

# SHOW FACTS

## Home Show at Harbor Yard Arena at Harbor Yard, Bridgeport, CT October 2-3, 2010

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

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### BOOTH EQUIPMENT

Each booth space is 10'(deep)x10'(wide) with 8' high back drape, 3' high side drape, and 1-7"x44" ID sign

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### EXHIBIT HALL CARPET

Show Management is carpeting the aisles only.

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### DISCOUNT PRICES

In order to receive discount rates listed on price sheet , we must receive your order by Monday, September 27, 2010.

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### SHOW SCHEDULE

#### Exhibitor Move In

Friday September 10, 2010 From 11:00am-7:00pm

#### Show Hours

Saturday, October 2, 2010 10am -7pm

Sunday, October 3, 2010 10am- 5pm

#### Dismantle

Sunday, October 3, 2010 from 5:00pm-10:00pm.

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# CREDIT CARD AUTHORIZATION

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your Credit Card Account.

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**CREDIT CARD:**      VISA            MasterCard            AMEX

**ACCOUNT NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**SECURITY CODE** (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): \_\_\_\_\_

**CARDHOLDER'S NAME:** \_\_\_\_\_

**CARDHOLDER'S SIGNATURE:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

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

Address: \_\_\_\_\_      Authorized by: \_\_\_\_\_

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

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

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

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## CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a credit card account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- By submitting this credit card authorization you knowingly authorize Demers to Charge your credit card for any service rendered under the terms and conditions stated in the exhibitor kit. You also knowingly authorize your show site representative to sign for charges on your behalf.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- If a receipt for charges is required, please provide a self-addressed, stamped envelope with your order(s).

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



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# SHOW SPECIAL

A show special which includes the following Equipment:

- One (1) 9'x10' carpet
- One (1) 6' skirted table
- Two (2) Folding Chairs
- One (1) Waste Basket

Is available at a price of \$229. That is a **10% saving** off advanced pricing.



- ORDER SUMMARY -

Subtotal: \$ \_\_\_\_\_

6% CT Sales Tax: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Payment Enclosed:  
 Company Check     Credit Card Authorization     Money Order

**Advance price deadline: September 27, 2010** Floor prices apply after this date.  
 All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.  
 Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.  
 Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_

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# STANDARD FURNISHINGS

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CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	125.00	155.00	
	9' x 20' Carpet	220.00	306.00	
	9' x 30' Carpet	330.00	430.00	
	9' x 40' Carpet	410.00	530.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green

SPECIAL CUT CARPETING Includes Taping				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$1.35 = _____				

CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.05 = _____				

DRAPED TABLES				
Drape Color: Gray Blue Red Black White Green Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	75.00	84.00	
	2' x 6' x 30" high	89.00	97.00	
	2' x 8' x 30" high	91.00	105.00	
	2' x 4' x 40" high	80.00	95.00	
	2' x 6' x 40" high	96.00	116.00	
	2' x 8' x 40" high	110.00	129.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	40.00	45.00	
	2' x 6' x 30" high	45.00	51.00	
	2' x 8' x 30" high	50.00	58.00	
	2' x 4' x 40" high	45.00	53.00	
	2' x 6' x 40" high	51.00	61.00	
	2' x 8' x 40" high	56.00	73.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	35.00	55.00	
	6' x 10" undraped	45.00	65.00	
	4' x 10" draped	45.00	65.00	
	6' x 10" draped	55.00	75.00	

Drape Color: Gray Blue Red Black White Green Burgundy

**Advance price deadline: September 27, 2010** Floor prices apply after this date.

All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.

Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.

Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	40.00	55.00	
	Padded side chair	35.00	50.00	
	Tubular folding chair	15.00	20.00	
	Upholstered bar stool	44.00	64.00	

SPECIAL DRAPERY/SKIRTING				
QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	6.50	9.70	
	3' high drapery per linear foot	4.00	6.00	
	13'-long table skirting	45.00	55.00	

Color: Gray Blue Red Black White Green Burgundy  
Circle choice

ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	3.00	4.00	
	Clothes Tree	35.00	55.00	
	Easel (Tripod Display)	22.00	35.00	
	Garment Rack	40.00	55.00	
	Panelboard (4' x 8')	225.00	275.00	
	Pegboard (4' x 8' White)	225.00	275.00	
	Stage (4' x 4' all heights up to 36")	65.00	75.00	
	Stage (4' x 4' w/carpet & skirt)	85.00	95.00	
	Stanchion Post (Chrome)	35.00	45.00	
	Stanchion Cord/linear foot	4.00	6.00	
	Waste Basket	10.00	15.00	

