

SHOW FACTS

Northeast RV and Camping Show Connecticut Convention Center, Hartford, CT January 20-22, 2012

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12

BOOTH EQUIPMENT

Each booth space includes 8' high back drape , 3' high side drape and 1-7"x44" ID sign

EXHIBIT HALL CARPET

The exhibit Hall is not carpeted

DISCOUNT PRICES

In order to receive discount rates listed on price sheet , we must receive your order by Friday, January 13, 2012

SHOW SCHEDULE

Friday, January 20, 2012 from NOON-8:00 pm
Saturday, January 21, 2012 from 10:00 am-7:00 pm
Sunday, January 22, 2012 from 10:00 am-5:00 pm



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.

=====

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: _____

=====

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com



**Demers
Event
& Expo
Services**

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12

STANDARD FURNISHINGS

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCG, 1/20-22/12

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: January 13, 2012 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: \$ _____

6.35% CT Sales 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: _____

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**Demers
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MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to Demers Warehouse or directly to the CT Convention Center. 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 CT Convention Center's loading dock. Demers is the exclusive material handler at the CT Convention Center all freight shipped via third party carrier will be received by Demers and Material handling Charges will apply. The Use of mechanized material handling is strictly prohibited.

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12

ADVANCE SHIPPING ADDRESS
Please use enclosed labels on all pieces

TO: (Name of Exhibitor & Booth Number)
FOR: **RV & Camping**
c/o Demers Exposition Services, Inc.
151a Park Ave
East Hartford, CT 06108

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 January 13, 2012.
Rate: \$55.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.
Special: Any materials 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 assessed late charge.

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

TO: (Name of Exhibitor & Booth Number)
FOR: **RV & Camping**
c/o Demers Exposition Services, Inc.
Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06120

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. Direct shipment will only be received January 20, 2011.
Rate: \$52.00 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
Late Shipments: Shipments receive without payment will be assessed a late fee
DIRECT SHIPMENTS: Direct shipment will only be accepted at the CT Convention Center on January 19. Shipments received at the CT Convention Center Prior to January 19, 2012 will be redirected to the advanced warehouse and accessed 50% of the drayage cost as a redirect fee.

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. Exhibitors can make arrangements with their carriers to take their shipment(s) at the close of the event, or arrange with Demers to return shipment(s) to Demers warehouse for outbound shipping. If returning to DES Warehouse, an additional \$32.00 per cwt (100 lbs.) will be charged (minimum charge \$64.00). Shipments returned to Demers Warehouse at the close of event for outbound shipping can be picked up by Exhibitor's carrier beginning Tuesday, January 24, 2012 (Warehouse hours are M-F, 8:30 a.m.-3:30 p.m. except Holidays). Exhibitor is responsible for making prepaid outbound shipping arrangements.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	x RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$55.00 or \$52.00	\$110.00 or \$104.00	\$
SHIPMENT 2			lbs.	\$55.00 or \$52.00	\$110.00 or \$104.00	\$
SHIPMENT 3			lbs.	\$55.00 or \$52.00	\$110.00 or \$104.00	\$
SHIPMENT 4			lbs.	\$55.00 or \$52.00	\$110.00 or \$104.00	\$

LATE SHIPMENT(s) to DES Warehouse	\$ 10.00/cwt	\$70.00 minimum	\$
	6.35%CT Sales Tax		\$
TOTAL ESTIMATED CHARGES			\$

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: _____
Address: _____
City/State/Zip: _____
Authorized by: _____
Signature: _____
E-mail: _____

Booth #: _____
Ordered by: _____
Phone: _____
Fax: _____
Date: _____

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SHIPPING LABELS

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

RUSH!

**DES
FREIGHT**

TO: _____
EXHIBITING COMPANY
RV & Camping-1/20-22/12

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.
 151A Park Ave
 East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



RV & Camping - 1 / 20 - 22 / 11

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

**DES
FREIGHT**

TO: _____
EXHIBITING COMPANY
RV & Camping-1/20-22/12

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.
 Connecticut Convention Center
 100 Columbus Blvd
 Hartford, CT 06103-2819

Carrier _____

Number _____ of _____ pieces



RV & Camping - 1 / 20 - 22 / 12

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

RUSH!

