

# SHOW FACTS

## Northeast RV & Camping Show CT Convention Center, Hartford, CT January 24-26, 2020

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

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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 10, 2020. Order online (see page 2) and save the 8% Administrative Fee.**

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### SHOW SCHEDULE:

#### Exhibitor Move-In:

Wednesday, January 22, 2020 from 9:00am - 6:00pm (Dealers only)

Thursday, January 23, 2020 from 9:00am - 7:00pm

Friday, January 24, 2020 from 8:00am - 10:30am

#### Show Hours:

Friday, January 24, 2020 from 12:00pm - 9:00pm

Saturday, January 25, 2020 from 10:00am - 8:00pm

Sunday, January 26, 2020 from 10:00am - 5:00pm

#### Exhibitor Move-Out:

Sunday, January 26, 2020 from 5:00pm - 9:00pm

Monday, January 27, 2020 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 15 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 20.



# 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 notify you of this 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: Thursday, January 16, 2020.  
Floor prices apply after Friday, January 10, 2020.**



# 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/ MasterCard 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: \_\_\_\_\_

## CREDIT AND PAYMENT POLICY

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 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.
- International exhibitors must prepay all services in U.S. Currency.
- 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 event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, January 10, 2020** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

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 this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



# STANDARD FURNISHINGS

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	140.00	173.00	
	9' x 20' Carpet	244.00	341.00	
	9' x 30' Carpet	368.00	481.00	
	9' x 40' Carpet	458.00	591.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.05= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.35= _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	86.00	105.00	
	2' x 6' x 30" high	105.00	116.00	
	2' x 8' x 30" high	116.00	126.00	
	2' x 4' x 40" high	103.00	113.00	
	2' x 6' x 40" high	120.00	139.00	
	2' x 8' x 40" high	134.00	160.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	50.00	54.00	
	2' x 6' x 30" high	54.00	57.00	
	2' x 8' x 30" high	64.00	68.00	
	2' x 4' x 40" high	58.00	71.00	
	2' x 6' x 40" high	66.00	80.00	
	2' x 8' x 40" high	73.00	82.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	51.00	61.00	
	6' x 10" Undraped	63.00	73.00	
	4' x 10" Draped	73.00	83.00	
	6' x 10" Draped	83.00	95.00	
Wood Table Riser Colors: Black or White (circle choice)				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	41.00	55.00	
	Black Bar Stool w/ foot rest	55.00	72.00	
	Tubular folding chair	36.00	25.00	
	Upholstered bar stool	139.00	180.00	
	Padded side chair	34.00	42.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	7.75	9.75	
	3' high drapery Per Linear Foot	7.25	8.25	
	13'-long table skirting	68.00	83.50	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	68.00	95.00	
	Easel (Tripod Display)	51.00	56.00	
	Garment Rack	84.00	120.00	
	Panelboard	175.00	245.00	
	Pegboard	196.00	274.00	
	Stage (4' x 4' all heights up to 36")	100.00	141.00	
	Stage (4' x 4' w/ carpet & skirt)	143.00	200.00	
	Stanchion Post	56.00	74.00	
	Stanchion Belt	5.00	7.25	
	Waste Basket	14.50	21.00	

## - ORDER SUMMARY -

Subtotal:	\$	
6.35% Sales Tax:	\$	
8% Admin Fee:	\$	
Grand Total:	\$	

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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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www.demersexpo.com



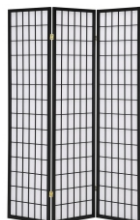
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# ADDITIONAL BOOTH ACCESSORIES

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



Room Divider



Faux Tree



Bookcase



Literature Rack



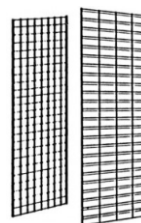
Gondola



Lighted Product Display Case



Coffee Table



Gridwall

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
BOOKCASE 2.5'x6'		X	\$ 250.00	=	
LITERATURE RACK		X	\$ 95.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
LIGHTED PRODUCT DISPLAY CASE		X	\$ 575.00	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
COFFEE TABLE		X	\$ 50.00	=	
ROOM DIVIDER		X	\$ 160.00	=	
SILK PALM TREE		X	\$ 70.00	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

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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

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 550.00	=	
SORRENTO COUCH BLACK		X	\$ 525.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 275.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 145.00	=	
SANIBEL BISTRO TABLE		X	\$ 275.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 145.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 145.00	=	
SORRENTO CHAIR WHITE		X	\$ 290.00	=	
SORRENTO CHAIR BLACK		X	\$ 265.00	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

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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: Friday, January 10, 2020**

**Rate: \$74.00 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 75% of the total drayage charges.

**Overtime:** not applicable

**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$20.00 per cwt (\$80.00 minimum) will be charged, 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.