**- ORDER SUMMARY -**

Subtotal: \$ \_\_\_\_\_

6% CTSales Tax: \$ \_\_\_\_\_

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

**Payment Enclosed:**

Company Check    Credit Card Authorization    Money Order

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_



# CUSTOM BOOTH RENTAL



This custom booth rental package includes: Three (3) full grey backwall panels (8 or 10 linear feet total); two (2) full grey sidewall panels (3 linear feet); brushed aluminum trim; one (1) 9' x 10' booth carpet (indicate color choice below); one (1) 30" high draped table (indicate table length and skirt color below); one (1) padded chair; one (1) waste basket; one (1) Company I.D. Sign (indicate I.D. sign letter color and text below- e-mail logo to info@demersexpo.com); show site delivery, setup and dismantling, Quantities are limited and are available on a first-come, first-served basis. This special booth package cannot be ordered at the show site.

**Please circle your choices for the following items:**

9' x 10' Carpet Color:	Red	Blue	Gray	Burgundy				
Table Length:	4'	6'	8'					
Table Skirt Color:	Red	Blue	Gray	Burgundy	White	Green	Black	
I.D. Sign Letter Color (1):	Red	Blue	Black					

I.D. Sign Text (or email logo to info@demersexpo.com): \_\_\_\_\_

**- ORDER SUMMARY -**

# CUSTOM BOOTH RENTAL PACKAGES \_\_\_\_\_ x \$675.00 each: \$ \_\_\_\_\_

**10% Discount (two or more units):** \$ \_\_\_\_\_

**Subtotal:** \$ \_\_\_\_\_

6% CT Sales Tax: \$ \_\_\_\_\_

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

**Payment Enclosed:**  Company Check  Credit Card Authorization  Money Order

**Order deadline: September 27, 2010.**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# SIGN ORDER FORM

**- Custom Orders** *Prices listed are for one color copy on white card stock.*

	Advance Price	After 9/27/10	QUANTITY		Color Ink	Total Price
			Horizontal	Vertical		
7" x 11"	26.00	30.00				
7" x 11" Easelback	30.00	37.00				
7" x 44"	30.00	37.00				
7" x 44" Easelback	35.00	42.00				
11" x 14"	36.00	41.00				
11" x 14" Easelback	40.00	45.00				
14" x 22"	42.00	49.00				
14" x 22" Easelback	47.00	54.00				
22" x 28"	60.00	66.00				
22" x 28" Easelback	65.00	73.00				
28" x 44"	70.00	75.00				
28" x 44" Easelback	77.00	83.00				

**Sign copy (up to 20 words):**

*Signs over 20 words add \$2.00 extra per letter:*

*Please contact our office for pricing on reproduction of any of the following:*  
 \_\_\_\_\_ emblems \_\_\_\_\_ logos \_\_\_\_\_ trademarks \_\_\_\_\_ signs not listed above

Our full service Graphics Department can assist you with all of your visual needs to make your exhibit or booth stand out from the crowd! Call us or e-mail us at [info@demersexpo.com](mailto:info@demersexpo.com) with your ideas and needs and we'll be happy to work with you!

**-- ORDER SUMMARY --**

Subtotal: \$ \_\_\_\_\_  
 6% CT Sales Tax: \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

**Payment Enclosed:**    Company Check    Credit Card Authorization    Money Order

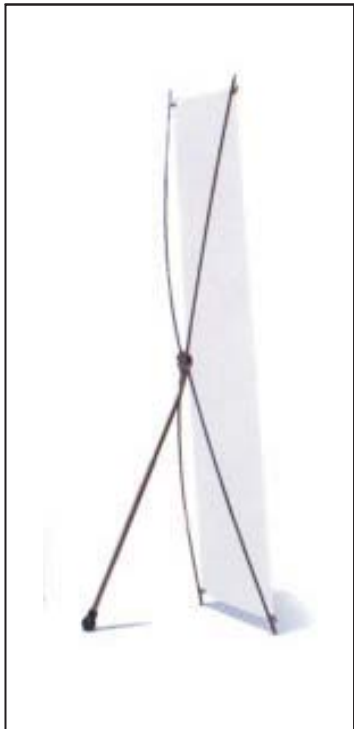
**For advance pricing, payment must be received with your order by: *September 27, 2010.***

Company Name: _____	Booth #: _____
Address: _____	Ordered by: _____
City/State/Zip: _____	Phone: _____
Authorized By: _____	FAX: _____
Signature: _____	Date: _____

