

SHOW FACTS

Equipment Fleet Management Conference CT Convention Center, Hartford, CT July 30 - August 1, 2018

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

BOOTH EQUIPMENT

Each 10' x 10' booth space includes one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, and one 7"x44" booth ID sign.

EXHIBIT HALL CARPET

Aisles will be carpeted. Booth carpet is available (see page 4).

DISCOUNT PRICES

In order to receive the discounted rates listed in this Kit, we must receive your order by:

Monday, July 16, 2018. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Equipment Delivery to Venue :

Saturday, July 28, 2018: 12pm - 4pm (by appointment only)

Sunday, July 29, 2018: 10am - 4pm (by appointment only)

Monday, July 30, 2018: 8am - 12pm

Exhibitor Move-In:

Monday, July 30, 2018: 8am - 3pm

Show Hours:

Monday, July 30, 2018: 5pm - 7pm

Tuesday, July 31, 2018: 7am - 3:30pm

Wednesday, August 1, 2018: 7am - 1:30pm

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER
THESE RULES MAY IMPACT YOU AS A VENDOR
SEE PAGE 20 FOR MORE INFORMATION**



ONLINE ORDERING

Equipment Fleet Management Conference,
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**Looking for an easier way to place your order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

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

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

**Deadline to receive discount pricing: Monday, July 16, 2018.
Floor prices apply after that date.**



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: _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____
Card Billing Address: _____ Authorized by: _____
City/State/Zip: _____ Signature: _____
Phone: _____ Fax: _____ Date: _____
Email Address: _____

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Monday, July 16, 2018** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	188.00	258.00	
	9' x 20' Carpet	390.00	460.00	
	9' x 30' Carpet	595.00	665.00	
	9' x 40' Carpet	790.00	850.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.95= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.95= _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	114.00	144.00	
	2' x 6' x 30" high	128.00	158.00	
	2' x 8' x 30" high	132.00	169.00	
	2' x 4' x 40" high	128.00	148.00	
	2' x 6' x 40" high	141.00	167.00	
	2' x 8' x 40" high	159.00	177.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	98.50	100.50	
	2' x 6' x 30" high	100.50	120.50	
	2' x 8' x 30" high	121.00	141.00	
	2' x 4' x 40" high	95.00	115.00	
	2' x 6' x 40" high	115.50	135.50	
	2' x 8' x 40" high	126.50	156.50	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	85.00	125.00	
	6' x 10" Undraped	95.00	135.00	
	4' x 10" Draped	105.00	145.00	
	6' x 10" Draped	115.00	155.00	
Wood Table Riser Colors: Black or White (circle choice)				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	82.00	92.00	
	Black Bar Stool w/ foot rest	82.00	98.00	
	Tubular folding chair	27.00	37.00	
	Upholstered bar stool	135.00	175.00	
	Padded side chair	52.00	62.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	10.30	15.40	
	3' high drapery Per Linear Foot	9.75	12.75	
	13'-long table skirting	64.00	79.00	
	Aluminum Rail	8.00	12.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	64.00	90.00	
	Easel (Tripod Display)	48.00	53.00	
	Garment Rack	79.00	113.00	
	Panelboard	235.00	271.00	
	Pegboard	185.00	259.00	
	Stage (4' x 4' all heights up to 36")	235.00	285.00	
	Stage (4' x 4' w/ carpet & skirt)	235.00	285.00	
	Stanchion Post	53.00	70.00	
	Stanchion Belt	4.50	6.75	
	Waste Basket	24.90	30.00	

- ORDER SUMMARY -

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

Equipment Fleet Management Conference,
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Advance price deadline: July 16, 2018. Floor prices apply after this date.

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

Order Online and Save the 8% Administrative Fee!

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070 – Email info@demersexpo.com
www.demersexpo.com



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Additional Booth Accessories

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



Actual Products May Vary From Images Shown

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

Advance price deadline: July 16, 2018.

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

Actual products may vary from images shown

Subtotal: \$ _____
 6.35% Sales Tax: \$ _____
 8.00% Admin Fee: \$ _____
Total Due: \$ _____

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

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH



SORRENTO CHAIR WHITE

SANIBEL



SORRENTO CHAIR BLACK

SORRENTO CHAIR

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

Advance price deadline: July 16, 2018. Orders placed after the deadline date will be assessed a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes such request of Demers prior to the close of the show. Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental is based on availability. Order early to guaranty what you want is available.