**DES
FREIGHT**

TO: _____
EXHIBITING COMPANY
RV & Camping-1/20-22/12

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.
 151A Park Ave
 East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



RV & Camping 1 / 20 - 22 / 12

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

**DES
FREIGHT**

TO: _____
EXHIBITING COMPANY
RV & Camping-1/20-22/11

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.
 Connecticut Convention Center
 100 Columbus Blvd
 Hartford, CT 06103-2819

Carrier _____

Number _____ of _____ pieces



RV & Camping - 1 / 20 - 22 / 12

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12



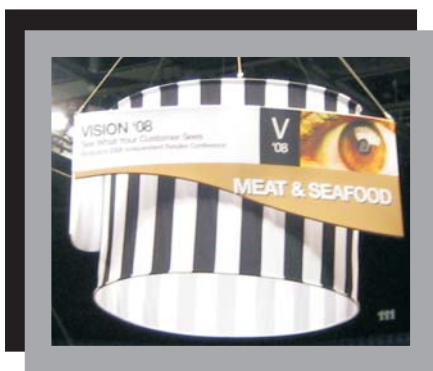
DIGITAL GRAPHICS AND SIGNS

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.344.9919.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form. Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

DES-Demers Expo can provide you with the finest state of the art digital graphic reproduction available on the market today. Capabilities include full color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, exhibit graphics and more.

PRICING GUIDE

L X W = Square Feet

Round length and width up to nearest foot

Square Feet X \$9.00 per Square Foot Discount Price
 or
 Square Feet X \$14.00 per Square Foot Standard Price = Total

In order to receive discounted price order must be received 14 day prior to show move in date. Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (des will advise of charges before work is performed). **Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

BACKING MATERIAL

Standard Material

- Foam Core PVC Fluted

Upgraded Material and additional 15% will be added to graphic for Material listed below:

- Sintra Gator Board Plexi

Please Check the backing material you would like if nothing is marked PVC Fluted will be used

SIGN LAYOUT



Vertical



Horizontal



DES's Designers to decide

SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mail or upload to our ftp(see next page)

Total X 6.35% Sales Tax = Grand Total

If you will be ordering more than one graphic, please use one order form per graphic.

Company: _____
 Address: _____
 City/State/Zip: _____
 Authorized by: _____
 Signature: _____

Booth #: _____
 Ordered by: _____
 Phone: _____
 FAX: _____
 Date: _____

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12



ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are not necessary but requested. Please call (860)-344-9919 for assistance and a ftp password.
- If your artwork files are below 6 megabytes they can be e-mailed to staff@demersexpo.com.

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12



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

Rates: per person/per hour	
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 labor charges.

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% CTax						= \$ _____
\$ 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)						= \$ _____
6.35% CT Tax						= \$ _____
\$ Installation Total						= \$ _____

Company: _____	Booth #: _____
Address: _____	Ordered by: _____
City/State/Zip: _____	Phone: _____
Authorized by: _____	Fax: _____
Signature: _____	Date: _____
E-mail: _____	

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12



LIABILITY AND INSURANCE BULLETIN

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12

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

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30pm, Monday – Friday	\$335.10	\$135.74	\$355.65	\$175.11
Overtime	All other times and weekends	\$355.75	\$155.14	\$400.13	\$195.70
Double Time	Holidays	\$385.95	\$225.80	\$425.93	\$255.69

Above rates are based on ½ hour increments

One 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 labor charges.

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	
						6.35%Tax	
						Total	

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	
						6.35%Tax	
						Total	

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

Booth #: _____
 Ordered by: _____
 Phone: _____
 Fax: _____
 Date: _____

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FORK 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). Special handling situations do not apply for this service.

		<u>Per Pick</u>	<u>Extra Assistant</u>
Straight Time	8:00am to 4:30pm, Monday – Friday	\$105.00	\$125.00
Overtime	All other times and Weekends	\$145.00	\$175.14
Double Time	Holidays	\$175.00	\$205.00

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 minutes of time to place item in your booth. If you require more time to position items in your booth, IN BOOTH FORK LIFT SERVICE must be ordered.

