGGERS LABOR

- Straight Time: \$ 62.00 per man-hour** - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- Overtime: \$ 93.00 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.

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

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

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

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

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

BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: September 18, 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

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 September 2, 2015 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____

Booth # _____

Name of Service Contractor: _____

Contractor Street Address _____

City/State _____

Zip Code _____

Contractor Phone () _____ Fax () _____ Email address _____

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

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Phone 877-335-3700 · Fax 508-351-9911 · Email 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 25, 2015
To: Exhibitor Name/ Booth #
For: Fall Home Show at Patriot Place
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: October 1-2, 2015
To: Exhibitor Name/ Booth #
For: Fall Home Show at Patriot Place
Capital Convention Contractors c/o Gillette Stadium
One Patriot Place
Foxborough, MA 02035

*****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)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS 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 9:00 AM on October 5, 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

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 26, 2015.
- Early Shipments to Warehouse: Any shipment arriving prior to September 2, 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
■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: September 25, 2015		
Crated	\$ 57.00	\$114.00
Additional Handling	\$ 72.00	\$144.00
Crated Overtime Inbound/Outbound*	\$ 19.95	\$ 39.90
Additional Handling Overtime Inbound/Outbound*	\$ 25.20	\$ 50.40
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
■ Additional Surcharges		
Early Shipments to Warehouse Crated*	\$ 19.95	\$ 39.90
Early Shipments to Warehouse Additional Handling*	\$ 25.20	\$ 50.40
Late to Warehouse*	\$ 19.95	\$ 39.90
■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: October 1, 2015		
Crated	\$ 55.00	\$110.00
Additional Handling	\$ 69.00	\$138.00
Uncrated	\$ 75.00	\$150.00
Crated Overtime Inbound/Outbound*	\$ 19.25	\$ 38.50
Additional Handling Overtime Inbound/Outbound*	\$ 24.15	\$ 48.30
Uncrated Overtime Inbound/Outbound*	\$ 26.25	\$ 52.50
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 19.25	\$ 38.50
Off-Target Fee Additional Handling*	\$ 24.15	\$ 48.30
Off-Target Fee Uncrated*	\$ 26.25	\$ 52.50
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater)	\$ 7.00 per cwt	\$ 50.00 minimum
	First Piece	Additional Pieces
■ 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.:

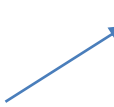
3 Separate Shipments:

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: **October 5, 2015 at 9:00 AM.**

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

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: Fall Home Show at Patriot Place

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: Fall Home Show at Patriot Place

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.

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Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: Fall Home Show at Patriot Place

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 Gillette Stadium
One Patriot Place
Foxborough, MA 02035

Show: Fall Home Show at Patriot Place

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 Gillette Stadium
One Patriot Place
Foxborough, MA 02035

Show: Fall Home Show at Patriot Place

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.

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c/o Gillette Stadium
One Patriot Place
Foxborough, MA 02035

Show: Fall Home Show at Patriot Place

Booth# _____

Carrier _____

Piece # _____ of _____

RUSH

Exhibit Material

CUSTOM EXHIBIT PACKAGE ORDER FORM

Advance Order Price Deadline: September 18, 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

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

Carpet Colors – Choose One

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

Header Copy – please print clearly

Letter Color: Blue Red Black Grey Burgundy Green

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

Skirt Colors - Choose One

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

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

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

SUB TOTAL	\$ <u>1,365.00</u>
Late Orders Add 25%	\$ _____
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.
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 Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

SIGN ORDER FORM

Sign Order Deadline: September 18, 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.	\$ _____

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

ELECTRICAL ORDER FORM

Advance Order Price Deadline: September 18, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
120 VOLTS		0-500 Watts (5 AMPS)	\$85.00	\$118.00	
		500-1000 Watts (10 AMPS)	\$100.00	\$125.00	
		1001-1500 Watts (15 AMPS)	\$108.00	\$145.00	
		1501-2000 Watts (20 AMPS)	\$112.00	\$155.00	
208 VOLTS SINGLE PHASE		5 AMPS – 1000 Watts	\$113.00	\$152.00	
		10 AMPS – 2000 Watts	\$134.00	\$182.00	
		15 AMPS – 3000 Watts	\$158.00	\$214.00	
		20 AMPS – 4000 Watts	\$180.00	\$245.00	
		30 AMPS – 6000 Watts	\$273.00	\$368.00	
		60 AMPS – 12000 Watts	\$547.00	\$740.00	
		100 AMPS – 20000 Watts	\$915.00	\$1,204.00	
208 VOLTS THREE PHASE		5 AMPS – 1800 Watts	\$140.00	\$190.00	
		10 AMPS – 3600 Watts	\$170.00	\$229.00	
		15 AMPS – 5400 Watts	\$196.00	\$267.00	
		20 AMPS – 7200 Watts	\$226.00	\$308.00	
		30 AMPS – 10000 Watts	\$341.00	\$462.00	
		60 AMPS – 22000 Watts	\$685.00	\$895.00	
		100 AMPS – 36000 Watts	\$1,144.00	\$1,204.00	
WIRED INTERNET			\$250.00	\$350.00	

***** All pricing is for the duration of the show, not per day*****

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED by September 18, 2015.

- ❖ 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 and/or Gillette Stadium.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL	\$ _____.
10% SERVICE FEE	\$ _____.
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 _____

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