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# EXHIBITOR SERVICE MANUAL

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## CTAA Conference & Trade Show

**Foxwoods Resort Casino - Fox Tower**

Mashantucket, CT

March 22, 2019



153 Northboro Road, Suite 6 | Southborough, MA 01772  
capitalconventions.com | Fax: 508-481-1150

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 CTAA Conference & Trade Show being held at Foxwoods Resort Casino - Fox Tower in Mashantucket, CT. In our commitment to an enjoyable and smooth-running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

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

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

**Drape Colors:** Black & White

**Carpet:** Exhibit Hall is carpeted

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

|                   |                    |                        |
|-------------------|--------------------|------------------------|
| Exhibitor Set-up: | Thursday, March 21 | 4:00 p.m. – 7:00 p.m.  |
|                   | Friday, March 22   | 7:30 a.m. – 11:00 a.m. |

***Note: All Exhibitors must be set up by 11:00 a.m. or a \$125.00 Penalty will apply.***

|                |                  |                        |
|----------------|------------------|------------------------|
| Exhibit Hours: | Friday, March 22 | 11:00 a.m. – 2:00 p.m. |
|----------------|------------------|------------------------|

|                                             |                  |                       |
|---------------------------------------------|------------------|-----------------------|
| Exhibitor Dismantle:                        | Friday, March 22 | 2:00 p.m. – 4:00 p.m. |
| <i>Carrier Check in Deadline: 3:30 p.m.</i> |                  |                       |

### Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **March 8, 2019**. *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 508-481-1150. Order forms for other contractors should be returned to the specific contractor providing these services.

### Important Shipping Procedures

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

**For Advance Shipping to Warehouse:** All freight shipments must be shipped prepaid and received in our warehouse no later than **March 15, 2019**. *A 35% late charge will apply if orders for advance shipping are received after this date.*

**For Direct Shipping to Show Site:** DO NOT ship exhibit materials direct to show site to arrive prior to **March 21, 2019**. 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.

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772  
Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)



**WE ACCEPT:**      **American Express**      **VISA**      **MasterCard**

## CREDIT CARD BILLING INFORMATION

**\*(3 digit MC/Visa 4 digit Amex)**

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.

## CREDIT CARD PAYMENT POLICY

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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:**

☐ All Capital Services

☐ Freight Handling

☐ Furniture/Carpet

☐ Booth Cleaning

☐ Labor

☐ Other (specify) \_\_\_\_\_

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

### Exhibiting Firm

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

Address \_\_\_\_\_

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

Phone (     ) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

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

Display House 3<sup>rd</sup> party \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (     ) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

## ORDER SUMMARY

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

**Calculate your order total:**

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

\*indicates nontaxable services

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

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

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

**MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS**

Checks must include exhibiting firm name and booth number

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:**

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## LIABILITY AND INSURANCE BULLETIN

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

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

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

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# EXHIBITOR MATERIAL HANDLING PROCEDURES

## FOXWOODS RESORT CASINO

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### GENERAL RULES

- Foxwoods Resort Casino prohibits any show materials from being carried through the loading dock or any non-public area. Certain items may be hand carried into the facility, please refer to the Foxwoods Resort Hand-Carry Policy. If you need assistance unloading and reloading your show materials in your personally owned vehicle (POV), please refer to the instructions below and fill out the Cartload Service Order Form to schedule your delivery with Capital.
- All exhibit materials, including display cases, crates, skids, pallets and cardboard boxes must be shipped in care of Capital Convention Contractors.
- Capital **highly recommends** sending all shipments to its advance warehouse as instructed in the Material Handling Information/Rate Schedule forms in the service manual. This method is the most cost effective and efficient way to ship your materials.

### LOADING DOCK RESTRICTIONS

- The loading dock is a restricted area.
- Personally owned vehicles are prohibited from the loading dock area without proper authorization.

### ADVANCE SHIPMENTS

- Capital Convention Contractors will begin receiving advance shipments for the event at our warehouse beginning February 22, 2019.
- Material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock area.