## 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 **January 22-24, 2020** only. Arrival at any time other than **January 22-24, 2020** may be refused and redirected to the Advance Warehouse.

**Direct shipments will only be received on January 22-24, 2020.**

**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 75% of the total drayage charges.

**Overtime:** not applicable

**Non-payment:** Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum.

**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Venue on January 22-24, 2020. Shipments received at the Venue prior to January 22, 2020 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 the designated show carrier, YRC, at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own LTL carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle).
- All non-LTL carriers outbound shipments will incur material handling charges of \$32.00 per cwt (\$64.00 minimum applies).
- If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Demers warehouse for an additional \$32.00 per cwt (100 lbs) (min. charge is \$64.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Wednesday, January 29, 2020**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding 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.

## PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$74.00 or \$71.00	\$148.00 or \$142.00	\$
SHIPMENT 2			lbs.	\$74.00 or \$71.00	\$148.00 or \$142.00	\$
SHIPMENT 3			lbs.	\$74.00 or \$71.00	\$148.00 or \$142.00	\$
SHIPMENT 4			lbs.	\$74.00 or \$71.00	\$148.00 or \$142.00	\$
LATE SHIPMENT(s) to DES Warehouse				\$20.00	\$80.00 Minimum Charge	\$
					6.35% Service Fee	\$
Order Online and Save the 8% Administrative Fee					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:	

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# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Friday, January 10, 2020** to avoid the late fee.

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

# RUSH!

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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





# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment  
to SHOWSITE on **January 22-24, 2020.**

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

# RUSH!

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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



NE RV & CAMPING



CT CONVENTION CENTER




# 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 technician assistance an \$85.00 per hour labor charge will apply. **REMINDER: You will need to order electricity 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	
 <p>*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.</p>			<b>Sub-total</b>
			6.35% Sales Tax
			8.00% Admin Fee
			<b>Total</b>

Order Online and Save the 8% Administrative Fee

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	
			Sub-total	
			6.35% Sales Tax	
			8.00% Admin Fee	
			<b>Total</b>	

Order Online and Save the 8% Administrative Fee

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

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# DIGITAL GRAPHICS AND SIGNS

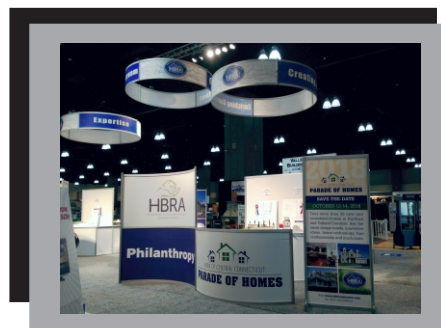
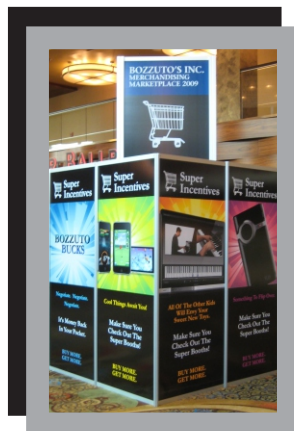
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## Your presentation is everything!

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

In order to receive discounted price, order must be received by **Friday, January 10, 2020**.  
**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

### Standard:

- ☐ Foam Core
- ☐ PVC Fluted
- ☐ Vinyl Banner

### Upgraded: (additional 15% charge)

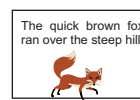
- ☐ Sintra
- ☐ Gator Board
- ☐ Plexi

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

## SIGN LAYOUT



☐ Vertical



☐ Horizontal



☐ Designer to decide

## SPECIAL INSTRUCTIONS

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

<input type="text"/>	Total	X	<input type="text"/>	6.35% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input type="text"/>	Grand Total
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*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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[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
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# CUSTOM BOOTH RENTAL



## This custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

**Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on 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'X10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red White	Blue Green	Gray Black	Burgundy
I.D. Sign Letter Color:	Red	Blue	Black	
I.D. Sign Text (up to 20 characters):				

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

# CUSTOM BOOTH RENTAL PACKAGES ____ X \$1,034.00	\$
10% DISCOUNT (TWO OR MORE UNITS)	\$
ADDITIONAL I.D. SIGN CHARACTERS ____ @ \$8.00 PER CHARACTER	\$
LOGOS AND/OR GRAPHICS	\$
SUBTOTAL	\$
6.35% SALES TAX	\$
8.00% ADMIN FEE	\$
GRAND TOTAL	\$

**Advance price deadline: Friday, January 10, 2020.** 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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**Demers  
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Services**

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

# 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 shared via online file sharing with program of your choice, 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 uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# 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 - Friday  
OVERTIME 8:00am to 4:30pm, Saturday & Sunday  
4:31pm to 11:59pm, Monday - Sunday  
DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all 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 10, 2020

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:
---------------------	--------

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										
8.00% Admin Fee										
Total										

## 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										
8.00% Admin Fee										

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

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# IN-BOOTH FORKLIFT

To determine if you need in-booth forklift and labor, please read this form carefully.  
This service cannot be used in lieu of material handling services.

