
EXHIBITOR SERVICE MANUAL

MAIA Annual Convention & Trade Fair

Marriott Copley Place

Boston, MA

November 13-14, 2015

CAPITAL
convention contractors

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

877-335-3700

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GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the MAIA Annual Convention & Trade Fair being held at Marriott Copley Place in the Boston, MA. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 10' x 8' & 8' x 8' booth package includes:

8' High back drape	Exhibitor ID sign
3' High side drape	

Drape Color: Red **Carpet:** Exhibit Hall is carpeted

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Thursday,	November 12	4:00 p.m. – 7:00 p.m.
	Friday,	November 13	8:00 a.m. – 9:00 a.m.
Exhibit Hours:	Friday,	November 13	9:00 a.m. – 1:00 p.m. 2:15 p.m. – 4:00 p.m.
	Saturday,	November 14	9:30 a.m. – 2:00 p.m.
Exhibitor Dismantle:	Saturday,	November 14	2:00 p.m. – 6:00 p.m.

Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **October 29, 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 **November 6, 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 **November 12, 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

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.

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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.
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LIABILITY AND INSURANCE BULLETIN

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

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

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

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

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BOSTON UNION LABOR GUIDELINES

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

MATERIAL HANDLING

Union regulations require that the official material handling contractor off-load all equipment and display materials for **ALL** trucks, including box rental trucks of any size and all rental vans using the loading dock. **The use of forklifts, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

HAND CARRY

Exhibitors may hand carry one item, one time, in or out of the facility without having access to the loading dock. Hand-carry is defined as one item that can be easily carried by an individual without the need for dollies or other mechanized equipment and weighing less than 30 lbs. Union claims jurisdiction under all other circumstances.

POV

Exhibitors may load and unload; automobiles, mini vans, SUV's, pick-up trucks and vans. Exhibitors may not have access to the loading dock. Any vehicle requiring dock use is under Union jurisdiction.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from the Union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. 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 the Union.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or utilize their own, provided it is local Union labor.

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.

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.

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

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TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: October 29, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$87.00	\$109.00	
		6' X 2' - 30" HIGH	\$98.00	\$122.25	
		8' X 2' - 30" HIGH	\$109.00	\$136.50	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$98.00	\$122.25	
		6' X 2' - 40" HIGH	\$109.00	\$136.50	
		8' X 2' - 40" HIGH	\$120.00	\$149.75	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$43.00	\$54.00	
		6' X 2' - 30" HIGH	\$54.00	\$68.25	
		8' X 2' - 30" HIGH	\$65.00	\$81.50	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$49.00	\$60.50	
		6' X 2' - 40" HIGH	\$60.50	\$76.00	
		8' X 2' - 40" HIGH	\$73.00	\$91.50	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$87.00	\$109.00	
		30" ROUND - 40" HIGH	\$98.00	\$122.25	
TABLE RISERS		4' X 10" HIGH	\$44.00	\$55.00	
		6' X 10" HIGH	\$55.00	\$69.50	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$38.50	\$48.50	
		6' OR 8' COUNTER	\$38.50	\$48.50	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$9.50	\$13.75	
		3' HIGH PER LINEAR FT	\$6.25	\$8.25	

****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.
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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: October 29, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		PADDED SIDE CHAIR	\$43.00	\$54.00	
		PADDED ARM CHAIR	\$47.50	\$59.50	
		UPHOLSTERED BAR STOOL	\$53.00	\$66.00	
		FOLDING CHAIR	\$11.00	\$14.50	
ACCESSORIES		TRIPOD EASEL	\$20.00	\$25.50	
		GARMENT RACK	\$60.50	\$76.00	
		LITERATURE RACK	\$71.50	\$90.25	
		4' X 8' DISPLAY BOARD	\$137.50	\$171.75	
		6' SHOWCASE W/SHELVES	\$357.50	\$446.75	
		WASTEBASKET	\$15.50	\$20.00	
		RAFFLE DRUM	\$55.00	\$69.50	
		8' ALUMINMUM BACK POST W/BASE	\$22.00	\$27.50	
		6'-10' ADJUSTABLE CROSS BAR	\$11.00	\$13.75	

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.

