

## GENERAL INFORMATION

**Dear Exhibitor,**

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the New England Public Works Expo being held at Central MA Expo Center at Courtyard Marriot in Fitchburg, MA. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

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

8' High back drape  
3' High side drape  
6' draped table

Two chairs  
Wastebasket  
Exhibitor ID sign

**Drape Color(s):** Blue

**Carpet:** Venue is not carpeted

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

Outdoor Exhibitor Set-up:	Tuesday,	September 27	8:00 a.m. – 6:00 p.m.
Indoor Exhibitor Set-up:	Tuesday,	September 27	8:00 a.m. – 6:00 p.m.
Indoor hand-carry only:	Wednesday,	September 28	6:30 a.m. – 8:00 a.m.
Show Hours:	Wednesday,	September 28	8:00 a.m. – 3:00 p.m.
	Thursday,	September 29	8:00 a.m. – 2:00 p.m.
Exhibitor Dismantle:	Thursday,	September 29	2:00 p.m. – 6:00 p.m.

### Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **September 14, 2011**. *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to the specific contractor providing these services.

### Important Shipping Procedures

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

**For Advance Shipping to Warehouse:** All freight shipments must be shipped prepaid and received in our warehouse no later than **September 21, 2011**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

**For Direct Shipping to Show Site:** DO NOT ship exhibit materials direct to show site to arrive prior to **September 27, 2011**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

We look forward to working with you!

**CAPITAL CONVENTION CONTRACTORS**

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

### CREDIT CARD AUTHORIZATION FORM

American Express      **Circle One**      MasterCard  
   VISA

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

#### CREDIT CARD BILLING INFORMATION

Credit Card Billing Address \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

**IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.**

#### CREDIT CARD PAYMENT POLICY

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL**

**ADVANCE FLOOR ORDERS:** All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

**SALES TAX:** Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

### THIRD PARTY PAYMENT POLICY

**Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:**

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

**Please indicate which of the following items/services are to be invoiced to the third party:**

All Capital Services

Freight Handling

Furniture/Carpet

Booth Cleaning

Labor

Other (specify) \_\_\_\_\_

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

#### Exhibiting Firm

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

Address \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_

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

**ORDER SUMMARY**

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

**Calculate your order total:**

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Material Handling*	\$ _____
Furnishings & Accessories	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs & Banners	\$ _____
Standard & Deluxe Carpet	\$ _____
Miscellaneous	\$ _____
MA Tax 6.25%	\$ _____
<b>TOTAL ESTIMATED CHARGES</b>	<b>\$ _____</b>

\*indicates nontaxable services

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

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

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

**MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS**  
 Checks must include exhibiting firm name and booth number

**RETURN VIA FAX: 508-351-9911**

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## LIABILITY AND INSURANCE BULLETIN

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

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

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

## MATERIAL HANDLING RATE SCHEDULE

- \*Capital will begin receiving shipments at the advance warehouse 30 days prior to the move-in date of the show.
- \*Capital will receive direct shipments **during exhibitor move-in hours only**. Early shipments may be refused.
- \*Rate includes: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (labels are available from the on-site CCC Service Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.
- \*Shipments must be sent prepaid. Collect shipments will be refused.
- \*Outbound Bill of Lading must be completed and turned in at the CCC Service Desk. Exhibitors are responsible for all outbound shipping charges.

### Material Handling Rates

**200 lb. MINIMUM per shipment**

#### SHIPMENTS ~ CRATED

Includes shipments that can be unloaded at the dock with no additional handling required.

ADVANCE TO WAREHOUSE	\$62.00 PER 100 LBS
DIRECT TO SHOW	\$58.00 PER 100 LBS

#### SHIPMENTS ~ SPECIAL HANDLING

Includes shipments that are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked, also included are mixed shipments without delivery receipts, such as Fed-Ex, UPS, or POV (personally owned vehicle).

ADVANCE TO WAREHOUSE	\$77.00 PER 100 LBS
DIRECT TO SHOW	\$72.00 PER 100 LBS.

#### SHIPMENTS ~ UNCRATED, UNSKIDDED OR UNWRAPPED

Includes shipments that are not in crates, cases, or boxes and/or unskidded machinery without proper lifting bars or hooks.

DIRECT TO SHOW ONLY	\$79.00 PER 100 LBS
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#### SMALL PACKAGE RATE

Packages arriving direct to show site - 25lbs maximum total.

DIRECT TO SHOW ONLY	\$35.00 FIRST PACKAGE \$20.00 EACH ADDITIONAL
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#### OVERTIME HANDLING

Shipments received, delivered or re-loaded after 4:30 p.m. or before 8 am Monday thru Friday or shipments handled on Saturday, Sunday and designated Holidays will be assessed additional overtime handling charges

\$15.50 PER 100 LBS

#### OFF TARGET SHIPMENTS

- Freight received at Show Site prior to the published move-in or after the show opens.
- Freight received at the Advance Warehouse after the published deadline.

