

180 Johnson Street, Middletown, CT 06457 Phone (860) 344-9919 FAX (860) 344-9878

CT Flower & Garden Show
The Connecticut Convention Center, Hartford,
February 18-21, 2010

EXHIBITOR INFORMATION & ORDER FORMS

Demers Exposition Services, Inc. has been selected by Show Management to serve as your official Show Decorator, material handling and labor services provider.

Schedule: Show hours are Thursday, February, 18, 2010 from 10:00 am-8:00 pm, Friday, February 19, 2010 from 10:00 am-8:00 pm. Saturday, February 20, 2010 from 10:00 am-8:00 pm and Sunday, February 21, 2010 from 10:00 am-6:00 pm.

Your Booth

Show Management has made arrangements for your booth space to have the following:

- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One (1) 7" x 44" I.D. Sign

Demers Exposition Services, Inc. Exhibitor Order Forms/Credit and Payment Policy Form

Attached are **Exhibitor Order Forms** that you must complete for any booth needs in addition to what is provided (see above). Full payment must accompany all orders by **Thursday, February 11, 2010** unless otherwise noted. The forms are:

- **Furnishings & Accessories Order Form** *After 2/11/10 floor prices apply*
- **Fork Lift Order Form**
- **Sign Stand Order Form-Custom Orders Only**
- **Sign Stand Order Form**
- **Material Handling Services Order Form** (please see accompanying Liability and Insurance Bulletin)

Exhibitor's freight can be shipped in advance to Demers Warehouse, or directly to the Connecticut Convention Center. However, shipments to the Connecticut 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; however, no *mechanized* devices or equipment will be permitted (e.g., pallet jacks, fork lifts, etc.). Shipments arriving (and outbound at the close of the show) via all other carriers, including UPS, FEDEX and AIRBORNE, must be handled by Demers Exposition Services, Inc. only; other material handling service providers are not permitted.

- **Labor Order Form**

Exhibitors can setup and takedown their own exhibits. However, they are not permitted to use an outside contractor such as a display company or other non-employee personnel. If you require labor services, you must use Demers Exposition Services.

If you have questions, please call our office at (860) 344-9919.

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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).

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DEMERS EXPOSITION SERVICES, INC.

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FURNISHINGS & ACCESSORIES ORDER FORM

CARPETING

QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	115.00	145.00	
	9' x 20' Carpet	200.00	296.00	
	9' x 30' Carpet	313.00	420.00	
	9' x 40' Carpet	389.00	540.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green

SPECIAL CUT CARPETING Includes Taping

Booth Size: ____ ft. x ____ ft. = ____ sq. ft. x \$3.95 = ____

CARPET PADDING

Booth Size: ____ ft. x ____ ft. = ____ sq. ft. x \$1.55 = ____

DRAPED TABLES

Drape Color: Gray Blue Red Black White Green Burgundy

QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	73.00	84.00	
	2' x 6' x 30" high	92.00	102.00	
	2' x 8' x 30" high	99.00	115.00	
	2' x 4' x 40" high	88.00	105.00	
	2' x 6' x 40" high	104.00	126.00	
	2' x 8' x 40" high	114.00	139.00	

UNDRAPED TABLES

QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	47.00	55.00	
	2' x 6' x 30" high	55.00	61.00	
	2' x 8' x 30" high	60.00	68.00	
	2' x 4' x 40" high	55.00	63.00	
	2' x 6' x 40" high	61.00	71.00	
	2' x 8' x 40" high	66.00	83.00	

WOOD TABLE RISERS

QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	32.50	46.00	
	6' x 10" undraped	44.00	58.25	
	4' x 10" draped	58.00	95.00	
	6' x 10" draped	79.00	97.00	

Drape Color: Gray Blue Red Black White Green Burgundy

Advance price deadline: Friday, Thursday 11, 2010 Floor prices apply after this date.

All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded.

Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.

Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

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

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

CHAIRS

QTY		Advance	Floor	Subtotal
	Upholstered arm chair	34.00	51.00	
	Padded side chair	29.00	42.00	
	Tubular folding chair	14.00	20.00	
	Upholstered bar stool	42.00	62.00	

SPECIAL DRAPERY/SKIRTING

QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	6.00	9.25	
	3' high drapery per linear foot	3.75	6.00	
	13'-long table skirting	45.50	52.00	

Color: Gray Blue Red Black White Green Burgundy

ACCESSORIES

QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	2.75	3.25	
	Clothes Tree (Chrome)	17.00	25.00	
	Easel (Tripod Display)	15.00	23.00	
	Garment Rack	30.00	40.00	
	Panelboard (4' x 8')	175.00	225.00	
	Pegboard (4' x 8' White)	225.00	275.00	
	Stage (4' x 4' all heights)	38.00	68.00	
	Stage (4' x 4' w/carpet & skirt)	75.00	116.00	
	Stanchion Post (Chrome)	65.00	73.00	
	Stanchion Cord/linear foot	3.00	3.75	
	Waste Basket	15.00	25.00	

- ORDER SUMMARY - -

Subtotal: \$ _____
6% CT Sales Tax: \$ _____
Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money Order

DEMERS EXPOSITION SERVICES, INC.