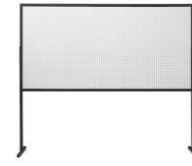
Accessories



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: October 29, 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

PADDING & VISQUEEN

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$109.00	\$136.50	
	9 x 20	\$218.00	\$273.00	
	9 x 30	\$326.75	\$409.25	

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.25	\$1.75	
	Visqueen	\$.75	\$1.25	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$2.50 sq. ft. = _____
Floor Price: Booth size _____ (100 sq. ft. min) x \$3.25 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 \$4.50 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.
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

LABOR ORDER FORM

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

RATES:

- Straight Time: \$ 99.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- Overtime: \$ 148.50 per man-hour** - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____	AM _____ 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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BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: October 29, 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	\$0.32 per sq. ft./per day	\$0.39 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	\$82.50	\$103.25		
	1,001 to 2,000 square feet	\$104.50	\$130.75		
	2,001 to 3,000 square feet	\$115.50	\$144.50		
	Greater than 3,000 square feet	\$137.50	\$172.00		

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

TO GUARANTEE BOOTH CLEANING SERVICE AVAILABILTY, 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 October 12, 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: November 6, 2015
To: Exhibitor Name/ Booth #
For: MAIA Annual Convention & Trade Fair
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: November 12-13, 2015
To: Exhibitor Name/ Booth #
For: MAIA Annual Convention & Trade Fair
Capital Convention Contractors c/o Marriott Copley Place
110 Huntington Avenue
Boston, MA 02116

****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 4:30 PM on November 14, 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 November 6, 2015.
- Early Shipments to Warehouse: Any shipment arriving prior to October 12, 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: November 6, 2015		
Crated	\$ 94.00	\$ 188.00
Additional Handling	\$ 117.50	\$ 235.00
Crated Overtime Inbound/Outbound*	\$ 32.90	\$ 65.80
Additional Handling Overtime Inbound/Outbound*	\$ 41.13	\$ 82.25
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
■ Additional Surcharges		
Early Shipments to Warehouse Crated*	\$ 32.90	\$ 65.80
Early Shipments to Warehouse Additional Handling*	\$ 41.13	\$ 82.25
Late to Warehouse*	\$ 32.90	\$ 65.80
■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: November 12, 2015		
Crated	\$ 92.00	\$ 184.00
Additional Handling	\$ 115.00	\$ 230.00
Uncrated	\$ 138.00	\$ 276.00
Crated Overtime Inbound/Outbound*	\$ 32.20	\$ 64.40
Additional Handling Overtime Inbound/Outbound*	\$ 40.25	\$ 80.50
Uncrated Overtime Inbound/Outbound*	\$ 48.30	\$ 96.60
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 32.20	\$ 64.40
Off-Target Fee Additional Handling*	\$ 40.25	\$ 80.50
Off-Target Fee Uncrated*	\$ 48.30	\$ 96.60
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater)	\$ 7.00 per cwt	\$ 50.00 minimum
	<u>First Piece</u>	<u>Additional Pieces</u>
■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) ..	\$ 35.00	\$ 20.00

**In addition to above charges.*

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

for EXAMPLE if the rate is \$50.00 per 100lbs.:

<u>3 Separate Shipments:</u>	<u>1 Consolidated Shipment:</u>
54 lbs. charged @ 200 lbs. \$100.00	3 pieces (1 shipment)
59 lbs. charged @ 200 lbs. \$100.00	185 lbs. @ 200 lbs. = \$100.00
72 lbs. charged @ 200 lbs. \$100.00	Total Savings: \$200.00
Total: 185 lbs. Total Cost: \$300.00	

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: **November 14, 2015 4:30 PM.**

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

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

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: MAIA Annual Convention & Trade
Fair

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: MAIA Annual Convention & Trade
Fair

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

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

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

From: _____
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Carrier _____

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RUSH

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Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: MAIA Annual Convention & Trade
Fair

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 Marriott Copley Place
110 Huntington Avenue
Boston, MA 02116

Show: MAIA Annual Convention & Trade
Fair

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material



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

From: _____
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Convention Contractors
c/o Marriott Copley Place
110 Huntington Avenue
Boston, MA 02116

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Fair

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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Show: MAIA Annual Convention & Trade
Fair

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

CUSTOM EXHIBIT RENTAL ORDER FORM

Advance Order Price Deadline: October 29, 2015

All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is NOT included with the Exhibit Rental.

10' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 10-A	\$1,650.00	\$2,062.50	
	Exhibit 10-B	\$2,530.00	\$3,190.00	

20' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 20-A	\$2,640.00	\$3,300.00	

Additional Options

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Standard Counter—41½" w x 21¾" d x 42" h	\$165.00	\$209.00	
	Adjustable Shelves	\$27.50	\$35.25	
	Spot Lights (electricity not included)	\$27.50	\$35.25	
	Company Logo on Header Sign	\$137.50	\$165.00	

Material for Backwall - Choose One

FABRIC: Grey Blue
SINTRA: White Grey Black

Carpet Colors – Choose One

Blue Red Black Grey Burgundy Green

Header Copy – please print clearly

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

Letter Color: Blue 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.
- ❖ 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.

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

Custom Exhibit Booth Specials



Option 10-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •



Option 10-B

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- One 20"x117" Backwall Counter •
- One 20"x39-1/2" Freestanding Counter •



Option 20-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- Two Wastebaskets •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- Six 12" Flat Shelves •
- Two 20"x39-1/2" Freestanding Counter •

SIGN ORDER FORM

Sign Order Deadline: October 29, 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"	\$27.50	\$42.00	
	14" x 22"	\$38.50	\$58.50	
	22" x 28"	\$66.00	\$99.00	
	28" x 44"	\$88.00	\$132.00	

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	\$82.50	\$137.50	
	Over 10 words	\$1.25	\$2.25	
	Cardboard Easel Back	\$4.50	\$6.75	
	Directional Arrow	\$5.50	\$7.75	

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 _____		\$10.00 per sq. ft.	\$23.25 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

CONVENTION: _____
COMPANY NAME: _____
ADDRESS: _____
STATE: _____

BOOTH # _____
EXHIBIT DATE: _____
TELEPHONE # _____
FAX # _____

GENERAL CONDITIONS

1. Rates quoted for the items cover bringing of the same to the booth. Should it be necessary to run Lines into the booth for hooking up motors, panels, lighting, etc a labor order **MUST** accompany this form. Service will be installed on a time and material basis. The rates for technicians will be paid \$75 per hour from 8 am to 4:40 pm on weekdays; double time will prevail after 4:40 pm on weekdays, Saturdays, Sundays and Holidays.
2. All orders **MUST** be received 2 weeks before a show opening. Last minute orders forcing installation on a Saturday, Sunday, Holiday or overtime, will cost 50% more than stated listings.
3. Electrical power for lights and displays will be turned on 1/2 hour before show opening and turned off 1/2 hour after closing time unless other arrangements are made with Marriott prior to the show.
4. **No credit will be issued on outlets installed as ordered even though they are not used.**
5. All wiring and other installation, motors, etc must be approved to prevent overloading of the circuits. Exhibitors shall not be permitted to add wattage except upon ordering same. All motors over 1HP shall have a magnetic starter, manual disconnect switch and a fuse furnished by the exhibitor.
 All questions on billing must be settled prior to closing date of show; no credits will be issued after.
 All connectors will be the current NEMA-type for current voltage to be applied. All connectors will be grounded.
6. All questions on billing must be settled prior to closing date of show; no credits will be issued after.
7. All connectors will be the current NEMA-type for current voltage to be applied. All connectors will be grounded.
8. If using specific NEMA connector for 1-phase or 3-phase application, please endorse NEMA number _____
9. Voltage is 120/208. Marriott cannot be held responsible for voltage variations or 'brown out' conditions caused by NSTAR. Exhibitors having special voltage requirements should contact Marriott in advance of show.
10. Exhibitors using computers or other equipment sensitive to power dropouts should order exclusive circuits. All non-exclusive circuits are shared by other exhibitors. Marriott assumes no responsibility for their actions. Exclusive circuits are 20amps and above.
11. Marriott cannot be held responsible for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.