\$15.50 PER 100 LBS

#### SPECIAL SERVICES- VEHICLE SPOTTING

Any vehicle driven onto the exhibit hall under its own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

**SEPARATE SHIPMENTS RECEIVED BY CAPITAL WILL NOT BE COMBINED. A 200 LB minimum charge applies to each shipment Capital receives.** Packages arriving separately, at separate times will result in each shipment receiving a 200 lb. minimum charge. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

**NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part.** The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without specified weight on the Bill of Lading will be assigned an approximate weight by Capital. This weight will prevail.

**Inbound Bill of Lading:** All shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No Liability will be assumed by Capital for such shipments.

**Empty Container Labels:** Empty labels will be available at the Capital Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Capital assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels.

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

**MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

## ESTIMATED MATERIAL HANDLING ORDER FORM

### INBOUND SHIPPING INFORMATION

**ADVANCE SHIPMENTS**

Please use enclosed freight labels  
Receiving hours: M-F 9:00 am to 4:00 pm  
**Must arrive by: September 21, 2011**  
To: Exhibitor Name/ Booth #  
For: **New England Public Works Expo**  
c/o Capital Convention Contractors  
35 Lyman Street  
Northborough, MA 01532

**DIRECT SHIPMENTS**

Please use enclosed freight labels  
Received only during exhibitor move-in hours  
**Only on: September 27, 2011**  
To: Exhibitor Name/ Booth #  
For: **New England Public Works Expo**  
c/o Central MA Expo Center  
150 Royal Plaza Drive  
Fitchburg, MA 01420

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

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
<b>ADVANCE SHIPMENTS</b> Warehouse						
<b>DIRECT SHIPMENTS</b> Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? \_\_\_\_\_  
Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to 1/2 hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.**
- **Drivers MUST check in at the loading dock by 4:30 PM on September 29, 2011 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt. or \$50.00 minimum charge, whichever is greater.

**CHECK** appropriate arrangements:

- Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- Freight arrangements will be handled by exhibitor. NAME OF CARRIER: \_\_\_\_\_
- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- Shrink wrap at \$35.00 per skid \_\_\_\_\_ # x \$35.00 = \_\_\_\_\_ (include on Order Summary page)

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

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

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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Use these labels **only** if shipping in **advance** to warehouse

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

To: **Capital**  
**Convention Contractors**

35 Lyman Street  
Northborough, MA 01532

Show: New England Public Works Expo

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

Carrier \_\_\_\_\_

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

**RUSH**

**Exhibit Material**



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

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

To: **Capital**  
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35 Lyman Street  
Northborough, MA 01532

Show: New England Public Works Expo

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

Carrier \_\_\_\_\_

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

**RUSH**

**Exhibit Material**

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



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

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

To: **Capital**  
**Convention Contractors**  
c/o Central MA Expo Center  
150 Royal Plaza Drive  
Fitchburg, MA 01420

Show: New England Public Works Expo

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

Carrier \_\_\_\_\_

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

**RUSH**

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**Exhibit Material**

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## TABLE/DRAPE ORDER FORM

**Advance Order Price Deadline: September 14, 2011**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>TABLES-DRAPED</b>		4' X 2' - 30" HIGH	\$79.00	\$99.00	
		6' X 2' - 30" HIGH	\$89.00	\$111.00	
		8' X 2' - 30" HIGH	\$99.00	\$124.00	
<b>COUNTER HEIGHT TABLES-DRAPED</b>		4' X 2' - 40" HIGH	\$89.00	\$111.00	
		6' X 2' - 40" HIGH	\$99.00	\$124.00	
		8' X 2' - 40" HIGH	\$109.00	\$136.00	
<b>TABLES-UNDRAPED</b>		4' X 2' - 30" HIGH	\$39.00	\$49.00	
		6' X 2' - 30" HIGH	\$49.00	\$62.00	
		8' X 2' - 30" HIGH	\$59.00	\$74.00	
<b>COUNTER HEIGHT TABLES-UNDRAPED</b>		4' X 2' - 40" HIGH	\$44.00	\$55.00	
		6' X 2' - 40" HIGH	\$55.00	\$69.00	
		8' X 2' - 40" HIGH	\$66.00	\$83.00	
<b>TABLES-COCKTAIL FINISHED TOP</b>		30" ROUND - 30" HIGH	\$79.00	\$99.00	
		30" ROUND - 40" HIGH	\$89.00	\$111.00	
<b>TABLE RISERS</b>		4' X 10" HIGH	\$40.00	\$50.00	
		6' X 10" HIGH	\$50.00	\$63.00	
<b>TABLES-4<sup>TH</sup> SIDE DRAPE</b>		6' OR 8' TABLE	\$35.00	\$44.00	
		6' OR 8' COUNTER	\$35.00	\$44.00	
<b>CUSTOM BOOTH DRAPE</b>		8' HIGH PER LINEAR FT	\$8.50	\$12.50	
		3' HIGH PER LINEAR FT	\$5.50	\$7.50	

