

# SHOW FACTS

## Northeast RV & Camping Show CT Convention Center, Hartford, CT January 19-21, 2018

Northeast RV & Camping Show, January 19-21, 2018

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### BOOTH EQUIPMENT

Each 10' x 10' booth space includes one 8' high back drape, two 3' high side drapes, and one 7"x44" booth ID sign. Drapery colors are black and champagne.

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### EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted.

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### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:  
**Friday, January 5, 2018. Order online (see page 2) and save the 8% Administrative Fee..**

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### SHOW SCHEDULE:

#### Exhibitor Move-In:

Wednesday, January 17, 2018 from 9:00am - 6:00pm (Dealers only)

Thursday, January 18, 2018 from 9:00am - 7:00pm

Friday, January 19, 2018 from 8:00am - 10:30am

#### Show Hours:

Friday, January 19, 2018 from 12:00pm - 9:00pm

Saturday, January 20, 2018 from 10:00am - 8:00pm

Sunday, January 21, 2018 from 10:00am - 5:00pm

#### Exhibitor Move-Out:

Sunday, January 21, 2018 from 5:00pm - 9:00pm

Monday, January 22, 2018 from 8:00am - 2:00pm

### UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER!! THESE RULES MAY IMPACT YOU AS A VENDOR:

Vendors may erect their own booth and lay their own carpet providing that it's the exhibiting companies own personnel performing the work. If you require additional assistance beyond your personnel please see page 14 of this exhibitor services manual.

All banner hanging is jurisdiction of IATSE Union Member and to be ordered through CT Convention Center.

See Union Labor Regulations on page 19.

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DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.761.0070 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# ONLINE ORDERING

**Looking for an easier way to place you order?  
Tired of faxing or emailing forms?**

**Try our fully PCI-Compliant Online Ordering System!**

Simply request an online login by emailing [info@demersexpo.com](mailto:info@demersexpo.com) (please specify show name and date). We will then create an online login and you will be notified via email.

All products and services offered in this Exhibitor Services Kit are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!  
Orders placed via email or fax will be assessed this fee.**

**Deadline to place online orders: Friday, January 12, 2018**



# CREDIT CARD AUTHORIZATION

Northeast RV & Camping Show, January 19-21, 2018

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:** \_\_\_\_\_

=====

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

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

Card Billing 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 received by advanced deadline in order to avoid late charges.
- Freight or orders received without payment will be assessed a late fee.

## PAYMENT MUST BE INCLUDED WITH ALL ORDERS

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# STANDARD FURNISHINGS

Northeast RV & Camping Show, January 19-21, 2018

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	136.00	168.00	
	9' x 20' Carpet	237.00	331.50	
	9' x 30' Carpet	357.00	467.50	
	9' x 40' Carpet	445.00	574.75	
<i>Carpet Color:</i> Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.95= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.25= _____				
SKIRTED TABLES				
<i>Skirt Colors:</i> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	83.00	102.00	
	2' x 6' x 30" high	102.00	113.00	
	2' x 8' x 30" high	113.00	122.00	
	2' x 4' x 40" high	100.00	110.75	
	2' x 6' x 40" high	116.00	135.00	
	2' x 8' x 40" high	129.75	155.50	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	49.00	52.00	
	2' x 6' x 30" high	52.00	55.50	
	2' x 8' x 30" high	62.75	66.50	
	2' x 4' x 40" high	56.50	69.50	
	2' x 6' x 40" high	64.00	78.25	
	2' x 8' x 40" high	71.75	80.25	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	49.25	59.75	
	6' x 10" Undraped	61.75	71.00	
	4' x 10" Draped	71.00	81.25	
	6' x 10" Draped	81.25	92.75	
Wood Table Riser Colors: <i>Black</i> or <i>White</i> (circle choice)				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	40.00	53.50	
	Black Bar Stool w/ foot rest	53.50	70.00	
	Tubular folding chair	18.50	24.25	
	Upholstered bar stool	135.00	175.00	
	Padded side chair	33.00	41.25	
SPECIAL DRAPERY/SKIRTING				
<i>Drape Colors:</i> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery <small>Per Linear Foot</small>	7.50	9.50	
	3' high drapery <small>Per Linear Foot</small>	7.00	8.00	
	13'-long table skirting	66.00	81.25	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	66.00	92.75	
	Easel (Tripod Display)	49.50	54.50	
	Garment Rack	81.25	116.25	
	Panelboard	170.00	238.00	
	Pegboard	190.50	266.75	
	Stage (4' x 4' all heights up to 36")	97.75	137.00	
	Stage (4' x 4' w/ carpet & skirt)	139.00	194.50	
	Stanchion Post	54.50	72.00	
	Stanchion Belt	4.60	7.00	
	Waste Basket	14.00	20.25	