Actual Products May Vary From Images Shown
Order Online and Save the Assessed 8% Administrative Fee!

Subtotal: \$ _____
6.35% Sales Tax: \$ _____
8.00% Admin Fee: \$ _____
Total Due: \$ _____

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

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

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AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. **A/V orders will not be accepted at the show site.**
Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it.
If you require technical assistance, labor charges of \$85.00 per hour will apply.
Place your electrical and internet orders through the venue.

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

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$350	
42" LCD Flat Screen Monitor (tabletop)		\$395	
50" LCD Flat Screen Monitor		\$685	
Monitor Stand (fits 50" monitor only)*		\$125	
 <p>*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.</p>			Sub-total
			6.35% Sales Tax
			8.00% Admin Fee
			Total

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

PC LAPTOP (per device/per day)

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

Advance Order Deadline: July 16, 2018.

Orders placed after the deadline date will be assessed a 25% late charge.

Order online and save the 8% administrative fee.

Company Name: _____ Booth# (if known): _____
Address: _____ Phone: _____
City/State/Zip: _____ Date: _____
Authorized by: _____ Signature: _____
Email: _____

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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.

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

Please indicate your choices for the following items:

9' x 10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red	Blue	Gray	Burgundy
	White	Green	Black	
I.D. Sign Letter Color (1):	Red	Blue	Black	
I.D. Sign Text (up to 20 characters):	_____			

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

- ORDER SUMMARY -

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

Payment Enclosed: Company Check Credit Card Authorization Money Order

Order Deadline: July 16, 2018

Order online and save the 8% administrative fee.

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

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DIGITAL GRAPHICS AND SIGNS

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

Your presentation is everything!!!

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

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

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

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

PRICING GUIDE

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

In order to receive discounted pricing, your order must be received by July 16, 2018.

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

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

BACKING MATERIAL

Standard:

- ☐ Foam Core
☐ PVC Fluted

Upgraded: (additional 15% charge)

- ☐ Sintra
☐ Gator Board
☐ Plexi

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

SIGN LAYOUT

The quick brown fox ran over the steep hill.



☐ Vertical

The quick brown fox ran over the steep hill.



☐ Horizontal

The quick brown fox ran over the steep hill.



☐ Designer to decide

SPECIAL INSTRUCTIONS

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

<input type="text"/>	Total X	<input type="text"/>	6.35% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

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

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ARTWORK & FILE GUIDELINES

Equipment Fleet Management Conference,
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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. The two overall considerations for submitting acceptable artwork includes: 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** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- 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 back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

Equipment Fleet Management Conference,
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ADVANCE SHIPPING ADDRESS

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: Equipment Management Conference
C/O: Demers Exposition Services, Inc.
151A Park Avenue
East Hartford, CT06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.

Deadline to receive advance pricing discount: July 16, 2018.

Rate: \$75.00 per CWT (per 100 lbs.). 2 CWT minimum applies (\$150.00).

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: Included in Rate Pricing.

Late Shipments: Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (\$80.00 minimum applies), plus additional fees if special transportation is required.

Non-Payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, (\$80.00 minimum applies).

DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: Equipment Management Conference
C/O: Demers Exposition Services, Inc.
Connecticut Convention Center
100 Columbus Blvd
Hartford, CT 06103

Demers will receive shipments at the event site on **July 28-30, 2018 only**. Arrival at any time other than on **July 28-30, 2018** will be assessed a redirect fee of 50% of the total drayage charges.

Rate: \$72.00 per CWT (per 100 lbs.). 2 CWT minimum applies (\$144.00).

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: Included in Rate Pricing.

Non-Payment: Shipments received without a completed material handling form and full payment on file will be charged a late payment fee of \$20.00 per cwt (\$80.00 minimum).