**\*\*IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED\*\***

<b>CIRCLE COLOR CHOICE:</b>	ROYAL BLUE	SILVER	BURGUNDY
	WHITE	RED	BLACK

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

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

<b>SUB TOTAL</b>	\$ .
<b>MA TAX 6.25 %</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

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

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

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

## BOOTH FURNISHINGS ORDER FORM

**Advance Order Price Deadline: September 14, 2011**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>CHAIRS</b>		PADDED SIDE CHAIR	\$39.00	\$49.00	
		PADDED ARM CHAIR	\$43.00	\$54.00	
		UPHOLSTERED BAR STOOL	\$48.00	\$60.00	
		FOLDING CHAIR	\$10.00	\$13.00	
<b>ACCESSORIES</b>		TRIPOD EASEL	\$18.00	\$23.00	
		GARMENT RACK	\$55.00	\$69.00	
		LITERATURE RACK	\$65.00	\$82.00	
		4' X 8' DISPLAY BOARD	\$125.00	\$156.00	
		6' SHOWCASE W/SHELVES	\$325.00	\$406.00	
		WASTEBASKET	\$14.00	\$18.00	
		RAFFLE DRUM	\$50.00	\$63.00	
		8' ALUMINUM BACK POST W/BASE	\$20.00	\$25.00	
		6'-10' ADJUSTABLE CROSS BAR	\$10.00	\$12.50	

<b>SUB TOTAL</b>	\$ _____.
<b>MA TAX 6.25 %</b>	\$ _____.
<b>GRAND TOTAL</b>	\$ _____.

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

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

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

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

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

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

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## STANDARD & CUSTOM CARPET ORDER FORM

**Advance Order Price Deadline: September 14, 2011**

**Custom carpet is required for booths longer than 40' or booths configured as an island or Peninsula.  
 All prices include: delivery, installation, carpet tape and removal.**

**CIRCLE COLOR CHOICE:** BLUE    GREY    BURGUNDY    RED    FOREST GREEN    BLACK

### STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$99.00	\$124.00	
	9 x 20	\$198.00	\$248.00	
	9 x 30	\$297.00	\$372.00	

### PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.00	\$1.50	
	Visqueen	\$.50	\$1.00	

### CUSTOM CARPET

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

**Advance Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$2.25 sq. ft. = \_\_\_\_\_  
**Floor Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$2.80 sq. ft. = \_\_\_\_\_

### PRESTIGE CARPET

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

**Advance Price:** Booth size \_\_\_\_\_ (100 sq. ft. min) x \$4.00 sq. ft. = \_\_\_\_\_  
 Please call Exhibitor Services for Prestige Carpet Color Choices

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

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

<b>SUB TOTAL</b>	\$ _____
<b>MA TAX 6.25%</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## CUSTOM EXHIBIT PACKAGE ORDER FORM

**Advance Order Price Deadline: September 14, 2011**

Capital will install a 10' custom hardwall booth to ensure your exhibit experience will be worry free. Your booth will be waiting for you when you arrive and then at the end of the show you will be able to just walk away.

**Included in your custom booth package:**

- Header Sign (Not Backlit)
- Standard Color Carpet
- Choice of Velcro Friendly, Sintra, Slatwall or Pegboard Walls
- Tracklight with 1 head per panel (power not included)
- 40" High Side Returns
- 3 – 12" Flat Shelves
- 6' Draped Counter
- Two Bar Stools
- One Wastebasket
- Set-up & Removal
- Opening Day Booth Cleaning
- 200 lbs. of Material Handling



**ALL THIS FOR ONLY \$1,000.00** (Tax not included)

**Material & Colors for Backwall - Choose One**

- |                            |                             |                            |                             |
|----------------------------|-----------------------------|----------------------------|-----------------------------|
| <b>FABRIC</b>              | <b>SINTRA</b>               | <b>SLATWAL</b>             | <b>PEGBOARD</b>             |
| <input type="radio"/> Grey | <input type="radio"/> White | <input type="radio"/> Grey | <input type="radio"/> White |
| <input type="radio"/> Blue | <input type="radio"/> Grey  |                            |                             |
|                            | <input type="radio"/> Black |                            |                             |

**Carpet Colors – Choose One**

- |                             |                                |
|-----------------------------|--------------------------------|
| <input type="radio"/> Grey  | <input type="radio"/> Burgundy |
| <input type="radio"/> Red   | <input type="radio"/> Green    |
| <input type="radio"/> Blue  | <input type="radio"/> Plum     |
| <input type="radio"/> Black |                                |

**Header Copy – please print clearly**

Letter Color:  Blue  Red  Black  Grey  Burgundy  Green  
Special artwork, logos or colors will be quoted upon request.  
Please include samples and comments with this order.