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

**Advance price deadline: January 5, 2018. Floor prices apply after this date.**

All Items are for rental for the duration of the show only. Charges for items ordered, delivered to booth, then canceled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes this request to a Demers Representative prior to the close of the show. Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented. **Order Online and Save the 8% Administrative Fee!**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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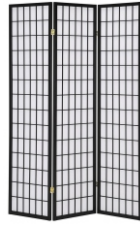
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# Additional Booth Accessories

We have too many accessories to fit on one page. If you are interested in something that you do not see in the Exhibitor Kit, please call our office for a quote.



Tote Bag Holder



Room Divider



Faux Tree



Bookcase



Literature Rack



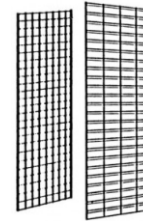
Gondola



Lighted Product Display Case



Coffee Table



Gridwall

Description	QTY	Rental Rate (Duration of Show)	Total
Tote Bag Holder/Rack		\$60.00	
2.5'x6' Bookcase		\$250.00	
Literature Rack		\$95.00	
2'x5' Gridwall (must order at least 2)		\$60.00 each	
Lighted Product Display Case		\$575.00	
4' Gondola (comes with 2 shelves*)		\$225.00	
*Additional gondola shelves (holds up to 4 total)		\$25.00 each	
Coffee Table		\$50.00	
Room Divider		\$160.00	
Faux Silk Palm Tree		\$70.00	

**Advance price deadline: January 5, 2018**

Orders placed after the deadline date will be assessed a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to the booth, and then canceled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes the request to Demers prior to the close of the show. Exhibitor is responsible for the cost of the repair or replacement if equipment is lost, damaged, or stolen while being rented.

\*Actual products may vary from images shown\*

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH



SORRENTO CHAIR WHITE

## SANIBEL



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$550	=	
SORRENTO COUCH BLACK		X	\$525	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$275	=	
SOUTH BEACH BAR CHAIR		X	\$145	=	
SANIBEL BISTRO TABLE		X	\$275	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$145	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$145	=	
SORRENTO CHAIR WHITE		X	\$290	=	
SORRENTO CHAIR BLACK		X	\$265	=	

### - ORDER SUMMARY -

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

**Advance price deadline: January 5, 2018** . Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, 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. Rental are based on availability. Order early to guarantee what you want is available. **Order online and save the 8% administrative fee.**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. 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 all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

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

**TO:** Name of Exhibitor & Booth Number  
**FOR:** NE RV & Camping Show  
**C/O:** Demers Exposition Services, Inc.  
151A Park Ave  
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.  
**Deadline to receive advance pricing discount: January 5, 2018**  
**Rate: \$71.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 50% of the total drayage charges.  
**Overtime:** not applicable  
**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (80.00 minimum applies), plus additional fees if special transportation is required.  
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, (\$80.00 minimum applies).

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

**TO:** Name of Exhibitor & Booth Number  
**FOR:** NE RV & Camping Show  
**C/O:** Demers Exposition Services, Inc.  
CT Convention Center  
100 Columbus Blvd  
Hartford, CT 06103