CT Flower & Garden Show
The Connecticut Convention Center, Hartford, CT
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MATERIAL HANDLING SERVICES ORDER FORM

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

ADVANCE SHIPPING ADDRESS – TO DEMERS WAREHOUSE

Please use enclosed labels on all pieces

TO: (Name of Exhibitor & Booth Number)
FOR: **CT Flower & Garden Show**
c/o Demers Exposition Services, Inc.
180 Johnson Street
Middletown, CT 06457

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 must arrive by **Thursday, February 11, 2010**.

Rate: \$49.00 per cwt (100 lbs.) *per shipment*.; weights are rounded to the next 100 lbs.; minimum charge 2 cwt *per shipment*. Rate applies to material handling at the event site 8:00 a.m. - 4:30 p.m. weekdays.

Special: Any Material with Dimensions in excess of 86" x 96" will be assessed a 75% special handling fee.

Overtime: An additional 50% each way will be charged for material handling at the event site before 8:00 a.m. and after 4:30 p.m. weekdays, all hours Saturdays, Sundays and Holidays.

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 \$6.00 per cwt, \$50.00 minimum.

DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

TO: (Name of Exhibitor & Booth Number)
FOR: **CT Flower & Garden Show**
c/o Demers Exposition Services, Inc.
Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06106

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.

Rate: \$47.00 per cwt (100 lbs.) *per shipment*; weights are rounded to the next 100 lbs.; minimum charge 2 cwt *per shipment*. Rate applies to material handling at the event site 8:00 a.m. - 4:30 p.m. weekdays.

Overtime: An additional 50% each way will be charged for material handling at the event site before 8:00 a.m. and after 4:30 p.m. weekdays, all hours Saturdays, Sundays and Holidays; and any shipments when the driver has not checked in by 3:30 p.m.

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 23, 2010** (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.	\$49.00 or \$47.00	\$98.00 or \$94.00	\$
SHIPMENT 2			lbs.	\$49.00 or \$47.00	\$98.00 or \$94.00	\$
SHIPMENT 3			lbs.	\$49.00 or \$47.00	\$98.00 or \$94.00	\$
SHIPMENT 4			lbs.	\$49.00 or \$47.00	\$98.00 or \$94.00	\$
RETURN TO DES	DES		lbs.	\$32.00	\$64.00	\$

* Add 50% if material handling will occur on overtime.

LATE SHIPMENT(s) to DES Warehouse	\$ 6.00/cwt	\$50.00 minimum	\$
TOTAL ESTIMATED CHARGES			\$

Payment Enclosed: Company Check Credit Card Authorization Money Order

Total due must be paid before material handling services are provided.

If a statement is required, please include a self-addressed, stamped envelope with your order(s).

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

**DEMERS
EXPOSITION SERVICES, INC.**

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PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

TO: _____

EXHIBITING COMPANY

CT Flower & Garden-2/18-21/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street
Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

CT Flower & Garden-2/18-21/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06106

Carrier _____

Number _____ of _____ pieces

DES

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

TO: _____

EXHIBITING COMPANY

CT Flower & Garden-2/18-21/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street
Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

CT Flower & Garden-2/18-21/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06106

Carrier _____

Number _____ of _____ pieces

DES

180 Johnson Street, Middletown, CT 06457 Phone (860) 344-9919 FAX (860) 344-9878

Liability and Insurance Bulletin

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

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's 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.

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LABOR ORDER FORM

Exhibitors can setup and takedown their own exhibits. However, they are not permitted to use an outside contractor such as a display company or other non-employee personnel. If you require labor services, you must use Demers Exposition Services.

Date	Time	# Laborers	x	# Hours per Laborer	X	Hourly Rate * \$58.00 or ** \$87.00	=	\$
			x		x		=	\$
Dismantle			x		x		=	\$

Labor can be ordered for exhibitor setup/dismantle days only. One hour minimum per laborer; partial hours rounded to next hour; floor orders add 10%

***Straight Time Rate = \$58.00 per laborer hour**

8:00 a.m. to 4:30 p.m. weekdays

****Overtime Rate = \$87.00 per laborer hour**

Before 8:00 a.m. and after 4:30 p.m. weekdays
and all hours Saturdays, Sundays and Holidays

SUPERVISION

Supervision of all labor is required. Please indicate the applicable supervision plan below:

_____ **PLAN A - Exhibitor Representative Supervision** All labor is to be performed under the supervision of the Exhibitor's Representative. The Exhibitor's Representative must check in at Demers service desk to pick up laborer(s) ordered and must check laborer(s) out at Demers service desk upon completion of the work. One hour minimum charge per laborer if not picked up or not canceled with 24 hour notice.

