

# SHOW FACTS

## 31st Annual CT Flower and Garden Show February 23-26, 2012 CT Convention Center, Hartford, CT

31st Annual CT Flower & Garden, February 23-26, 2012, CT Convention Center, Hartford, CT

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

Exhibit Hall is not carpeted.

### DISCOUNT PRICES

In order to receive discount rates listed on price sheet , we must receive your order by Wednesday, February 15, 2012.

### SHOW SCHEDULE

#### Show Hours

Thursday, February 23th, 10AM - 8 PM

Friday, February 24th, 10AM-8PM

Saturday, February 25th, 10 AM - 8 PM

Sunday, February 26th, 10 AM - 6 PM

#### Dismantle

Sunday, February 26th, 6PM - 10PM

### WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.
2. Exhibitor's freight can be shipped in advance to Demers Warehouse, or directly to the CT Convention Center. However, shipments to the CT Convention Center can arrive at the facility on setup day(s) only. Exhibiting company's own trucks may bring in shipments and shipments may be unloaded and taken to exhibitor's booth by that company's own personnel Provided that truck is less than 14' in length and it take no more the 3 company personnel to move items . All third party carriers, including UPS, FEDEX, and air carriers will be handled by DES and applicable drayage charges will apply.
3. Mechanized material handling by anyone other than DES is strictly prohibited
4. A company can only have 3 of their personnel working on a booth. Any more than 3 personnel require the use of union personnel hired through Demers Expo



# CREDIT CARD AUTHORIZATION

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

=====

**CREDIT CARD:**      VISA      MasterCard      AMEX

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

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

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

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

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

=====

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

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

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

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

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

=====

## 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).
- In order to receive advance price payment forms must be received by deadline on front page.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



# STANDARD FURNISHINGS

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CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	145.00	159.00	
	9' x 20' Carpet	240.00	282.00	
	9' x 30' Carpet	323.00	400.00	
	9' x 40' Carpet	438.00	538.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green				
SPECIAL CUT CARPETING Includes Taping				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$2.70 = _____				

**CARPET PADDING**  
Booth Size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x 1.90 = \_\_\_\_\_

DRAPED TABLES				
Drape Color: Gray Blue Red Black White Green Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	84.00	101.00	
	2' x 6' x 30" high	99.00	123.00	
	2' x 8' x 30" high	107.00	135.00	
	2' x 4' x 40" high	100.00	116.00	
	2' x 6' x 40" high	115.00	135.00	
	2' x 8' x 40" high	126.00	150.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	52.00	72.00	
	2' x 6' x 30" high	58.00	78.00	
	2' x 8' x 30" high	65.00	85.00	
	2' x 4' x 40" high	59.00	79.00	
	2' x 6' x 40" high	66.00	86.00	
	2' x 8' x 40" high	72.00	92.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	45.00	55.00	
	6' x 10" undraped	57.00	65.00	
	4' x 10" draped	65.00	75.00	
	6' x 10" draped	75.00	85.00	

Drape Color: Gray Blue Red Black White Green Burgundy

**Advance price deadline: Wednesday February 15, 2011** Floor prices apply after this date.  
All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.  
Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.  
Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

CHAIRS			
QTY		Advance	Floor
	Upholstered arm chair	38.00	50.00
	Padded side chair	30.00	39.00
	Tubular folding chair	22.00	30.00
	Upholstered bar stool	39.00	54.00

SPECIAL DRAPERY/SKIRTING			
QTY		Advance	Floor
	8' high drapery per linear foot	6.10	8.50
	3' high drapery per linear foot	6.00	7.00
	13'-long table skirting	85.00	105.00
Color: Gray Blue Red Black White Green Burgundy			