MOVE IN PICKS

Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						6.35%Tax	
						Total	

MOVE OUT PICKS

Description	Date	Start Time	# of Picks	Rate	Total Weight		

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

Booth #: _____
 Ordered by: _____
 Phone: _____
 Fax: _____
 Date: _____

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**Demers
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 & Expo
 Services**

Northeast Recreational Vehicle and Camping Show Hartford CT, CTCC, 1/20-22/12



Connecticut Convention Center
100 Columbus Blvd. Hartford, Connecticut 06103
Phone: (860) 728-2640
Fax: (860) 728-2641

Exhibitor Food & Beverage Order Form

Forms available online www.ctconventions.com

IMPORTANT CONDITIONS AND REGULATIONS

1. ALL ORDERS:

- **ORDERS/FULL PAYMENT MUST BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY**
- **PRICES ARE SUBJECT TO CHANGE**

2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

- Payment in FULL (IN U.S. FUNDS) must accompany Food and Beverage order from / Tax must be included unless you produce required State of Connecticut Tax Exemption documentation.
- All order information must be completed in full, for order to be processed. Incomplete order forms will not be processed.
- No Food or Beverage services will be rendered until full payment is received.

3. CANCELLATIONS:

Refunds will be computed as follows:

- 7+ days prior to first scheduled move-in day – 100% Refund
- Less than 7 days prior to first scheduled move-in day – No Refund

4. FOOD AND BEVERAGE:

- The Connecticut Convention Center permittee is the only licensee authorized by the State of Connecticut to sell/serve food and beverage (including alcoholic beverages) on the premises, therefore, no outside food or beverage may be brought into the Connecticut Convention Center by any Guest or Vendor. Accordingly, all food and beverage must be consumed in the designated function rooms/areas, and cannot be carried or consumed in public areas.
- All Guests who would like to purchase an alcoholic beverage must be able to produce valid picture identification upon request in accordance with Connecticut ABC laws.
- The Connecticut Convention Center staff reserves the right to refuse service to any Guest, for any reason.

Name of Event _____ Firm Name _____ Street Address _____ Contact Person _____ City _____ State _____ Zip _____	Date of Event _____ Booth Numbers(s) _____ Phone# (____) _____
Delivery Time: _____ AM / PM (*All Food and Beverage Orders will be removed 90 minutes after delivery/drop-off)	

<p><u>PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</u></p> _____ Money Order# _____ Company Check# _____ _____ Credit Card (Please complete attached Credit Card Authorization Form)	<p>Please make checks payable to:</p> <p>Connecticut Convention Center</p> <p>Note: We cannot accept cash or checks from foreign banks</p> <p>I have read and agree to all Terms and Conditions of the order Please see back page for complete terms and conditions</p> <p>Signature: X _____</p>
---	---

Beverages					
~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
~Each gallon serves 18-20 cups~					
Freshly brewed Coffee ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Freshly brewed decaffeinated Coffee ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Fine quality Teas/Hot Water ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Iced Tea ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Fruit Punch ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Lemonade ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Assorted bottled Juices ~ 2.75 each	_____ btl	_____	_____	_____	_____
Bottled Sodas ~ \$2.50 each	_____ btl	_____	_____	_____	_____
Bottled Spring Water ~ \$2.50 each	_____ btl	_____	_____	_____	_____



Connecticut Convention Center

Exhibitor Food & Beverage Order Form

Break Items ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
Fruit and Cheese filled Danish ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted NY Style Bagels & Cream Cheese ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted freshly baked Muffins ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Croissants ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Chocolate Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Oatmeal Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Fudge Brownies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Blondies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted Miniature Italian Pastries ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Miniature Petit Fours ~ \$30.00 per dozen	_____ doz	_____	_____	_____	_____
Individual bags of Chips ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Pretzels ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Popcorn ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Trail Mix ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Candy Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Granola Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Power Bars ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Whole fresh Fruit ~ \$1.50 per piece	_____ pcs	_____	_____	_____	_____
Mixed Nuts ~ \$18.00 per pound	_____ lbs	_____	_____	_____	_____

Soup (Minimum: 10 Gallons) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
New England Clam Chowder (serves 15pp) ~ \$36.00 per gallon	_____ gall	_____	_____	_____	_____

Displays (Each of the Displays serves 100) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
<u>Antipasto Display ~ \$550.00</u> Assortment of Italian Sausage, Salami, Cheeses, marinated Mozzarella Cheese, grilled Vegetables, Olives, Artichokes, flavored Foccacia and sliced Italian Breads	_____ disp	_____	_____	_____	_____
<u>International Cheese Display ~ \$450.00</u> A selection of Imported and Domestic Cheeses with Gourmet Cracker assortment and sliced French Bread	_____ disp	_____	_____	_____	_____
<u>Fruit Display ~ \$425.00</u> Seasonal sliced fresh Fruits and Berries with Strawberry Dip	_____ disp	_____	_____	_____	_____
<u>Seasonal Vegetable Display ~ \$275.00</u> With Bleu Cheese, roasted Red Pepper Ranch and Onion Dips	_____ disp	_____	_____	_____	_____
<u>Chilled Jumbo Gulf Shrimp ~ \$350.00 per 100 pieces</u> Presented on Ice with Lemon, zesty Cocktail Sauce and a Cilantro Remoulade	_____ disp	_____	_____	_____	_____