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# X-BANNER STAND



## X-Banner Stand

Size: 24"x71"

Stand Only: \$175.00

Stand with 24"x71"  
graphic: \$225.00

### - ORDER SUMMARY -

Subtotal: \$ \_\_\_\_\_  
6% CT Sales Tax: \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

### Payment Enclosed:

Company Check    Credit Card Authorization    Money Order

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Authorized by: \_\_\_\_\_  
Signature: \_\_\_\_\_

Booth \_\_\_\_\_  
Ordered by: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Date: \_\_\_\_\_

ABOVE PRICES ARE FOR CMYK OUTPUT OF YOUR SUPPLIED, READY-TO-PRINT COMPUTER ARTWORK. ANY ADDITIONAL COMPUTER TIME REQUIRED TO CORRECT, COMPLETE OR OTHERWISE MANIPULATE SUPPLIED ARTWORK WILL BE CHARGED AT OUR CURRENT HOURLY RATE. ALL FILES ARE CONVERTED TO CMYK AT THE TIME OF PRINTING AND MAY VARY SIGNIFICANTLY FROM SCREEN REPRESENTATIONS ON YOUR COMPUTER OR FROM YOUR LOCAL PRINTER'S OUTPUT. ANY CRITICAL COLORS SHOULD BE NOTED ON A FULL COLOR HARD COPY SUPPLIED WITH THE ARTWORK. COLOR PROOFS FROM OUR PRINTERS MAY BE PURCHASED IF REQUIRED. EXACT COLOR MATCHES ARE NOT QUARANTEED.

be sure that any bit mapped graphics have enough resolution so that when they are blown up to full size they will be at 100 Dots Per Inch(100DPI) resolution.

Acceptable file formats .jpg, .eps, .pdf, .tiff

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

DES-DEMERS EXPOSITION SERVICES, INC. - 180 Johnson Street – Middletown, CT 06457  
860.344.9919 – Fax 860.344.9878  
www.demersexpo.com



# MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to Demers Warehouse or directly to the Show site. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and material handling services prepaid. Demers material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to The Show site's loading dock.

**ADVANCE SHIPPING ADDRESS**  
*Please use enclosed labels on all pieces*

TO: (Name of Exhibitor & Booth Number)  
**FOR: Home Show at Harbor Yard**  
 c/o Demers Exposition Services, Inc.  
 180 Johnson Street  
 Middletown, CT 06457

Demers Warehouse will receive crated shipments and provide up to 30 days storage prior to the event. Uncrated shipments or loose materials will not be received at Demers Warehouse. Shipments can be received weekdays (excluding Holidays) 8:30 a.m.-3:30 p.m. **Deadline: September 27, 2010**  
**Rate:** \$50.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.  
**Special: Any Material with Dimensions in excess of 86" x 96" will be assessed a 75% special handling fee.**  
**Overtime:** Includes all applicable overtime charges  
**Late Shipments:** Demers reserves the right to accept or refuse shipments arriving at Demers Warehouse after the deadline referenced above. If accepted, exhibitor will be charged an additional \$10.00 per cwt, \$70.00 minimum. Shipment Received without payment will be accessed late charge.

**DIRECT SHIPPING ADDRESS – TO EVENT SITE**  
*Please use enclosed labels on all pieces*

TO: (Name of Exhibitor & Booth Number)  
**FOR: Home Show at Harbor Yard**  
 c/o Demers Exposition Services, Inc.  
 Arena at Harbor Yard  
 10 Park City Plaza  
 Bridgeport, CT 06604

Demers will receive UPS, FEDEX, Airborne and U.S. Postal Service shipments at the event site on move-in day(s) only. Arrival at any time other than exhibitor move-in day(s) will be refused.  
**Rate:** \$55.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.  
**Overtime:** Rates include all applicable overtime charges

**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Arena at Harbor Yard on October 1, 2010. Shipments received at the Arena at Harbor Yard prior to October 1, 2010 will be refused.