**Skirt Colors - Choose One**

- |                             |                                |
|-----------------------------|--------------------------------|
| <input type="radio"/> Grey  | <input type="radio"/> Burgundy |
| <input type="radio"/> Red   | <input type="radio"/> Green    |
| <input type="radio"/> Blue  | <input type="radio"/> White    |
| <input type="radio"/> Black | <input type="radio"/> Gold     |

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

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ Orders cancelled after installation will be charged 100% of original price.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.
- ❖ Late Orders will be charged an additional 25%.

<b>SUB TOTAL</b>	\$ <b>1,000.00</b>
<b>Late Orders Add 25%</b>	\$ _____
<b>MA TAX 6.25 %</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

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

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

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

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## SIGN ORDER FORM

**Sign Order Deadline: September 6, 2011**

**PLEASE NOTE:** In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least three (3) weeks prior to exhibitor move-in.

### CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for one color copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	\$25.00	\$38.00	
	14" x 22"	\$35.00	\$53.00	
	22" x 28"	\$60.00	\$90.00	
	28" x 44"	\$80.00	\$120.00	

### ADDITIONAL SIGN OPTIONS

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo	\$75.00	\$125.00	
	Over 10 words	\$1.00	\$2.00	
	Cardboard Easel Back	\$4.00	\$6.00	
	Directional Arrow	\$5.00	\$7.00	

### BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____ = _____ X _____		\$9.00 per sq. ft.	\$21.00 per sq. ft.	\$ _____

<b>SUB TOTAL</b>	\$ _____.
<b>MA TAX 6.25 %</b>	\$ _____.
<b>GRAND TOTAL</b>	\$ _____.

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

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

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## CENTRAL MA EXPO CENTER LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPTION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

### MATERIAL HANDLING

Exhibitors may perform their own drayage (material handling) provided that they use their own bona fide company employees and their own hand operated equipment (two-wheeled hand trucks and four-wheeled carts) to move exhibit materials to their booth. Exhibitors handling their own equipment are responsible for storage of the materials. **The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor.**

### EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from Capital. Any labor services that may be required beyond what your regular full employees can provide must be rendered by the Official Service Contractor. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk.

### NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use labor supplied by Capital Convention Contractors. Supervision by Non-Official is allowed.

The following is required:

- Non-Official must furnish Show Management the names of employees.
- All personnel must be have proper identification at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

### TIPPING

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

### SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

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

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

**RATES:**

- Straight Time: \$ 59.00 per man-hour.** 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- Overtime: \$ 88.50 per man-hour.** before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

**CALCULATE ESTIMATED LABOR**

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____	AM _____ PM _____	X _____	X \$ _____	= \$ _____
DISMANTLE: _____	_____	AM _____ PM _____	X _____	X \$ _____	= \$ _____

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

**ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%**

**Labor Options (choose one)**

- Exhibitor Supervised Labor                       Capital Supervised Labor

**EXHIBITOR SUPERVISION**

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

**Company Representative:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CAPITAL SUPERVISION**

This plan allows for exhibitors to be set up prior to exhibitors arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

**Set Up Information Required:**

Booth display being shipped to:     Warehouse     Show site    Scheduled delivery date \_\_\_\_\_  
 Shipment consists of:     Crates     Cartons     Carpets/pads  
 If no carpet is being shipped, is carpet ordered through Capital?     Yes     No  
 Blueprints & Exhibit instructions:     Attached     Shipped with Display

**FULL PAYMENT MUST ACCOMPANY ALL ORDERS**

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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### LABOR ORDER FORM (CONTINUATION)

Only Exhibitors hiring Capital to dismantle their booth should complete this form.

#### OUTBOUND SHIPPING

At the close of the show, exhibitor freight will be shipped to the **following address**:

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

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

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

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

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

#### SELECT SHIPPING METHOD

Exhibitor Carrier Choice: \_\_\_\_\_

Official Show Carrier: YRC Ground \*Must arrive by: \_\_\_\_\_

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

#### BILLING INFORMATION

##### Bill Shipping Charges to (if different from above):

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

Freight Charges Billed to:

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

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

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

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

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

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

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

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

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

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## EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

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

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

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

Exceptions are:

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

### **Official Service Contractors are appointed to:**

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

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

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

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

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

**Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by August 15, 2011 to Capital.**

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

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

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

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

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

City/State \_\_\_\_\_

Zip Code \_\_\_\_\_

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

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

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## US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

**Booth Construction** – Booths platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

**Fire Department** – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

**Obstructions** – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

**Fire-Retardant Treatment** – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles** – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

**STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.**

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

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