	UNIT COST	QUANTITY	AMOUNT
5 amps. 115 volt 0-500 watt circuit	\$100.00 ea.		
15 amps. 115 volt 1000-1500 watt circuit	\$150.00 ea.		
20 amps. 120/208 volt 1 PH/3 circuit	\$200.00 ea.		
30 amps. 120/208 volt 1 PH/3 circuit	\$350.00 ea.		
60 amps. 120/208 volt 1 PH/3 circuit	\$585.00 ea.		
100 amps. 120/208 volt 1 PH/3 circuit	\$850.00 ea.		
200 amps. 120/208 volt 1 PH/3 circuit	\$1,175.00 ea.		
Rental of extension cord	\$16.00 ea.		
Electrical Labor	\$75.00 per hr.		
		6.25% Sales Tax	\$
		TOTAL	

RENTAL RATES COVER ANY THREE CONSECUTIVE DAYS. PREPAYMENT MUST ACCOMPANY ORDER AND BE RECEIVED TWO WEEKS PRIOR TO EXHIBIT.

PAYMENT INFORMATION

CHECK ENCLOSED (payable to Boston Copley Marriott)

Credit Card : AMEX, Visa, Mastercard (circle one)

Card # : _____

Exp. Date: _____

COMMENTS: _____

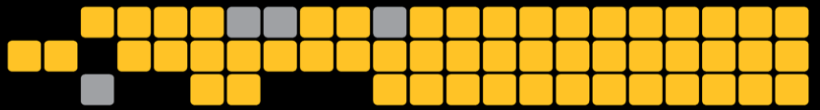
Name: _____

Authorized Signature: _____

Date: _____



Exhibitor Form



EVENT NAME: _____ BOOTH #: _____

DATES: _____ Advanced Rates are available up to 10 days before show opening otherwise On-site rate is applied
Once your order is submitted a PSAV Representative will contact you with confirmation

COMPANY: _____ ROOM: _____

AUDIO VISUAL

SERVICE - PER DAY	QTY	Days	Rate	TOTAL
19" LCD Monitor (Table stand only)			\$150.00	
32" Monitor including Stand (Floor or Table)			\$260.00	
40" Monitor including Stand (Floor or Table)			\$425.00	
46" Monitor including Stand			\$525.00	
55" Monitor including Stand			\$710.00	
65" Monitor including Stand			\$825.00	
Laptop or Desktop Computer (doesn't include monitor)			\$250.00	
Blu-ray or DVD Player - Please indicate			\$115.00	
Please indicate Stand - Floor or Table Source - VGA, DVI, HDMI, USB Speakers - Monitor or Large Speaker**				
Additional Equipment and sizing available				

Write in: _____

**Labor set & strike times, expendables & special deliveries will be considered. All equipment will incur a set-up and breakdown labor charge- standard, overtime, and doubletime rates will be applied where applicable.*

SUBTOTAL

INTERNET AND TELEPHONE SERVICE

All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system.

SERVICE - PER DAY	QTY	Days	Advanced Rate	On-site Rate	TOTAL
Wireless Internet Service - 1 Device Connection with Conference Code			\$150.00	\$250.00	
Standard Internet connection - Wired			\$350.00	\$550.00	

All wired connections are for laptop/desktop use only. If more than 1 wired internet connection is ordered a hotel switch is required and need to be ordered 48 hrs in advance. No outside router/switch is allowed to be used on the existing ports in any meeting room without 48hrs notice to the event technology department.