ACCESSORIES			
QTY		Advance	Floor
	Aluminum Rail/linear foot	12.00	17.00
	Clothes Tree (Chrome)	175.00	205.00
	Easel (Tripod Display)	85.00	115.00
	Garment Rack	105.00	135.00
	Panelboard (4' x 8')	325.00	475.00
	Pegboard (4' x 8' White)	325.00	475.00
	Stage (4' x 4' all heights)	225.00	295.00
	Stage (4' x 4' w/carpet & skirt)	290.00	390.00
	Stanchion Post (Chrome)	90.00	140.00
	Stanchion Cord/linear foot	12.00	28.00
	Waste Basket	20.00	30.00

**- ORDER SUMMARY -**

Subtotal: \$ \_\_\_\_\_  
6.35% CT Sales Tax: \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

**Payment Enclosed:**

Company Check Credit Card Authorization Money Order

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

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park – East Hartford, CT 06108  
860.882.0003 – Fax 860.761.0070  
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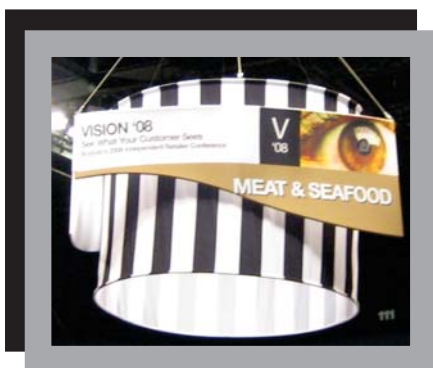
# DIGITAL GRAPHICS AND SIGNS

Your presentation is everything!!!

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

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

Contact us at 860.882.0003.



# 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 page 2 of this form. Note: All graphics are subject to a 100% Cancellation Charge.

## DIGITAL GRAPHICS

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

### PRICING GUIDE

L X  W =  Square Feet

Round length and width up to nearest foot

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

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

**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

### BACKING MATERIAL

#### Standard Material

- Foam Core     PVC Fluted

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

- Sintra     Gator Board     Plexi

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

### SIGN LAYOUT



Vertical



Horizontal



DES's Designers to decide

### SPECIAL INSTRUCTIONS

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

Total X  6.35% Sales Tax =  Grand Total

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

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

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

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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 [staff@demersexpo.com](mailto:staff@demersexpo.com).

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# CUSTOM BOOTH RENTAL



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.

**\*Logos and/or Graphics:** Prices quoted upon request. Please call (860) 344-9919.

**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 \$1,075.00 each: \$ \_\_\_\_\_  
**10% Discount (two or more units):** \$ - \_\_\_\_\_  
 Additional I.D. Sign Characters \_\_\_\_\_ @ \$8.00 each: \$ \_\_\_\_\_  
 \*Logos and/or Graphics: \$ \_\_\_\_\_  
**Subtotal:** \$ \_\_\_\_\_  
 6.35% CT Sales Tax: \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

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

**Order deadline: Friday February 18, 2011.**

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

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# SHIPPING LABELS

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

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

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
 CT Flower & Garden Show 2012

\_\_\_\_\_  
 BOOTH NUMBER(s)  
 c/o Demers Exposition Services, Inc.  
 151A Park Ave  
 East Hartford, CT 06108

Carrier \_\_\_\_\_

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



ct flower 2 / 23 - 26 / 12

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

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

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
 CT Flower & Garden Show 2012

\_\_\_\_\_  
 BOOTH NUMBER(s)  
 c/o Demers Exposition Services, Inc.  
 CTCC  
 100 Columbus Blvd  
 Hartford, CT 06103

Carrier \_\_\_\_\_

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



ct flower 2 / 23 - 26 / 12

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

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

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
 CT Flower & Garden Show 2012

\_\_\_\_\_  
 BOOTH NUMBER(s)  
 c/o Demers Exposition Services, Inc.  
 151A Park Ave  
 East Hartford, CT 06108

Carrier \_\_\_\_\_

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



ct flower 2 / 23 - 26 / 12

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

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

TO: \_\_\_\_\_  
 EXHIBITING COMPANY  
 CT Flower & Garden Show 2012

\_\_\_\_\_  
 BOOTH NUMBER(s)  
 c/o Demers Exposition Services, Inc.  
 CTCC  
 100 Columbus Blvd  
 Hartford, CT 06103