Hors D'Oeuvres (Minimum of 100 pieces per type) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Sea Scallops wrapped in Smoked Bacon ~ \$350.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Coconut Butterflied Fried Shrimp ~ \$325.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Mini Beef Wellington ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Pecan Dusted Fried Chicken with Honey Mustard ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Vegetable Spring Rolls with Duck Sauce ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Chicken Quesadilla Trumpet with Salsa & Sour Cream ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Teriyaki Glazed Beef Skewers ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Finger Sandwiches ~ \$400.00 per 100 pieces	_____ pcs	_____	_____	_____	_____



Connecticut Convention Center Exhibitor Food & Beverage Order Form

Pasta (Minimum of 10pp required) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Penne Pasta with Sausage and Marinara Sauce served with Garden Salad with House Vinaigrette ~ \$15.00 per person	_____pp	_____	_____	_____	_____

Pizza (Minimum of 3 Pizzas required) ~includes paper and plastic products~					
Item	Quantity/ Type of Pizza	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Pepperoni or Cheese Pizza (16" - 8 slices) ~ \$16.50 per Pizza -Each additional topping ~ \$1.00	# _____ Pizzas <u>Type:</u> _____ _____	_____	_____	_____	_____

Sandwich Platters ~includes paper products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Platter of Assorted Mini Club Sandwiches (Assorted Deli Meats and Cheeses) ~ \$42.00 per dozen	_____ doz.	_____	_____	_____	_____

Box Lunches (Minimum of 10 Box Lunches required) ~includes paper products~					
Item	Quantity / Sandwich selection	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Box Lunches (which include Sandwich, 1 bag of Potato Chips, 1 piece of whole Fruit, 1 Kosher Pickle and 1 Soda or bottled Water) ~ \$21.00 each <u>Sandwich Options (one selection):</u> *Served on a Kaiser Roll: -Oven roasted Turkey, rare Roast Beef, Tuna Salad OR Chicken with Lettuce, Tomato, Mustard and Mayonnaise -Portobello Mushroom and Provolone Cheese with roasted Pepper Basil Mayonnaise served on a Kaiser roll *Served on Focaccia Bread: -Grilled marinated Basil Chicken with Aurrichio Provolone Cheese, Spinach and roasted Pepper Mayonnaise on herbed Focaccia *Wrap Sandwiches: -Turkey & Swiss with Bacon, Lettuce, Plum Tomatoes, Chipotle Aioli in a Flour Tortilla -Grilled Vegetables' Wrap with roasted Tomatoes, shredded Lettuce and roasted Pepper Aioli	_____ <u>Sandwich selection:</u> _____	_____	_____	_____	_____

Ice / Water Coolers					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
-Ice (5 lb. Bag) ~ \$5.00 per bag -Water Cooler ~ \$125.00 per day -Water Refills ~ \$25.00	_____ /# days: _____ _____	_____	_____	_____	_____

ORDER TOTAL: \$ _____

*** CONFIRMATION OF ORDER RECEIPT ***

AUTHORIZED SIGNATURE

DATE



CREDIT CARD AUTHORIZATION FORM

I, the undersigned agree to pay for the following charges. I have supplied the Connecticut Convention Center with the following credit card for the purpose. I understand I am responsible for and will pay all charges listed below:

Deposit

Name of Event: _____ Payment Amount: _____

Event

Name of Event: _____ Date of Event: _____

***AUTHORIZED CHARGES TO BILL (circle one): ALL CHARGES or SPECIFIED AMOUNT**

Cardholder:

(Print Name as it appears on the card)

Address:

Telephone:

Please circle the type of **credit card**:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number _____

Expiration Date _____

***A legible copy of the front and back of the credit card along with a copy of the card holder's driver's license must be faxed or mailed to the convention center prior to the arrival or event date.**