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

**Outbound Shipments:** Exhibitors who have freight going outbound after the event *must* present a bill of lading at Demers Service Desk at the event site. Exhibitor's Freight Carrier must check into The Arena at Harbor Yard by 6pm on Oct. 2, 2010 for outbound shipments. Any freight left on show floor will be forwarded by Yellow Freight or freight company chosen by DES.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	x RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$50.00 or \$55.00	\$100.00 or \$110.00	\$
SHIPMENT 2			lbs.	\$50.00 or \$55.00	\$100.00 or \$110.00	\$
SHIPMENT 3			lbs.	\$50.00 or \$55.00	\$100.00 or \$110.00	\$
SHIPMENT 4			lbs.	\$50.00 or \$55.00	\$100.00 or \$110.00	\$

<b>LATE SHIPMENT(s) to DES Warehouse</b>	\$ 10.00/cwt	\$70.00 minimum	\$
		6% CT Sales Tax	\$
	<b>TOTAL ESTIMATED CHARGES</b>		\$

**Payment Enclosed:** Company Check    Credit Card    Authorization    Money Order

Total due must be paid before material handling services are provided.

If a statement is required, please include a self-addressed, stamped envelope with your order(s).

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SHIPPING LABELS

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

**RUSH!** **DES FREIGHT**

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
**Home Show at Harbor Yard**

\_\_\_\_\_  
 BOOTH NUMBER(s)  
**c/o Demers Exposition Services, Inc.**  
 180 Johnson Street  
 Middletown, CT 06457

Carrier \_\_\_\_\_  
 Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Home show Harbor Yard 10/10

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

**RUSH!** **DES FREIGHT**

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
**Home Show at Harbor Yard**

\_\_\_\_\_  
 BOOTH NUMBER(s)  
**c/o Demers Exposition Services, Inc.**  
 Arena at Harbor Yard  
 10 Park City Plaza  
 Bridgeport , CT 06604

Carrier \_\_\_\_\_  
 Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Home show Harbor Yard 10/10

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

**RUSH!** **DES FREIGHT**

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
**Home Show at Harbor Yard**

\_\_\_\_\_  
 BOOTH NUMBER(s)  
**c/o Demers Exposition Services, Inc.**  
 180 Johnson Street  
 Middletown, CT 06457

Carrier \_\_\_\_\_  
 Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Home show Harbor Yard 10/10

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

**RUSH!** **DES FREIGHT**

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
**Home Show at Harbor Yard**

\_\_\_\_\_  
 BOOTH NUMBER(s)  
**c/o Demers Exposition Services, Inc.**  
 Arena at Harbor Yard  
 10 Park City Plaza  
 Bridgeport , CT 06604

Carrier \_\_\_\_\_  
 Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Home show Harbor Yard 10/10

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# LABOR ORDER FORM

**Labor**

These craftsmen crate and uncrate materials, set up and dismantle exhibits  
 STRAIGHT TIME 8:00am to 4:30pm, Monday through Friday  
 OVERTIME 4:30pm to 8:00am, Monday through Friday, weekends  
 DOUBLE TIME Holidays

<u>Rates: per person/per hour</u>	
Discount Price	Showsite Price
\$78.00	\$98.00
\$98.00	\$104.00
\$105.00	\$125.00

Start time guaranteed only when labor is requested for the start of the working day.  
 Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no show fee per worker.

**INSTALLATION LABOR**

- **Demers Exposition Supervised Labor** – Key Information Form must be completed and returned with this order form.  
 Installation of your exhibit will be completed at our discretion prior to show opening.  
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.  
 Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

- **Exhibitor Supervised Labor** – Supervisor must check in at Demers Service Desk to pick up labor.  
 Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6% CT Tax						= \$ _____
\$ Installation Total						= \$ _____

**DISMANTLE LABOR**

- **Demers Exposition Supervised Labor** – Key Information Form must be completed and returned with this order form.  
 Demers Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.  
 The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$60.00.  
 Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

- **Exhibitor Supervised Labor** – Supervisor must check in at Demers Service Desk to pick up labor.  
 Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6% CT Tax						= \$ _____
\$ Installation Total						= \$ _____

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# LIABILITY AND INSURANCE BULLETIN

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. 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 to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, 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.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.

# IN BOOTH FORK LIFT

To determine if you need in-booth forklift and labor, please read this form carefully. This service can not be used in lieu of material Handling Service.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

## IN-BOOTH FORKLIFT & LABOR

		<u>DISCOUNT PRICE</u>		<u>SHOWSITE PRICE</u>	
		<u>Forklift &amp; Crew</u>	<u>Extra Assistant</u>	<u>Forklift &amp; Crew</u>	<u>Extra Assistant</u>
<b>Straight Time</b>	8:00am to 4:30pm, Monday – Friday	\$135.10	\$95.74	\$155.65	\$105.11
<b>Overtime</b>	All other times and Weekends	\$155.75	\$125.14	\$200.13	\$155.70
<b>Double Time</b>	Holidays	\$185.95	\$225.80	\$225.93	\$255.69

Above rates are based on ½ hour increments

One Half hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments. Start time guaranteed only when labor is requested for the start of the working day at 8:00am. Supervisor must check in at Demers Exposition Service Desk to pick-up labor. Upon completion, the Supervisor must return crew to Demers Service desk and approve the work order. Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker. Invoice will be calculated according to actual hours worked.