Dedicated Internet Service or Static IP Address			Please Call	Please Call	
All services include local and toll free numbers. All long distance call are billed at the prevailing hotel rate and billed through the hotel via the credit card provided below. Calling cards can not be used.					
Phone Line (DID) - Headset or Fax/Credit Card			\$125.00	\$225.00	

**Labor set & strike times, expendables & special deliveries will be considered. All equipment will incur a set-up and breakdown labor charge- standard, overtime, and doubletime rates will be applied where applicable.*

SUBTOTAL

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number and form of payment noted. Advanced orders are guaranteed to be installed prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or the provision of all or a portion of audiovisual equipment and services by PSAV, cancellation charges will apply. If cancellation is under 72 hours, 50% of the equipment proposal estimate and 100% of labor charges, plus actual expenses incurred by PSAV in preparing for the event will be charged.

Client is responsible for ordering power from the hotel.

*Additional Labor may be required for larger orders. **Large Speakers at additional cost
PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

IF YOU EXPERIENCE AN ISSUE ON SITE PLEASE CONTACT PSAV AT x4444. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ONSITE TO A MANAGER.

AUDIO VISUAL TOTAL

INTERNET and TELEPHONE TOTAL

SUBTOTAL

6.25% Tax

ESTIMATED TOTAL CHARGES

BILLING CONTACT INFORMATION

CREDIT CARD INFORMATION

Name:	Credit Card <input type="radio"/> Wire Transfer <input type="radio"/> Check <input type="radio"/>		
Address:	If paying by Check or Wire Transfer please send the form back with no payment information and you will receive an email with the total due. Checks should be made out to PSAV		
City:	State:	Zip:	Card Holders Name:
Phone:	Fax:		Credit Card Account Number:
Onsite Contact and Number:			Expiration Date:
			Email Address:
			<input checked="" type="checkbox"/>
			CCV#:
			Billing Zip Code:

CARDHOLDERS SIGNATURE _____ Signature confirms acceptance of terms and conditions

DATE _____

Please return completed form to:
PSAV

Lara Schechtman

Phone: 617.937.5649

Fax: 617.927.5333

lschechtman@psav.com



flawless performance. dramatic results.



BOSTON COPLEY PLACE



COADY FLORIST
 1540 CAMBRIDGE ST
 CAMBRIDGE, MA 02139
 (617) 547-9096
 danflowerman@aol.com

NAME OF SHOW _____ SHOW DATE _____ LOCATION _____

EXHIBITING COMPANY* _____ CONTACT PERSON _____ BOOTH # _____

COMPANY ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

AUTHORIZED SIGNATURE _____ DATE _____

RENTAL				
QTY	ITEM	PRICE	VARIETY (Subject To Availability)	TOTAL
	3' green Plant	\$45.00		
	4' green Plant	\$55.00		
	5' green Plant	\$65.00		
	6' green Plant	\$85.00		

QTY	ITEM	PRICE	VARIETY (Subject To Availability)	TOTAL
	Ivy, Pothos - Med.	\$35.00		
	Ferns - Medium	\$40.00		
	Ferns - Large	\$46.00		
	Bromeliad	\$36.00		
	Bubble Bowl	\$35.00	8' glass	

PURCHASE			
QTY	ITEM	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)	\$26.00	
	Potted Seasonal Plant	\$36.00	
	Floral Arrangement/Seasonal <input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$75.00 +	
	Floral Arrangement/Tropical <input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$80.00+	

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL _____

6.25% TAX _____

GRAND TOTAL _____

ON-SITE ORDERS 25% HIGHER

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

SPECIAL INSTRUCTIONS/REQUESTS: _____

PLEASE HAVE DESIGNER SEE US AT OUR EXHIBIT _____ DATE/TIME: _____ REPRESENTATIVE: _____

I authorize Coady Florist to charge any additional amounts incurred by me or my show representative.
 If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: CHECK MC VISA AMEX

CARD # _____ CREDIT CARD PIN # _____

CARD BILLING NAME: _____ EXP. DATE _____

CARD BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments cannot be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Coady Florist harmless for all injury or damage resulting from items supplied by this contract.

Please note: This order form is you invoice. No statement to follow unless specifically requested. **IN ADVANCE**

*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email