### DIRECT SHIPMENTS

#### VIA COMMON CARRIER/VAN LINE/COURIER/AIR FREIGHT/P.O.V.

**NOTE: if you are delivering show materials in your P.O.V. (Personally Owned Vehicle), please refer to the Cartload Service Form included in this manual and follow instructions below:**

- Capital will receive shipments at the exhibit facility on March 21, 2019 from 4:00 p.m. to 7:00 p.m. and March 22, 2019 from 7:30 a.m. to 10:30 a.m. only.
- Shipments that arrive at Foxwoods Resort Casino prior to March 21, 2019 may be **refused**.
- All drivers, including P.O.V.'s, must first check-in with a Capital Convention Contractor Representative at the marshaling yard Lot #10 to obtain dock access (see enclosed property map).
- Capital will coordinate dock times based on availability. P.O.V.'s may be required to have exhibit material transferred onto a Capital truck for delivery to the exhibit hall.
- Before the conclusion of the show, please visit the Capital Exhibitor Service Desk and complete a bill of lading indicating your outbound shipping requirements.

**For any inquiries regarding shipping and/or handling of exhibit materials,  
please contact our Customer Service Department**

**877-335-3700**

**[help@capitalconventions.com](mailto:help@capitalconventions.com)**

## **Foxwoods Resort Casino** **Hand-Carry Policy**

For the convenience and safety of exhibitors and patrons Foxwoods prohibits the transportation of all freight and material handling through the lobby and other public space. Foxwoods **will** however, allow items to be hand carried in or out of the facility during specified dates and times.

Hand carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment. Exhibitors may use two-wheeled hand trucks (Exhibit A) and will not be allowed use four-wheeled flat trucks or similar. (Exhibit B)

Exhibitors may not pull up to or unload at the loading dock. A designated area or marshaling yard will be established by the resort and the designated General Services Contractor for the transfer of items to the facility.

Exhibitors **may not** utilize or borrow any Hotel equipment for the purpose of loading in/out hand carry items, this includes but is not limited to the hotels bell staff and/or carts. Should Exhibitors need assistance with load in/out, they will be referred to the appointed General Services Contractor where fees may apply.

Hand carry items will be supervised. All items are subject to Hotel & Convention Services Staff approval. The Hotel reserves the right to refuse hand carry items for any reason.

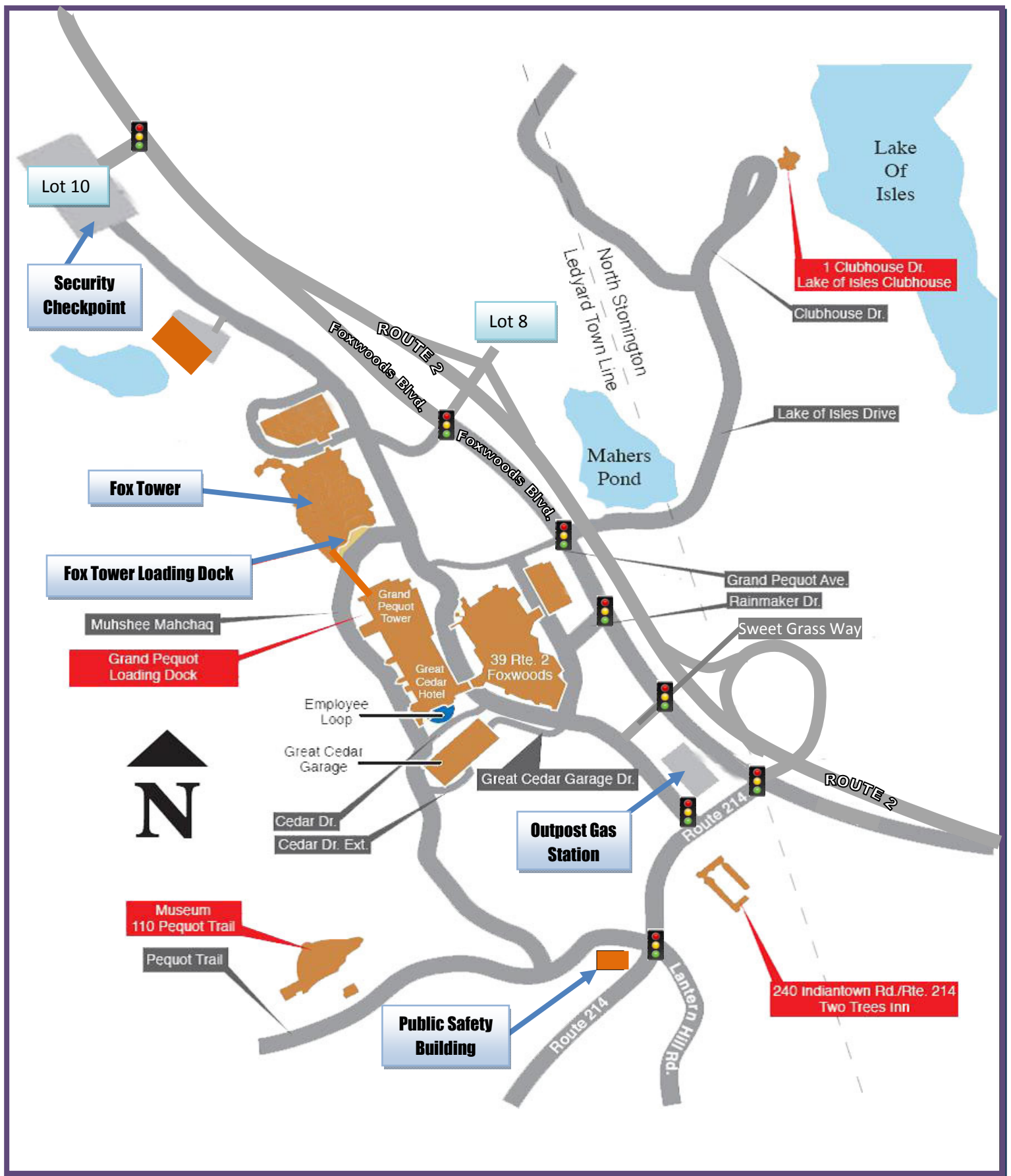
Exhibitors found violating these procedures will be asked to turn items over to the General Services Contractor by using procedures set forth in the Exhibitor Packages received by the General Services Contractor.