Carrier \_\_\_\_\_

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



ct flower 2 / 23 - 26 / 12

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# MATERIAL HANDLING ORDER FORM

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

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

TO: (Name of Exhibitor & Booth Number)  
 FOR: **Ct Flower & Garden Show 2012**  
 c/o Demers Exposition Services, Inc.  
 151A Park Ave  
 East Hartford, CT 06108

Demers Warehouse will receive crated shipments and provide up to 30 days storage prior to the event. Uncrated shipments or loose materials will not be received at Demers Warehouse. Shipments can be received weekdays (excluding holidays) 8:30 a.m.-3:30 p.m.  
**Deadline Wednesday, February 15, 2012**  
**Rate:** \$65.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.  
**Special:** Any materials with dimensions in excess of 86" x 96" will be assessed a 75% special handling fee. Freight Received without material handling order form and Payment will be assessed a late fee.  
**Overtime:** Includes all applicable overtime charges  
**Late Shipments:** Demers reserves the right to accept or refuse shipments arriving at Demers Warehouse after the deadline referenced above. If accepted, exhibitor will be charged an additional \$20.00 per cwt, \$80.00 minimum. Shipment received without payment will be accessed late charge.

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

TO: (Name of Exhibitor & Booth Number)  
 FOR: **CT Flower & Garden Show 2012**  
 c/o Demers Exposition Services, Inc.  
 CTCC  
 100 Columbus Blvd  
 Hartford, CT 06103

Demers will receive UPS, FEDEX, Airborne and U.S. Postal Service shipments at the event site on move-in day(s) only. Arrival at any time other than exhibitor move-in day(s) will be refused. Direct shipment will only be received February 20-23, 2012.  
**Rate:** \$62.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.  
**Overtime:** Rates include all applicable overtime charges  
**Late Shipments:** Shipments receive without material handling order form and payment will be accessed a late fee  
**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the CTCC on February 20-23, 2012. Shipments received at the CTCC Prior to February 20, 2012 will be redirected to the advanced warehouse and accessed 50% of the drayage cost as a redirect fee.

Outbound Shipments: Exhibitors who have freight going outbound after the event must present a bill of lading at Demers Service Desk at the event site. Exhibitors can make arrangements with their carriers to take their shipment(s) at the close of the event, or arrange with Demers to return shipment(s) to Demers warehouse for outbound shipping. If returning to DES Warehouse, an additional \$32.00 per cwt (100 lbs.) will be charged (minimum charge \$64.00). Shipments returned to Demers Warehouse at the close of event for outbound shipping can be picked up by Exhibitor's carrier beginning Tuesday February 28, 2012. (Warehouse hours are M-F, 8:30 a.m.-3:30 p.m. except Holidays). Exhibitor is responsible for making prepaid outbound shipping arrangements.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT	x RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$65.00 or \$62.00	\$130.00 or \$124.00	\$
SHIPMENT 2			lbs.	\$65.00 or \$62.00	\$130.00 or \$124.00	\$
SHIPMENT 3			lbs.	\$65.00 or \$62.00	\$130.00 or \$124.00	\$
SHIPMENT 4			lbs.	\$65.00 or \$62.00	\$130.00 or \$124.00	\$

<b>LATE SHIPMENT(s) to DES Warehouse</b>	\$ 20.00/cwt	\$80.00 minimum	\$
		6.35% Tax	\$
<b>TOTAL ESTIMATED CHARGES</b>			\$

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

Total due must be paid before material handling services are provided. If a statement is required, please include a self-addressed, stamped envelope with your order(s).