Demers will receive 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 shipments will only be received on Exhibitors assigned move in days**  
**Rate: \$68.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 50% of the total drayage charges.  
**Overtime:** not applicable  
**Non-payment:** not applicable  
**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the CT Convention Center on your assigned move in days. Shipments received at the CT Convention Center prior to January 17, 2018 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors can make arrangements with their carriers to take their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle) 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 the DES Warehouse can be picked up **beginning Thursday, January 25, 2018.** (Warehouse hours are M-F, 8:30am - 3:30pm except Holidays).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show
- RETURN OF EMPTY CRATES WILL TAKE APPROXIMATELY 1 HOUR AFTER THE CLOSE OF THE SHOW.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$71.00 or \$68.00	\$142.00 or \$136.00	\$
SHIPMENT 2			lbs.	\$71.00 or \$68.00	\$142.00 or \$136.00	\$
SHIPMENT 3			lbs.	\$71.00 or \$68.00	\$142.00 or \$136.00	\$
SHIPMENT 4			lbs.	\$71.00 or \$68.00	\$142.00 or \$136.00	\$
	<b>LATE SHIPMENT(s) to DES Warehouse</b>			\$20.00	\$80.00 Minium Charge	\$
					6.35% Service Fee	\$
	<b>Order Online and Save the 8% Administrative Fee</b>				\$8.00% Admin Fee	\$
					<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.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

**Northeast RV & Camping Show, January 19-21, 2018**

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# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse. **Deadline: January 5, 2018.**

Northeast RV & Camping Show, January 19-21, 2018

**RUSH!**

**DES FREIGHT**

TO:

*EXHIBITING COMPANY Please write exhibiting companies name in this box*

**NE RV & Camping Show**


*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

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

Carrier \_\_\_\_\_

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

  
N E R V & C A M P I N G

  
C T C O N V E N T I O N C E N T E R - J A N 1 9 - 2 1 , 2 0 1 8





# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment  
to SHOWSITE on **January 17-19, 2018.**

Northeast RV & Camping Show, January 19-21, 2018

# RUSH!

**DES  
FREIGHT**

TO:

*EXHIBITING COMPANY Please write exhibiting companies  
name in this box*

**NE RV & Camping Show**

*BOOTH NUMBER(s) Please write Booth # in this box  
if you know it at time of shipment*

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

Carrier \_\_\_\_\_

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



N E R V & C A M P I N G



C T C O N V E N T I O N C E N T E R - J A N 1 9 - 2 1 , 2 0 1 8



# AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it.

If you require a technical assistance a \$85.00 per hour labor charge will apply.

*Be sure to order electrical through the venue.*

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

## MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$350	
42" LCD Flat Screen Monitor (tabletop)		\$395	
50" LCD Flat Screen Monitor		\$685	
Monitor Stand (fits 50" monitor only)*		\$125	
<b>Sub-total</b>			
6.35% Sales Tax			
8.00% Admin Fee			
<b>Total</b>			



\*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.

Laptop has i5 processor, 4GB of RAM, and is bluetooth and wifi enabled. Includes DVD drive, 3 USB ports, headphone/mic jack, SD reader, LAN port, VGA out, and HDMI port.

## PC LAPTOP (per device/per day)

Description	QTY	# OF DAYS	Rental Rate (per device/per day)	Total
14" Dell Latitude E6430			\$225	
<b>Sub-total</b>				
6.35% Sales Tax				
8.00% Admin Fee				
<b>Total</b>				



**Advance Order Deadline: January 5, 2018.** Orders placed after the deadline date will be assessed a 25% late charge. **Order online and save the 8% administrative fee.**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# DIGITAL GRAPHICS AND SIGNS

Northeast RV & Camping Show, January 19-21, 2018

## 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 860.882.0003.



# 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 the following page. Note: All graphics are subject to a 100% cancellation charge.

## DIGITAL GRAPHICS

Demers Expo can provide 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, and more.

## PRICING GUIDE

<input style="width: 50px; height: 20px;" type="text"/> L X <input style="width: 50px; height: 20px;" type="text"/> W = <input style="width: 50px; height: 20px;" type="text"/> Square Feet <small>Round length and width up to nearest foot</small>
<input style="width: 50px; height: 20px;" type="text"/> Square Feet X <input style="width: 50px; height: 20px;" type="text"/> \$9.00 per Sq. Ft. Discount Price or <input style="width: 50px; height: 20px;" type="text"/> \$14.00 per Sq. Ft. Standard Price = <input style="width: 50px; height: 20px;" type="text"/> Total

In order to receive discounted price order must be received 14 days 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 (Demers 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

<b>Standard:</b> <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted	<b>Upgraded:</b> (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
---	---

If backing material is not selected, PVC Fluted will be used.