Exhibit A



Exhibit B





All drivers, including personally owned vehicles (P.O.V.'s) must first check-in with a Capital Convention Contractor Representative at the Marshaling Yard Lot #10 to obtain dock access.



**CAPITAL**<sup>®</sup>  
convention contractors

## CART LOAD SERVICE ORDER FORM

**Advance Order Price Deadline: March 8, 2019**

**Cart Load Service is available for Personally Owned Vehicles (POV) such as automobiles or vans/mini-vans only.**

Exhibitors who would like assistance with the unloading and re-loading of their show materials at the loading dock may order Cart Load Service through Capital at the rates listed below:

| Load Description             | Advance Rate | Floor Rate | Total |
|------------------------------|--------------|------------|-------|
| Up to ten (10) CARTONS/ITEMS | \$109.00     | \$136.00   |       |
| Over ten (10) CARTONS/ITEMS  | \$139.00     | \$174.00   |       |

### Cart Load Service Guidelines

- Cart Load Service is only available during designated Exhibitor Move-in and Move-out hours.
- For ALL loaded trailers towed by a car or van and ALL loaded straight trucks a minimum labor charge of two (2) men for one (1) hour will apply. Please refer to our Advanced Labor Order Form to place orders for this service.
- Cart Load service pricing includes both load-in and load-out.
- Cart Load service is provided on a first-come, first serve basis for non-skidded and non-pallet items unloaded from and loaded into non-commercial vehicles.
- Cart Load service is for loose items only, NO MACHINERY.
- Cart Load service is provided from the loading dock to the exhibit booth only.
- Cart loaders are not available to assist with booth set-up or booth tear down, please order labor separately.

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

- ❖ Cart Load Service orders are a prepaid service.
- ❖ Cancellation requires a written 24-hour notice for a refund.
- ❖ This is a round trip service. No refunds will be provided should the exhibitor decide not to use the full service.

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:**

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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.**