FAX (860) 249-6161

AGREED

(Cardholder's Signature)

DATE



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

CL _____

BOOTH CLEANING SERVICE ORDER FORM

Name of Event	Date of Event
Firm Name	Booth Number
Street Address	Contact Person
City, State, Zip	On Site Phone Number
Email address	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

Money Order #	Check #
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
Name on card	
Credit Card #	
Expiration Date	
Authorized Signature	

Booth Size _____ X _____ = _____ sq.ft. (100 sq.ft. minimum)

Vacuuming -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	CT 6% Tax	Total
Pre-Show (night prior to show open)			.20 sq/ft	.25 sq/ft		
Additional Show Days			.20 sq/ft	.25 sq/ft		
Shampooing *Carpets shampooed prior to show open only	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	CT 6% Tax	Total
Shampooing			.35 sq/ft	.40 sq/ft		
Trash Removal -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	CT 6% Tax	Total
Every Show Day			\$70.00	\$75.00		
Only Specified Days			\$70.00	\$75.00		

Trash removal service is provided on an hourly basis – Removal of food waste will incur additional charges

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

EL _____

ELECTRICAL SERVICE ORDER FORM

Name of Event	Date of Event
Firm Name	Booth Number
Street Address	Contact Person
City, State, Zip	On Site Phone Number
Email address	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

Money Order #	Check #
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
Name on card	
Credit Card #	
Expiration Date	
Authorized Signature	

Standard Electrical Service *120 volts – per single receptacle	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
5 amp (550 watts)	\$72.00	\$86.00				
10 amp (1100 watts)	\$85.00	\$102.00				
15 amp (1650 watts)	\$90.00	\$108.00				
20 amp (2200 watts)	\$94.00	\$112.00				

Special Electrical Service – requires a minimum charge of 1 hour labor at \$60 per hour

*208 volts – single phase – per single connection

	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6% Tax	Total
10 amp (2080 watts)	\$94.00	\$112.00				
20 amp (4160 watts)	\$110.00	\$132.00				
30 amp	\$174.00	\$210.00				
40 amp	\$220.00	\$284.00				
50 amp	\$273.00	\$328.00				
60 amp	\$325.00	\$390.00				

For other 208 volt (3-phase up to 60 amp) and 480 volt service, please contact Exhibit Service Dept for a quote

*Additional Labor Rates may apply for specialty electrical configurations

Service Accessories – accessory prices do not include power and must be picked up at the Service Desk

	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

Stated rates cover usage for a maximum of three (3) day event. Events exceeding three days will require special quotation for power.

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

TC _____

TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event	Date of Event
Firm Name	Booth Number
Street Address	Contact Person
City, State, Zip	On Site Phone Number
Email address	

Payment notice – services will not be supplied until total due is paid in full.
Tax must be included unless you produce State of CT Tax Exemption documentation.

Internet codes are priced per computer and per day.

Payment Information Must Accompany Order

Money Order #	Check #
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
Name on card	
Credit Card #	
Expiration Date	
Authorized Signature	

	Rate	Number of Days	Number of Computers	20% Service Charge	CT 6% Tax	Total
Wired Booth Internet <small>*Internet codes are priced per computer and per day.</small>	\$75.00					
Indicate dates of activation here:						
Wireless Booth Internet <small>*Internet codes are priced per computer and per day.</small>	\$75.00					
Indicate dates of activation here:						
Analog or IP Phone <small>*Long distance calls are billed a 9 cents per minute; directory assistance at \$2.00 per call. Charges will be billed within 30 days of the move-out date and charged to the credit card provided.</small>	\$100.00 /each					
Audio Conference Phone	\$200.00 /each					
ISDN Line	\$350.00 /each					

Exhibitor Packages <small>**Rates are per day</small>	Rate**	Days	Wired/Wireless	20% Service Charge	CT 6% Tax	Total
Clay Arsenal Connections for 1-5 users Access to the internet at 384 kbps Up/Down (1)-Analog or IP phone line	\$265.00					
Behind the Rocks Connections for 6-20 users Access to the internet at 384 kbps Up/ 1.5 MB Down (1)-Analog or IP phone line	\$400.00					
Asylum Hill Package Connections for 21-48 users Access to the internet at 768 kbps Up/ 3 MB Down (1)-Analog or IP phone line	\$600.00					

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:

Connecticut Convention Center
100 Columbus Blvd. Hartford, Connecticut 06103
Attn: Exhibitor Services
Phone: (860) 728-2640 Fax: (860) 728-2641

IMPORTANT CONDITIONS AND REGULATIONS

1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.