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

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

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# LIABILITY AND INSURANCE BULLETIN

31st Annual CT Flower & Garden, February 23-26, 2012, CT Convention Center, Hartford, CT

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

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

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

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

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

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

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



# LABOR ORDER FORM

**Labor**

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

Rates: per person/per hour	
Discount Price	Showsite Price
\$85.00	\$95.00
\$95.00	\$105.00
\$105.00	\$125.00

Start time guaranteed only when labor is requested for the start of the working day.  
 Labor must be cancelled in writing, 24 hours in advance to avoid estimated Labor Charges.

## INSTALLATION LABOR

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

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

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6.35% Tax						= \$ _____
\$ Installation Total						= \$ _____

## DISMANTLE LABOR

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

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

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6.35% Tax						= \$ _____
\$ Installation Total						= \$ _____

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

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

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# IN BOOTH FORK LIFT

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

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

## IN-BOOTH FORKLIFT & LABOR

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

Above rates are based on ½ hour increments

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

## INSTALLATION LABOR

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

## DISMANTLE LABOR

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

Description	Date	Start Time	# of Equip/ Person	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-total	
						6.35%Tax	
						<b>Total</b>	

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

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# JURISDICTIONS

## LABOR

Exhibitors can setup and takedown their own exhibits Provided they use no more than 3 staff However, they are not permitted to use an outside contractor such as a display company or other non-employee personnel. However Display companies and exhibit management companies are permitted to supervise Demers Employees. If you require labor services, you must use Demers Exposition Services.

## FREIGHT

Exhibitor's freight can be shipped in advance to Demers Warehouse, or directly to the Connecticut Convention Center. However, shipments to the CT Convention Center can arrive at the facility on setup day(s) only. All shipments received via third party(e.g. UPS, FedEx, Yellow Freight) are subject to drayage charges. Exhibitors are permitted to deliver their items to the CT Convention Center but are not permitted to use the loading dock. Any shipment that requires the use of the loading dock are subject to drayage charges. The use of mechanized material handling equipment is strictly prohibited (e.g. pallet jack, fork lifts, ect.). Any truck over 14' in length must be unloaded by union personell

## GENERAL INFORMATION

### FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the CT Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

### INSURANCE

Demers Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

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# FORK LIFT PICK SERVICE

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

		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	\$145.00	\$125.14	\$155.00	\$155.70
<b>Double Time</b>	Holidays	\$175.00	\$225.80	\$185.00	\$255.69

Price includes service inbound and out bound

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

MOVE IN PICKS							
Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						6.35%Tax	
						<b>Total</b>	

MOVE OUT PICKS							
Description	Date	Start Time	# of Picks		Total Weight		

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# THIRD PARTY PAYMENT

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

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

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

### EXHIBITING COMPANY INFORMATION

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

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

### THIRD PARTY AGENT

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

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

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

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

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

THIRD PARTY COMPANY NAME: \_\_\_\_\_

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

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

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

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# ORDER RECAP

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

<b>Furnishing and Accessories Order Form</b>	\$ _____
<b>Material Handling Order Form</b>	\$ _____
<b>Labor Order Form</b>	\$ _____
<b>Sign Order Form</b>	\$ _____
<b>Sign Stand Order Form</b>	\$ _____
<b>Custom Booth Rental Package</b>	\$ _____
<b>Grand Total</b>	\$ _____

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

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

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**

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

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

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# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

## Banner Hanging for Vendor Booths Order Form

Phone: 860.948.1972

Fax: 860.948.1960

Services Provided by PSAV

BH \_\_\_\_\_

### BANNER HANGING FOR VENDOR BOOTHS

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

**Payment Information Must Accompany Order**  
Please make checks payable to: Connecticut Convention Center

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

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

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

<b>SUBTOTAL:</b>	
<b>20% SERVICE CHARGE</b>	
<b>6.35% CT SALES TAX</b>	
<b>TOTAL</b>	

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

**FORM RETURN INFORMATION:**

Please send completed request form to:

Michael Roux, Sales Manager  
 100 Columbus Blvd.  
 Hartford, CT 06103  
 Telephone: 860.948.1972 / Fax: 860.948.1960  
 E-mail: mroux@psav.com

# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.948.1972

Fax: 860.948.1960

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

Services Provided by PSAV



TC \_\_\_\_\_

## TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you produce State of CT Tax Exemption documentation.  
**Internet codes are priced per computer and per day.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Internet Daily Rates *Weekly packages quoted per group *Wired connections incur a \$75.00 labor charge	Rate per Day	*\$75.00 Labor Charge (if applicable)	# of Days	# of Computers	20% Service Charge	CT 6.35% Tax	Total
<b>Wired/Wireless Booth Internet 384kb</b> *Please circle connection type (wired (add \$75.00 labor) or wireless). *(1) Dedicated line – No more than (4) lines per group	\$75.00						
<b>Indicate dates of activation here:</b>	___/___/___ - ___/___/___						
<b>Wired/Wireless Booth Internet 512kb</b> *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$500.00						
<b>Indicate dates of activation here:</b>	___/___/___ - ___/___/___						
<b>Wired/Wireless Booth Internet 1MB</b> *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$750.00						
<b>Indicate dates of activation here:</b>	___/___/___ - ___/___/___						
<b>Wired/Wireless Booth Internet 1.5MB</b> *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$1,500.00						
<b>Indicate dates of activation here:</b>	___/___/___ - ___/___/___						
<b>Wired/Wireless Booth Internet 2MB</b> *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$2,000.00						
<b>Indicate dates of activation here:</b>	___/___/___ - ___/___/___						
Phone Daily Rates	Rate per Day	Labor Charge	# of Days	20% Service Charge	CT 6.35% Tax	Total	
<b>Analog or IP Phone</b> *Please Circle: <u>Phone</u> <u>Fax</u> <u>Credit Card</u>	\$75.00 /each	\$75.00					
<b>Audio Conference Phone</b>	\$150.00 /each	\$75.00					

\*Labor charges for complicated set up or long cable runs discussed as needed at \$75.00 per hour.

\*Exhibitor Packages to satisfy larger groups are available.

Please call Exhibitor Services at 860.728.2640 for more information.

<b>ORDER TOTAL:</b>
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# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

CL \_\_\_\_\_

## BOOTH CLEANING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

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

### Payment Information Must Accompany Order

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

Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft. (100 sq.ft. minimum)

<b>Vacuuming -Cost per day</b>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Pre-Show <small>(night prior to show open)</small>			.20 sq/ft	.25 sq/ft			
Additional Show Days			.20 sq/ft	.25 sq/ft			
<b>Shampooing</b>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate		CT 6.35% Tax	Total
<small>*Carpets shampooed prior to show open only</small>							
Shampooing			.35 sq/ft	.40 sq/ft			
<b>Trash Removal -Cost per day</b>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate		CT 6.35% Tax	Total
Every Show Day			\$70.00	\$75.00			
Only Specified Days			\$70.00	\$75.00			
<b>Trash removal service is provided on an hourly basis – Removal of food waste will incur additional charges</b>							

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

<b>ORDER TOTAL:</b>
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# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

EL \_\_\_\_\_

## ELECTRICAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

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

### Payment Information Must Accompany Order

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

Standard Electrical Service *120 volts – per single receptacle	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
5 amp (550 watts)	\$72.00	\$86.00				
10 amp (1100 watts)	\$85.00	\$102.00				
15 amp (1650 watts)	\$90.00	\$108.00				
20 amp (2200 watts)	\$94.00	\$112.00				

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

### \*208 volts – single phase – per single connection

	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
10 amp (2080 watts)	\$94.00	\$112.00				
20 amp (4160 watts)	\$110.00	\$132.00				
30 amp	\$174.00	\$210.00				
40 amp	\$220.00	\$284.00				
50 amp	\$273.00	\$328.00				
60 amp	\$325.00	\$390.00				

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

\*Additional Labor Rates may apply for specialty electrical configurations

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

	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

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

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

**ORDER TOTAL:**