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: March 8, 2019**

|                                                         | QTY | DESCRIPTION           | Advance Price | Floor Price | Amount |
|---------------------------------------------------------|-----|-----------------------|---------------|-------------|--------|
| <b>TABLES-DRAPED</b>                                    |     | 4' X 2' - 30" HIGH    | \$101.40      | \$126.35    |        |
|                                                         |     | 6' X 2' - 30" HIGH    | \$112.85      | \$140.90    |        |
|                                                         |     | 8' X 2' - 30" HIGH    | \$124.30      | \$154.95    |        |
| <b>COUNTER HEIGHT TABLES-DRAPED</b>                     |     | 4' X 2' - 40" HIGH    | \$124.30      | \$154.95    |        |
|                                                         |     | 6' X 2' - 40" HIGH    | \$146.65      | \$183.55    |        |
|                                                         |     | 8' X 2' - 40" HIGH    | \$169.50      | \$211.65    |        |
| <b>TABLES-UNDRAPED</b>                                  |     | 4' X 2' - 30" HIGH    | \$56.15       | \$70.70     |        |
|                                                         |     | 6' X 2' - 30" HIGH    | \$67.10       | \$84.25     |        |
|                                                         |     | 8' X 2' - 30" HIGH    | \$78.50       | \$98.30     |        |
| <b>COUNTER HEIGHT TABLES-UNDRAPED</b>                   |     | 4' X 2' - 40" HIGH    | \$62.90       | \$78.50     |        |
|                                                         |     | 6' X 2' - 40" HIGH    | \$73.85       | \$93.60     |        |
|                                                         |     | 8' X 2' - 40" HIGH    | \$85.30       | \$107.10    |        |
| <b>TABLES-COCKTAIL FINISHED TOP</b>                     |     | 30" ROUND - 30" HIGH  | \$101.40      | \$126.35    |        |
|                                                         |     | 30" ROUND - 40" HIGH  | \$112.85      | \$140.90    |        |
| <b>TABLE RISERS</b>                                     |     | 4' X 10" HIGH         | \$68.65       | \$85.30     |        |
|                                                         |     | 6' X 10" HIGH         | \$79.55       | \$100.35    |        |
| <b>TABLES-4<sup>TH</sup> SIDE DRAPE</b>                 |     | 6' OR 8' TABLE        | \$51.50       | \$63.95     |        |
|                                                         |     | 6' OR 8' COUNTER      | \$51.50       | \$63.95     |        |
| <b>CUSTOM BOOTH DRAPE</b><br>6ft, 8ft & 10ft increments |     | 8' HIGH PER LINEAR FT | \$10.90       | \$15.60     |        |
|                                                         |     | 3' HIGH PER LINEAR FT | \$7.80        | \$9.90      |        |

**\*\*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** \$ \_\_\_\_\_  
**CT TAX 6.35 %** \$ \_\_\_\_\_  
**GRAND TOTAL** \$ \_\_\_\_\_

Don't see what you need?  
 Call Exhibitor Services for additional options.  
 877-335-3700

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: March 8, 2019**

|                    | QTY | DESCRIPTION                              | Advance Price | Floor Price | Amount |
|--------------------|-----|------------------------------------------|---------------|-------------|--------|
| <b>CHAIRS</b>      |     | UPHOLSTERED BAR STOOL                    | \$67.10       | \$84.25     |        |
|                    |     | PADDED ARM CHAIR                         | \$56.15       | \$70.70     |        |
|                    |     | PADDED SIDE CHAIR                        | \$51.50       | \$65.00     |        |
|                    |     | FOLDING CHAIR                            | \$16.10       | \$20.80     |        |
|                    |     |                                          |               |             |        |
| <b>ACCESSORIES</b> |     | 6' DISPLAY CASE W/SHELVES                | \$397.80      | \$497.65    |        |
|                    |     | STANDARD COUNTER 41.5"W X 21.75"D X 42"H | \$199.15      | \$250.10    |        |
|                    |     | 4' X 8' DISPLAY BOARD                    | \$159.10      | \$199.15    |        |
|                    |     | LITERATURE RACK                          | \$85.30       | \$107.10    |        |
|                    |     | CHROME 22" x 28" SIGN HOLDER             | \$67.60       | \$84.50     |        |
|                    |     | BAG RACK                                 | \$73.85       | \$92.55     |        |
|                    |     | GARMENT RACK                             | \$73.85       | \$92.55     |        |
|                    |     | TRIPOD EASEL                             | \$28.60       | \$36.90     |        |
|                    |     | RAFFLE DRUM                              | \$68.65       | \$85.30     |        |
|                    |     | 7 GALLON WASTEBASKET                     | \$18.70       | \$22.90     |        |
|                    |     | 8' ALUMINUM BACK POST W/BASE             | \$28.60       | \$36.90     |        |
|                    |     | 6'-10' ADJUSTABLE CROSS BAR              | \$17.15       | \$20.80     |        |

Don't see what you need?  
 Call Exhibitor Services for additional options.  
 877-335-3700

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

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

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

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

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

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

**EMAIL, MAIL OR FAX FORM TO:**

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772  
 Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

### Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

### Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

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

### Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome Sign Holder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

#### Please Note:

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

## STANDARD & CUSTOM CARPET ORDER FORM

**Advance Order Price Deadline: March 8, 2019**

**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  
 BLUEJAY TUXEDO (If no color is chosen, GREY will be delivered automatically)

### STANDARD CARPET

| QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|-----|-------------|---------------|-------------|--------|
|     | 9 x 10      | \$135.20      | \$169.50    |        |
|     | 9 x 20      | \$270.40      | \$339.05    |        |
|     | 9 x 30      | \$405.60      | \$507.00    |        |

### 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" | \$1.55        | \$2.10      |        |
|       | Visqueen     | \$1.55        | \$1.80      |        |