In-booth forklift and labor may be required to assemble displays, or when un-crating, positioning and re-skidding equipment, displays or machinery. If you require a forklift, a crew will be assigned consisting of a forklift, operator and assistant.

A forklift is required for moving equipment or materials weighing 200 lbs. or more. Forklift capacity is limited to 5,000 lbs. per piece. For items exceeding 5,000 lbs., or if special rigging may be needed (as determined by DES Staff), additional fees will apply.

## IN-BOOTH FORKLIFT & LABOR

	<b><u>RATE SCHEDULE</u></b>	<b><u>ADVANCE PRICE</u></b>		<b><u>SHOWSITE PRICE</u></b>	
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>	<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$253.10	\$152.74	\$283.10	\$182.74
	4:31pm to 11:59pm, Monday - Sunday	\$379.65	\$229.11	\$424.65	\$274.11
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$506.20	\$305.48	\$566.20	\$365.48

**Advance Pricing Deadline: January 10, 2020**

- One Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at one 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 the Demers Exposition Service Desk to pick-up labor.
- Upon completion, the Supervisor must return the crew to the Demers Exposition 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	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
Total											

## DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
Total											

*\*When scheduling dismantle labor, allow sufficient time for empty containers to be returned*

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

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**Demers  
Events  
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Services**

Northeast RV & Camping Show, CT Convention Center, Hartford, CT, January 24-26, 2020

# FORKLIFT PICK SERVICE

Forklift Pick Service is provided for materials such as skids of concrete blocks, buckets, etc., brought onto the show floor by exhibitor's company truck.

- Forklift 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.
- Refer to the Rate Information included on this page
- Materials shipped by other transportation to the Demers Warehouse or to show-site will be charged per hundred weight as specified in the Material Handling Services Order Form included in this Kit.

	<b><u>RATE SCHEDULE</u></b>	<b><u>ADVANCE PRICE</u></b>		<b><u>SHOWSITE PRICE</u></b>	
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	<i>Per Pick</i> \$125.00	<i>Extra Assistant</i> \$95.74	<i>Per Pick</i> \$135.00	<i>Extra Assistant</i> \$105.11
OVERTIME	8:00am to 4:30pm, Saturday & Sunday 4:31pm to 11:59pm, Monday - Sunday	\$187.50	\$143.61	\$202.50	\$157.67
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays	\$250.00	\$191.48	\$270.00	\$210.22

Price includes service inbound and outbound  
**Advance Pricing Deadline: January 10, 2020**

To qualify for this service, items must be palletized, skidded, or in some manner able to be handled with a 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 to place the item in your booth. If you require additional time, IN-BOOTH FORK LIFT SERVICE must be ordered.

## MOVE IN PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
Order Online and save the 8% Administrative Fee!						8.00% Admin Fee		
Total								

Order Online and save the 8% Administrative Fee!

## MOVE OUT PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
Order Online and save the 8% Administrative Fee!						8.00% Admin Fee		
Total								

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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# 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.



# CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$75.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$75.00	=	
Vacuuming			X	\$75.00	=	
Vacuuming			X	\$75.00	=	
Vacuuming			X	\$75.00	=	
<i>Order Online and save the 8% Administrative Fee!</i>				8.00% Admin Fee		
				<b>Total</b>		

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	Estimated Total Cost
		L	X	W					
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
Vacuuming			X		=		X	\$0.39	
<i>Order Online and save the 8% Administrative Fee!</i>				8.00% Admin Fee					
				<b>Total</b>					

Porter service per booth space @ \$75.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$75.00	=	
Porter Service			X	\$75.00	=	
Porter Service			X	\$75.00	=	
Porter Service			X	\$75.00	=	
<i>Order Online and save the 8% Administrative Fee!</i>				8.00% Admin Fee		
				<b>Total</b>		

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
<i>Order Online and save the 8% Administrative Fee!</i>				8.00% Admin Fee					
				<b>Total</b>					

Once Show Has Opened, Will Need To Order Through CTCC.

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



# 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)



# LIABILITY AND INSURANCE BULLETIN

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 material 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 the time of our actual pick-up from exhibitor's 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 shipment) 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.**