## SIGN LAYOUT

<input type="checkbox"/> Vertical 	<input type="checkbox"/> Horizontal 	<input type="checkbox"/> Designer to decide 
---	---	---

## SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 50px;" type="text"/> Total X	<input style="width: 50px;" type="text"/> 6.35% Sales Tax	+	<input style="width: 50px;" type="text"/> 8.00% Admin Fee	=	<input style="width: 50px;" type="text"/> Grand Total
---	---	---	---	---	---

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

**Order Online and Save the 8% Administrative Fee**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# 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)882-0003 for assistance and a ftp password.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# CUSTOM BOOTH RENTAL

Northeast RV & Camping Show, January 19-21, 2018



This custom booth rental package includes: three (3) full white backwall panels (8 - 10 linear feet total); two (2) full white 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 arm chair; one (1) waste basket; one (1) Company I.D. Sign (*indicate I.D. sign letter color and text below*); 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.

**\*Customizable panels with Logos and/or Graphics: Prices quoted upon request. Please call (860) 882-0003.**

**Please indicate 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 (up to 20 characters):	_____			

Additional I.D. Sign Characters can be ordered @ \$8.00 per character

**- ORDER SUMMARY -**

# CUSTOM BOOTH RENTAL PACKAGES _____ x \$1,129.00 each:	\$ _____
<b>10% Discount (two or more units):</b>	\$ - _____
Additional I.D. Sign Characters _____ @ \$8.00 each:	\$ _____
*Logos and/or Graphics:	\$ _____
<b>Subtotal:</b>	\$ _____
<b>6.35% Sales Tax:</b>	\$ _____
<b>Total Due:</b>	\$ _____

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

**Order deadline: January 5, 2018**

**Order online and save the 8% administrative fee.**

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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



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# LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

## Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday through Friday  
 OVERTIME 4:30am to 8:00pm, Monday through Friday and all weekends  
 DOUBLE TIME Holidays  
**Two Hour Minimum per Laborer**

## Rates: per person/per hour

ADVANCE PRICE	SHOWSITE PRICE
\$85.50	\$128.25
\$128.25	\$192.38
\$171.00	\$256.50

**Advance Pricing Deadline January 5, 2018**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 24 hours in advance of start time to avoid estimated labor charges.

## INSTALLATION LABOR

**Demers Exposition Supervised Labor** - 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:
Display Contact:	Phone:

**Exhibitor Supervised Labor** - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
<b>Total</b>										

## DISMANTLE LABOR

**Demers Exposition Supervised Labor** - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

**Exhibitor Supervised Labor** - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
<b>Total</b>										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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Northeast RV & Camping Show, January 19-21, 2018

# IN BOOTH FORK LIFT

Northeast RV & Camping Show, January 19-21, 2018

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
<b>Straight Time</b>	8:00am to 4:30pm, Monday – Friday	\$253.10	\$152.74	\$283.10	\$182.74
<b>Overtime</b>	All other times and Weekends	\$379.65	\$229.11	\$424.65	\$274.11
<b>Double Time</b>	Holidays	\$506.20	\$305.48	\$566.20	\$365.48

**ADVANCE PRICING DEADLINE: JANUARY 5, 2018.**

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
<b>Order Online and save the 8% Administrative Fee!</b>						Sub-total	
<b>Order Online and save the 8% Administrative Fee!</b>						8% Admin Fee	
<b>Order Online and save the 8% Administrative Fee!</b>						<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
<b>Order Online and save the 8% Administrative Fee!</b>						Sub-total	
<b>Order Online and save the 8% Administrative Fee!</b>						8% Admin Fee	
<b>Order Online and save the 8% Administrative Fee!</b>						<b>Total</b>	

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# FORK LIFT PICK SERVICE

Northeast RV & Camping Show, January 19-21, 2018

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).