### CUSTOM CARPET

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

**Advance Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$3.10 sq. ft. = \_\_\_\_\_

**Floor Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$4.15 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 \$5.70 sq. ft. = \_\_\_\_\_

Please call Exhibitor Services for Prestige Carpet Color Choices

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

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

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

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

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

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

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

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

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## LABOR ORDER FORM

**DEADLINE ORDER DATE: March 8, 2019**

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

### RATES:

- ☐ **Straight Time: \$ 66.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 99.00 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<br>PM | _____<br>X | _____<br>X  | \$ _____          | = \$ _____     |
| DISMANTLE:    | _____ | AM<br>PM | _____<br>X | _____<br>X  | \$ _____          | = \$ _____     |

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

**ORDERS PLACED AFTER March 8, 2019 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)

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:

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 Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

**LABOR ORDER FORM (CONTINUATION)****Only Exhibitors hiring Capital to dismantle their booth should complete this form.****OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY**At the close of the show, exhibitor freight will be shipped to the **following address**:

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

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

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

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

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

**SELECT SHIPPING METHOD**☐ **Exhibitor Carrier Choice:** \_\_\_\_\_☐ **Official Show Carrier: YRC Ground \*Must arrive by:** \_\_\_\_\_

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

**BILLING INFORMATION****Bill Shipping Charges to (if different from above):**

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

Freight Charges Billed to:

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

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

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

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

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

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

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

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

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

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## BOOTH CLEANING & PORTER SERVICE

**Booth Cleaning Order Deadline: March 8, 2019**

### 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 _____    | = _____<br>100 square foot minimum | \$0.45 per sq. ft./per day | \$0.56 per sq. ft./per day. | \$ _____     |



Cleaning – Pre-show one time only

### 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        | \$96.70                    | \$121.15            |                |       |
|               | 1,001 to 2,000 square feet     | \$119.60                   | \$149.75            |                |       |
|               | 2,001 to 3,000 square feet     | \$131.05                   | \$163.80            |                |       |
|               | Greater than 3,000 square feet | \$153.40                   | \$191.90            |                |       |

**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.

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## EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

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

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

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

Exceptions are:

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

**Official Service Contractors are appointed to:**

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

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

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

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

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

**Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by February 22, 2019 to Capital.**

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: \_\_\_\_\_

Date: \_\_\_\_\_ Booth # \_\_\_\_\_

Name of Service Contractor: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_

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

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

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

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## **MATERIAL HANDLING DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ESTIMATED MATERIAL HANDLING ORDER FORM

### INBOUND SHIPPING INFORMATION

#### ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

**Must arrive by: March 15, 2019**

To: Exhibitor Name/ Booth #

For: CTAA Conference & Trade Show

c/o Capital Convention Contractors

153 Northboro Road - Suite 6

Southborough, MA 01772

#### DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

**Only on: March 21 - 22, 2019**

To: Exhibitor Name/ Booth #

For: CTAA Conference & Trade Show

Capital Convention Contractors

c/o Foxwoods Resort Casino

302 Mushee Machaq - Fox Tower

Mashantucket, CT 06338

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

|                                                          | NUMBER<br>OF PIECES | EST.<br>WEIGHT | CARRIER(S) | TRACKING #<br>(Please provide Pro Number) | EST. DATE OF<br>ARRIVAL | EST. COST<br>(Of Material Handling)<br>(200 lb. min. per shipment) |
|----------------------------------------------------------|---------------------|----------------|------------|-------------------------------------------|-------------------------|--------------------------------------------------------------------|
| <b>ADVANCE<br/>SHIPMENTS</b><br>Warehouse                |                     |                |            |                                           |                         |                                                                    |
| <b>DIRECT<br/>SHIPMENTS</b><br>Showsite/<br>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 3:30 PM on March 22, 2019 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt or a \$50.00 minimum charge, whichever is greater.