## INSTALLATION LABOR

Description	Date	Start Time	# of Equip/ Person	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-total	
						6%Tax	
						<b>Total</b>	

## DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equip/ Person	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-total	
						6%Tax	
						<b>Total</b>	

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

Booth #(s): \_\_\_\_\_

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

Ordered By: \_\_\_\_\_

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

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

Authorized by: \_\_\_\_\_

FAX: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# FORK LIFT PICK SERVICE

This fork lift service can be provided under special circumstances only. Service can be provided for materials such as skids of concrete blocks, buckets, etc. brought onto the show floor by exhibitor's company truck. Fork lift capacity is 5,000 lbs. per piece. Pick service will be charged per pick. Service can be provided during exhibitor move-in/move-out times. Rates are based on straight time (between 8:00 a.m. - 4:30 p.m. Mondays - Fridays excluding Holidays) and overtime (before 8:00 a.m. and/or after 4:30 p.m., anytime Saturday, Sunday or Holidays). Any material shipped by other transportation to Demers Warehouse or the show site will be charged per hundred weight and arrangements made via the Material Handling Services Order Form (included in this package).

		<b>DISCOUNT PRICE</b>		<b>SHOWSITE PRICE</b>	
		<u>Per Pick</u>	<u>Extra Assistant</u>	<u>Per Pick</u>	<u>Extra Assistant</u>
<b>Straight Time</b>	8:00am to 4:30pm, Monday – Friday	\$125.00	\$95.74	\$135.00	\$105.11
<b>Overtime</b>	All other times and Weekends	\$145.00	\$125.14	\$155.00	\$155.70
<b>Double Time</b>	Holidays	\$175.00	\$225.80	\$185.00	\$255.69

Price includes service inbound and out bound

To qualify for this service items must be palletized, skidded, or in dome manner be able to be handled with fork lift with the need for special rigging. Please note the price is per each pick off and back on your truck. Once materials are brought to your booth you be allotted 4 minuted of time to place item in your booth. If you require more time to postion items in your booth, IN BOOTH FORK LIFT SERVICE must be ordered.

<b>MOVE IN PICKS</b>							
Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						6%Tax	
						<b>Total</b>	

<b>MOVE OUT PICKS</b>							
Description	Date	Start Time	# of Picks		Total Weight		

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT



# THIRD PARTY PAYMENT

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the terms & conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt by either party. The items below are to be invoices to the third party."

- ALL SERVICES
- FORK LIFT SERVICE
- I&D LABOR
- MATERIAL HANDLING/IN & OUT
- TRANSPORTATION CHARGES
- RENTAL FURNITURE & CARPET
- SIGNS
- OTHER

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

### EXHIBITING COMPANY INFORMATION

EXHIBITOR NAME: \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

### THIRD PARTY AGENT

CREDIT CARD ACCOUNT #: \_\_\_\_\_ EXP. DATE \_\_\_\_\_ CVV# \_\_\_\_\_  
 PERSONAL CREDIT CARD       COMPANY CREDIT CARD

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

BILLING CITY/STATE/ZIP: \_\_\_\_\_

THIRD PARTY COMPANAY NAME: \_\_\_\_\_

THIRD PARTY BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (EXT): \_\_\_\_\_ FAX: \_\_\_\_\_



# ORDER RECAP

Listed below is a summary of forms from the exhibitor kit. Please fill out the totals of each page and return this form with the order form and company check or credit card authorization form to Demers Exposition Services, Inc..

Standard Furnishing	\$ _____
Pick Service	\$ _____
Material Handling Order Form	\$ _____
Labor Order Form	\$ _____
Sign Order Form	\$ _____
X-Banner Order Form	\$ _____
Custom Booth Rental Package	\$ _____
Banner Hanging	\$ _____
In Booth Fork Lift	\$ _____
<b>Grand Total</b>	<b>\$ _____</b>

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a Credit Card Account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- If a statement of charges is required, please provide a self-addressed, stamped envelope with your order(s).

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Show at Harbor Yard, October 2-3, 2010, Arena at Harbor Yard, Bridgeport, CT