2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
 - b. Date payment is received by the Connecticut Convention Center will determine applicable rate.
 - c. All order form information must be completed in full for order to be processed.
Incomplete order forms could result in processing delay resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations - Refunds will be computed as follows:
After installation – NO REFUND
Before installation, but 6 days or less prior to first scheduled move in day – 85% REFUND.
Before installation and more than 6 days prior to first scheduled move in day – FULL REFUND

3. Claims will not be considered unless filed in writing by exhibitor prior to close of show.

4. Prices are based upon current wage rates and are subject to change without notice.

5. Service time(s) are to be determined by the Connecticut Convention Center Operations Department.

Make remittance and mail to:
Connecticut Convention Center – Attn: Exhibitor Services
100 Columbus Blvd Hartford, CT 06103



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

PL _____

COMPRESSED AIR – WATER – DRAIN SERVICE ORDER FORM

Name of Event	Date of Event
Firm Name	Booth Number
Street Address	Contact Person
City, State, Zip	On Site Phone Number
Email address	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

Money Order #	Check #
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
Name on card	
Credit Card #	
Expiration Date	
Authorized Signature	

Cold Water up to 500 gallons <small>*Drain not included & prices based on 1/2 line</small>	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
1 st Connection	\$240.00	\$288.00				
Each additional connection	\$120.00	\$144.00				
Each additional 100 gallons	\$10.00	\$10.00				
Size of line required						

For lines above 1/2" in size, add 50% service charge

*Pressure may vary. Minimum pressure available is 45 PSI, maximum available pressure is 80 PSI. If pressure is critical, exhibitor should provide their own pressure regulator valve.

Drain Connection <small>*Water not included & prices based on 3/4" drain line</small>	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6% Tax	Total
1 st connection	\$270.00	\$324.00				
Each additional connection	\$102.00	\$122.00				
Size of line required						

For lines above 3/4" in size, add 50% service charge

One Time Fill & Drain <small>*Up to 500 gallons minimum</small>	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
One Time Fill & Drain	\$240.00	\$288.00				
Per additional unit within booth	\$90.00	\$108.00				
Each additional 100 gallons	\$10.00	\$10.00				

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd. Hartford, Connecticut 06103
Banner Hanging for Vendor Booths Order Form

Phone: (860) 948-1961

Fax: (860) 948-1960

Services provided by PSAV



BANNER HANGING FOR VENDOR BOOTHS

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number(s) _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone# _____
E-Mail Address _____	

<p align="center">PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</p>		<p align="center">Please make checks payable to Connecticut Convention Center.</p> <p>Note: We cannot accept cash or checks from foreign banks</p> <p>I have read and agree to all Terms and Conditions of the order. Please see back page for complete terms and conditions.</p> <p>Signature: X _____</p>		
Money Order# _____	Company Check# _____			
MasterCard	Discover Card		VISA	American Express
Name on Card _____	Exp. Date _____			
Credit Card# _____				
Authorized Signature _____				

<u>Size of Banner</u>	<u># of Banners</u>	<u>Rates per Banner</u>	<u>Total</u>
		Pre-paid Rates: \$150.00 Onsite Rates:\$200.00	

IMPORTANT NOTE: BANNER(S) WILL BE HUNG DURING MOVE-IN HOURS OR AS CUSTOMER REQUESTS WHEN ONSITE. BANNER HANGING RATES DO NOT INCLUDE THE COST OF ELECTRICITY FOR THOSE BANNERS THAT REQUIRE LIGHTING. BANNER HANGING RATES ARE BASED ON BANNERS MADE OF CLOTH/CANVAS/NYLON WITH GROMMETS FOR HANGING POINTS. FOR ALL OTHER MATERIALS & 3D BANNERS. PLEASE CALL FOR PRICE QUOTE.

SUBTOTAL	
20% SERVICE CHARGE	
6% CT SALES TAX	
TOTAL	

TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION.

FORM RETURN INFORMATION:

Please send completed request form to:

Micheal Rodriguez, Director, Event Technology
100 Columbus Blvd.
Hartford, CT 06103
Telephone (860) 948.1961 / Fax (860) 948.1960
E-mail:michaelrodriguez@psav.com