**CHECK** appropriate arrangements:

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

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

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

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

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

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

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## MATERIAL HANDLING RATE SCHEDULE

### Rate Classifications

- Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after March 15, 2019.
- Early Shipments to Warehouse: Any shipment arriving prior to February 22, 2019.
- 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:

#### ■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: March 15, 2019

|                                                                     | <u>Price Per CWT</u> | <u>200 lb. minimum</u> |
|---------------------------------------------------------------------|----------------------|------------------------|
| Crated .....                                                        | \$ 69.00             | \$ 138.00              |
| Additional Handling .....                                           | \$ 87.00             | \$ 174.00              |
| Crated Overtime Inbound/Outbound* .....                             | \$ 24.15             | \$ 48.30               |
| Additional Handling Overtime Inbound/Outbound* .....                | \$ 30.45             | \$ 60.90               |
| **Uncrated shipments will NOT be accepted at the Advance Warehouse. |                      |                        |
| ■ Additional Surcharges                                             |                      |                        |
| Early Shipments to Warehouse Crated* .....                          | \$ 24.15             | \$ 48.30               |
| Early Shipments to Warehouse Additional Handling* .....             | \$ 30.45             | \$ 60.90               |
| Late to Warehouse* .....                                            | \$ 24.15             | \$ 48.30               |

#### ■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: March 21, 2019

|                                                                                                                            |                    |                          |
|----------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|
| Crated .....                                                                                                               | \$ 67.00           | \$ 134.00                |
| Additional Handling .....                                                                                                  | \$ 84.00           | \$ 168.00                |
| Uncrated .....                                                                                                             | \$ 91.00           | \$ 182.00                |
| Crated Overtime Inbound/Outbound* .....                                                                                    | \$ 23.45           | \$ 46.90                 |
| Additional Handling Overtime Inbound/Outbound* .....                                                                       | \$ 29.40           | \$ 58.80                 |
| Uncrated Overtime Inbound/Outbound* .....                                                                                  | \$ 31.85           | \$ 63.70                 |
| ■ Additional Surcharges                                                                                                    |                    |                          |
| Off-Target Fee Crated* .....                                                                                               | \$ 23.45           | \$ 46.90                 |
| Off-Target Fee Additional Handling* .....                                                                                  | \$ 29.40           | \$ 58.80                 |
| Off-Target Fee Uncrated* .....                                                                                             | \$ 31.85           | \$ 63.70                 |
| Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater) .....                           | \$ 7.00 per cwt    | \$ 50.00 minimum         |
|                                                                                                                            | <u>First Piece</u> | <u>Additional Pieces</u> |
| ■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) . | \$ 35.00           | \$ 20.00                 |

\*In addition to above charges.

### **MONEY SAVING TIPS** - Consolidate shipments when total weight is less than 200 lbs. For example, if the rate is \$50.00 per 100 lbs.:

#### 3 Separate Shipments:

54 lbs. charged @ 200 lbs. \$100.00

59 lbs. charged @ 200 lbs. \$100.00

72 lbs. charged @ 200 lbs. \$100.00

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

#### 1 Consolidated Shipment:

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$100.00

**Total Savings: \$200.00**

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

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

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

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

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

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

## MATERIAL HANDLING POLICY

### CERTIFIED WEIGHT TICKETS

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

### OVERTIME

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

- Shipments are received on overtime.\*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

\*Overtime is:

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

### INBOUND SHIPMENT(S)

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

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

### OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$ .50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

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

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **March 22, 2019 3:30 PM.**

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

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772  
Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

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

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

To: **Capital**  
**Convention Contractors**  
153 Northboro Road - Suite 6  
Southborough, MA 01772

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**LATE TO WAREHOUSE  
CHARGES APPLY AFTER:  
March 15, 2019**



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

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

To: **Capital**  
**Convention Contractors**  
153 Northboro Road - Suite 6  
Southborough, MA 01772

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**LATE TO WAREHOUSE  
CHARGES APPLY AFTER:  
March 15, 2019**

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

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

To: **Capital**  
**Convention Contractors**  
153 Northboro Road - Suite 6  
Southborough, MA 01772

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**LATE TO WAREHOUSE  
CHARGES APPLY AFTER:  
March 15, 2019**

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

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

To: **Capital**  
**Convention Contractors**  
153 Northboro Road - Suite 6  
Southborough, MA 01772

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**LATE TO WAREHOUSE  
CHARGES APPLY AFTER:  
March 15, 2019**

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

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

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

To: **Capital**  
**Convention Contractors**  
c/o Foxwoods Resort Casino  
302 Mushee Machaq - Fox Tower  
Mashantucket, CT 06338

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**DELIVERY DATE:**  
**March 21-21, 2019 ONLY**

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

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

To: **Capital**  
**Convention Contractors**  
c/o Foxwoods Resort Casino  
302 Mushee Machaq - Fox Tower  
Mashantucket, CT 06338

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**DELIVERY DATE:**  
**March 21-22, 2019 ONLY**

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

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

To: **Capital**  
**Convention Contractors**  
c/o Foxwoods Resort Casino  
302 Mushee Machaq - Fox Tower  
Mashantucket, CT 06338