Exhibitor Representative Name

OR

_____ **PLAN B - Demers Exposition Services, Inc. Supervision** All labor is to be performed under the supervision of Demers personnel. Setup directions must be included with this order form or packed with exhibitor's materials. *Charge for this service is 25% of the labor charges above (\$50.00 minimum).*

Subtotal Labor: \$ _____

PLAN B Supervision: \$ _____

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

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SIGN ORDER FORM - Custom Orders *Prices listed are for one color copy on white card stock.*

	Advance Price	After 2/11/10	QUANTITY		Color Ink	Total Price
			Horizontal	Vertical		
7" x 11"	25.50	33.00				
7" x 11" Easelback	30.00	37.50				
7" x 44"	30.00	37.50				
7" x 44" Easelback	36.00	43.50				
11" x 14"	37.50	45.00				
11" x 14" Easelback	42.00	48.00				
14" x 22"	45.00	52.50				
14" x 22" Easelback	51.00	58.50				
22" x 28"	66.00	73.50				
22" x 28" Easelback	72.00	79.50				
28" x 44"	78.00	85.50				
28" x 44" Easelback	87.00	94.50				

Our full service Graphics Department can assist you with all of your visual needs to make your exhibit or booth stand out from the crowd! Call us or e-mail us at info@demersexpo.com with your ideas and needs and we'll be happy to work with you!

ABOVE PRICES ARE FOR CYMK OUTPUT OF YOUR SUPPLIED, READY-TO-PRINT COMPUTER ARTWORK. ANY ADDITIONAL COMPUTER TIME REQUIRED TO CORRECT, COMPLETE OR OTHERWISE MANIPULATE SUPPLIED ARTWORK WILL BE CHARGED AT OUR CURRENT HOURLY RATE. ALL FILES ARE CONVERTED TO CYMK AT THE TIME OF PRINTING AND MAY VARY SIGNIFANTLY FROM SCREEN REPRESENTATIONS ON YOUR COMPUTER OR FROM YOUR LOCAL PRINTER'S OUTPUT. ANY CRITICAL COLORS SHOULD BE NOTED ON A FULL COLOR HARD COPY SUPPLIED WITH THE ARTWORK. COLOR PROOFS FROM OUR PRINTERS MAY BE PURCHASED IF REQUIRED. EXACT COLOR MATCHES ARE NOT QUARUNTEED. be sure that any bit mapped graphics have enough resolution so that when they are blown up to full size they will be at 100 Dots Per Inch(100DPI) resolution.

- - ORDER SUMMARY - -

Subtotal: \$ _____
6% CT Sales Tax: \$ _____
Total Due: \$ _____

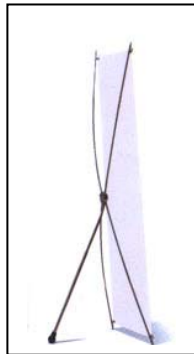
Payment Enclosed: Company Check Credit Card Authorization Money Order

For advance pricing, payment must be received with your order by Thursday, February 11, 2010.

Company: _____	Booth #: _____
Address: _____	Ordered by: _____
City/State/Zip: _____	Phone: _____
Authorized by: _____	FAX: _____
Signature: _____	Date: _____
Email Address: _____	

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SIGN STAND ORDER FORM



X-Banner Stand
Size: 24"x71"
Stand Only:\$95.00
Stand with 24"x71" graphic:
\$190.00



Large Banner Stand
Size: 48"x96"
Stand Only: \$150.00
Stand with 48"x96" graphic:\$389.00



Classic Banner Stand
Size: 24"x96"
Stand Only:
\$120.00
Stand with 24" x 96" graphic:
\$237.00

- ORDER SUMMARY -

Subtotal: \$ _____
6% CT Sales Tax: \$ _____
Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money

Order

Company: _____ Booth _____
Address: _____ Ordered by: _____
City/State/Zip: _____ Phone: _____
Authorized by: _____ FAX: _____
Signature: _____ Date: _____
Email Address: _____

ABOVE PRICES ARE FOR CYMK OUTPUT OF YOUR SUPPLIED, READY-TO-PRINT COMPUTER ARTWORK. ANY ADDITIONAL COMPUTER TIME REQUIRED TO CORRECT, COMPLETE OR OTHERWISE MANIPULTE SUPPLIED ARTWORK WILL BE CHARGED AT OUR CURRENT HOURLY RATE. ALL FILES ARE CONVERTED TO CYMK AT THE TIME OF PRINTING AND MAY VARY SIGNIFIANTLY FROM SCREEN REPRESENTATIONS ON YOUR COMPUTER OR FROM YOUR LOCAL PRINTER'S OUTPUT. ANY CRITICAL COLORS SHOULD BE NOTED ON A FULL COLOR HARD COPY SUPPLIED WITH THE ARTWORK. COLOR PROOFS FROM OUR PRINTERS MAY BE PURCHASED IF REQUIRED. EXACT COLOR MATCHES ARE NOT QUARUNTEED.

be sure that any bit mapped graphics have enough resolution so that when they are blown up to full size they will be at 100 Dots Per Inch(100DPI) resolution.

Acceptable file formats .jpg, .eps, .pdf, .tiff