		DISCOUNT PRICE		SHOWSITE PRICE	
		Per Pick	Extra Assistant	Per Pick	Extra Assistant
<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	\$187.50	\$143.61	\$202.50	\$157.66
<b>Double Time</b>	Holidays	\$250.0	\$191.48	\$270.00	\$210.22

Price includes service inbound and out bound

**ADVANCE PRICING DEADLINE: JANUARY 5, 2018.**

To qualify for this service items must be palletized, skidded, or in dome manner to be able to be handled with forklift without 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 will 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	
						8% Admin Fee	
						<b>Total</b>	

*Order Online and save the 8% Administrative Fee!*

MOVE OUT PICKS							
Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						8% Admin Fee	
						<b>Total</b>	

*Order Online and save the 8% Administrative Fee!*

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# CLEANING ORDER FORM

Order Online and Save the 8% Administrative Fee

Vacuuming of booth carpet is available prior to the opening of the show at the rate of \$55.00 per booth space. Once the event opens, this service is provided only through the Convention Center. Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this service should this be needed.

## VACUUMING

Description	# of Booths		# of days		Rate per day	Total
Vacuuming		X		X	\$55	
					8.00% Admin Fee	
					<b>Total</b>	

Porter service, which includes the emptying and disposal of trash and the replacement of trash can liners, is available through Demers Expo prior to the opening of the event. Once the event opens, these services are available only through the Convention Center. Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this and other booth cleaning services that may be needed on event days.

## Porter Service

Description	# of Booths		# of days		Rate per day	Total
Porter		X		X	\$55	
					8.00% Admin Fee	
					<b>Total</b>	

Northeast RV & Camping Show, January 19-21, 2018

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# LIABILITY AND INSURANCE BULLETIN

Northeast RV & Camping Show, January 19-21, 2018

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.



# UNION LABOR REGULATIONS

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER!!  
PLEASE READ THE FOLLOWING SUMMARY OF WHEN THE UNION RULES APPLY,  
AS THESE RULES MAY IMPACT YOU AS A VENDOR:**

**(1) If Your Vehicle Exceeds 14' In Length:**

You are required to use Union Labor to unload (and reload) your items.

**(2) If You Require Mechanized Equipment To Move Your Items:**

(pallet or rider jack, forklift, moffett lift, bobcat)

You are required to use Union Labor to operate this equipment.

**(3) If You Require Assistance To Set Your Booth:**

You may have up to 3 of your employees to set your booth.

If more than 3 are needed, the additional person(s) must be Union Labor staff.

The employees used MUST be full time employees of the Exhibiting Company.

Employment ID to verify full time employment status may be requested.

**Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:**

Exhibitor Appointed Contractors (EAC) may supervise the work performed, but employees of the EAC may not perform the actual work to set the booth.

**\*\* THE CONVENTION CENTER DOES NOT PROVIDE CARTS FOR VENDOR USE \*\***

See the Demers Exhibitor Services Desk with any questions.

## **ADVANCED SHIPMENTS OF FREIGHT**

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers). All direct deliveries to the Convention Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services. Applicable material handling / drayage fees will apply.

## **FLAMEPROOFING / FIRE REGULATIONS**

All booth items and decorative materials, including table coverings, must be non-flammable and flame-resistant in accordance with applicable fire code standards and regulations as set forth by the office of the Connecticut State Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.

## **INSURANCE**

You are advised to consult your insurance broker to determine the appropriate level of insurance coverage required for your display items and materials from the time they leave your premises until their return thereto. Demers Exposition Services, Inc., the Event Venue, and their respective officers, employees, agents, associates, successors and assigns, are not responsible for loss or damage sustained to exhibitor items or materials, whether sustained by fire, water, theft, accident or other cause, foreseeable or unforeseeable.



# ELECTRICITY & INTERNET

Electricity and Internet Services are exclusive to the Connecticut Convention Center. Please order these and other non-AV utility services directly from the Center.

Other services exclusive to the Convention Center include the following:

- internet
- electricity
- telephone
- food & beverage
- water fill and drain

(booth cleaning is exclusive *only after* the show opens)

These services may be ordered online or through the Center's Exhibitor Services Manager at:

(860) 728-2640

[www.ctconventions.com/exhibitors](http://www.ctconventions.com/exhibitors)