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**DELIVERY DATE:**  
**March 21-22, 2019 ONLY**

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

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

To: **Capital**  
**Convention Contractors**  
c/o Foxwoods Resort Casino  
302 Mushee Machaq - Fox Tower  
Mashantucket, CT 06338

Show: **CTAA Conference & Trade Show**

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

Carrier \_\_\_\_\_

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

**DELIVERY DATE:**  
**March 21-22, 2019 ONLY**

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

## Custom Exhibit 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 •

## CUSTOM EXHIBIT RENTAL ORDER FORM

**Advance Order Price Deadline: March 8, 2019**

*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 | \$2,158.00    | \$2,697.25  |        |
|     | Exhibit 10-B | \$3,066.45    | \$3,832.90  |        |

### 20' Rental Booth Exhibits

| QTY | DESCRIPTION  | Advance Price | Floor Price | Amount |
|-----|--------------|---------------|-------------|--------|
|     | Exhibit 20-A | \$3,180.30    | \$3,974.90  |        |

### Additional Options

| QTY | DESCRIPTION                                    | Advance Price | Floor Price | Amount |
|-----|------------------------------------------------|---------------|-------------|--------|
|     | Standard Counter-41 1/2" w x 21 3/4" d x 42" h | \$199.15      | \$250.10    |        |
|     | Adjustable Shelves                             | \$34.30       | \$43.70     |        |
|     | Spot Lights (electricity not included)         | \$34.30       | \$43.70     |        |
|     | Company Logo on Header Sign                    | \$148.70      | \$178.35    |        |

### Material for Backwall - Choose One

**FABRIC:** ☐ Grey ☐ Blue  
**SINTRA:** ☐ White ☐ Grey ☐ Black

### Carpet Colors - Choose One

☐ Forest Green ☐ Blue ☐ Tuxedo ☐ Bluejay  
☐ Red ☐ Grey ☐ Burgundy ☐ Black

Header Copy - please print clearly

**SUB TOTAL** \$ \_\_\_\_\_  
**CT TAX 6.35 %** \$ \_\_\_\_\_  
**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 · 153 Northboro Rd · Suite 6 · Southborough, MA 01772  
Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## SIGN ORDER FORM

**Sign Order Deadline: March 8, 2019**

**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"  | \$34.30       | \$51.50     |        |
|     | 14" x 22" | \$43.70       | \$65.00     |        |
|     | 22" x 28" | \$73.85       | \$111.80    |        |
|     | 28" x 44" | \$96.70       | \$144.55    |        |

### 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                 | \$113.90      | \$141.95    |        |
|     | Over 10 words        | \$1.55        | \$2.60      |        |
|     | Cardboard Easel Back | \$4.95        | \$7.80      |        |
|     | Directional Arrow    | \$6.00        | \$8.85      |        |

### 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 _____ |        | \$16.10 per sq. ft. | \$28.60 per sq. ft. | \$ _____ |

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

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

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

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

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### FILE FORMATS ACCEPTED:

Adobe Illustrator CS5, Photoshop CS5, .EPS, HI-RES PDF, HI-RES TIFF and HI-RES JPEG

### FILE SET UP INFORMATION:

- All files are preferred to be set up using Adobe Illustrator and/or Photoshop.
- Please provide low resolution pdfs when possible for soft proof.
- All artwork should be setup in CMYK workspace.
- Specify PANTONE (PMS) color values using the Pantone Solid Coated library for all crucial colors, especially logos and background colors.
- Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly, please specify a Pantone color or provide a physical color reference, or color will print 'as is.'
- All raster artwork should be submitted at 100ppi at full size at the least.
- Please provide .25" bleed when designing for trimming. Crop marks should be setup in Illustrator.
- Please provide a vector file for logos, taglines and trademarks.
- Please outline text when submitting final artwork. Or provide font files if editing is necessary.

### LARGE FORMAT FILES SAVING INFO:

#### Working in PHOTOSHOP:

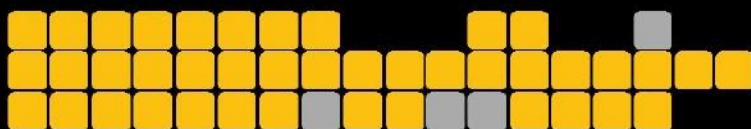
- Photoshop "raster" files are to be set up at 100ppi at 100% of final size in CMYK workspace.
- Save a flattened version of your layered file as a Photoshop .EPS, Set Preview to TIFF (8 bits/pixel), Set Encoding to JPEG (maximum quality)

#### Working in ILLUSTRATOR:

- We recommend .25" bleed when designing for trimming purposes. Please provide crop marks.
- Please setup file at 100% when possible. If scaling needed, please note scale info on file.
- We recommend text and logos to be setup in Illustrator. Please specify Pantone (PMS) color when needed.
- Place/Link Photoshop.EPS files or raster images in Illustrator (please do not embed to keep file size small) Keep all Photoshop.EPS files in one folder along with the supporting Illustrator file.
- Uncheck 'Create PDF Compatible File' when saving .ai file. (This will keep file size small)

### FTP UPLOAD INFO:

<https://launchpad.37signals.com/basecamp/1767385/signin>  
user: graphicsupload  
password: preview12



# AUDIOVISUAL EXHIBITOR SERVICES

|                     |                       |                                                                       |               |
|---------------------|-----------------------|-----------------------------------------------------------------------|---------------|
| NAME OF CONFERENCE: | START DATE:           | END DATE:                                                             | # EVENT DAYS: |
| COMPANY NAME:       | ON-SITE CONTACT NAME: | ROOM/EXHIBIT BOOTH #:                                                 |               |
| STREET ADDRESS:     | CITY & STATE :        | ZIP CODE:                                                             |               |
| TELEPHONE NUMBER:   | CREDIT CARD #:        | DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM |               |
| EMAIL ADDRESS:      | EXPIRATION DATE:      | PICKUP TIME <input type="checkbox"/> <input type="checkbox"/> PM      |               |
| SIGNATURE:          |                       |                                                                       |               |

## PRICING IS PER SHOW.

☎ If you have questions please call 860-312-8755. Email completed form to [Rneaton@psav.com](mailto:Rneaton@psav.com) or Fax 860-312-8750

| VIDEO/DATA DISPLAY                                                                                       | QTY | PRICE |
|----------------------------------------------------------------------------------------------------------|-----|-------|
| DVD Player                                                                                               |     | \$114 |
| LCD Projector                                                                                            |     | \$606 |
| Laptop Computer (Windows)                                                                                |     | \$294 |
| AUDIO EQUIPMENT                                                                                          | QTY | PRICE |
| CD Player                                                                                                |     | \$96  |
| Wireless Microphone Unit:<br><input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier         |     | \$246 |
| Wireless Headset Microphone<br><i>Headset only. Mic will require wireless microphone unit to operate</i> |     | \$102 |
| Individual Small Powered Speaker<br>(up to 5 people)                                                     |     | \$138 |
| Sound System: (2) speakers (2) stands<br>(1) Mixer/Wired Microphone (up to 20 people)                    |     | \$438 |
| ACCESSORIES                                                                                              | QTY | PRICE |
| Tripod Screens: 5', 6', 7' or 8'                                                                         |     | \$114 |
| CUSTOM ITEMS                                                                                             | QTY | PRICE |
| Banner Hanging<br>(per standard banner up to 10' in width)                                               |     | \$150 |

| MONITORS                           | QTY                         | PRICE |
|------------------------------------|-----------------------------|-------|
| 19" Computer Monitor (Table Stand) |                             | \$174 |
| 32" Monitor (Single Pole Stand)    |                             | \$330 |
| 46" Monitor (Single Pole Stand)    |                             | \$630 |
| 55" Monitor (Dual Post Stand)      |                             | \$852 |
| INTERNET ACCESS                    | QTY                         | PRICE |
| Wired Internet Connection          |                             | \$150 |
| Wireless Internet Connection       |                             | \$100 |
| Dedicated Bandwidth                | Please contact for pricing. |       |
| POWER                              | QTY                         | PRICE |
| 120V - up to 7 AMP                 |                             | \$157 |
| 120V - 8 to 20 AMP                 |                             | \$188 |
| *208V Single Phase - 20 AMP        |                             | \$282 |
| *208V Single Phase - 30 AMP        |                             | \$402 |
| *208V Single Phase - 60 AMP        |                             | \$762 |
| *208V Three Phase - 20 AMP         |                             | \$330 |
| *208V Three Phase - 30 AMP         |                             | \$474 |
| *208V Three Phase - 60 AMP         |                             | \$906 |
| *Requires NEMA plug information    |                             |       |

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by Multiplying the price by the quantity ordered. Please include applicable Sales Tax on Equipment rental.

**TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

## CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor, service and/or  
loss damage waiver.  
charges may apply.**

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## SPECIAL INSTRUCTIONS

|  |  |
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|  |  |
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