Direct Shipments: Direct shipments will only be received at the Convention Center on **July 28-30, 2018**. Shipments received at the Convention Center other than on **July 28-30, 2018** will be assessed a redirect fee of 50% of the total drayage charges.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a Demers Bill of Lading at the Demers Service Desk at the event site.
- Exhibitor is responsible for making prepaid outbound shipping arrangements.
- Exhibitors may arrange with the designated show carrier or with their own carrier to pick-up their shipment(s) at the close of the event.
- **Regardless of carrier, exhibitors must have used Demers services for inbound material handling. If not, material handling fees will apply.**
- Carriers must check in during the first hour of dismantle. If your carrier does not arrive for pick-up, your items will be removed to the Demers Warehouse.
- Shipments returned to the DES Warehouse for Outbound Shipping will be assessed Outbound Handling Fees of \$32.00 per CWT (\$64.00 minimum applies).
- **Shipments returned to the DES Warehouse may be picked up beginning Wed., August 8, 2018** (Warehouse hours are M-F, 8:30 am - 3:30 pm, except Holidays).
- Items left on the show floor at the end of dismantle without a Demers Bill of Lading will be assessed a minimum 1 hour labor charge in addition to outbound handling fees (actual charges to be determined).
- RETURN OF EMPTY CRATES WILL TAKE APPROXIMATELY 1 HOUR AFTER THE CLOSE OF THE SHOW.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 2			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 3			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 4			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
LATE SHIPMENT(s) to DES Warehouse				\$20 per CWT	\$80.00 Minimum Charge	\$
					6.35% Service Fee	\$
Order Online and Save the 8% Administrative Fee					\$8.00% Admin Fee	\$
					TOTAL ESTIMATED CHARGES	\$

PAYMENT ENCLOSED:

- ☐ Company Check
☐ Credit Card Authorization
☐ Money Order

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

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

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SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment
to warehouse on or before **July 16, 2018.**

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RUSH!

**DES
FREIGHT**

TO:

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

Equipment Management Conference

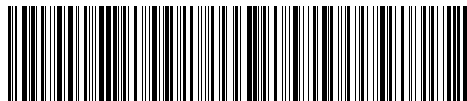
BOOTH NUMBER(s) *Please write Booth # in this box
if you know it at time of shipment*

c/o Demers Exposition Services, Inc.

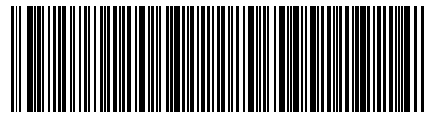
151A Park Ave
East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



Equipment Management Conference



CTCC, July 30 - August 2, 2018



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment
to showsite on **July 28-30, 2018.**

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

RUSH!

**DES
FREIGHT**

TO:

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

Equipment Management Conference

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

c/o Demers Exposition Services, Inc.

CT Convention Center
100 Columbus Boulevard
Hartford, CT 06103

Carrier _____

Number _____ of _____ pieces



Equipment Management Conference



CTCC, July 30 - August 2, 2018



MATERIAL HANDLING - MACHINERY

Machinery may be shipped directly to the Connecticut Convention Center **ONLY ON DESIGNATED MOVE-IN DAYS** (See Receiving Information below). The Convention Center **WILL NOT ACCEPT** Advance Shipments of Machinery. Shipments delivered **OTHER THAN ON** the dates / times specified **WILL BE REFUSED**. Exhibitor is responsible for making prepaid shipping arrangements. Collect shipments or shipments billed to Demers **WILL NOT BE ACCEPTED**. All shipments must be consigned to Demers, and all material handling services **MUST BE PREPAID**. Demers material handling services include the receipt of shipments, their delivery to booth, the storage of empty packing materials, and the return of outbound shipments to the loading dock.

For Direct Shipping to the Convention Center:

Please Use Enclosed Direct Shipping Labels on All Pieces

TO: (Exhibitor Name / Booth Number)
FOR: Equipment Management Conference
C/O: Demers Exposition Services
Connecticut Convention Center
100 Columbus Boulevard
Hartford, CT 06103

Material Handling Rates:

See the following page of this Kit for Material Handling Rates for Machinery shipped directly to show-site.

Receiving Information:

Direct to show-site shipments of Machinery **WILL BE ACCEPTED ONLY ON THE FOLLOWING DAYS:**

Saturday, July 28, 2018: 12pm - 4pm

Sunday, July 29, 2018: 10am - 4pm

Monday, July 30, 2018: 8am - 12pm

Advance Payment Required:

Shipments received without full payment and without a completed Material Handling Order Form on file will be assessed an additional charge of \$20.00 per cwt, with an \$80.00 minimum.

Outbound Shipping of Machinery:

Exhibitors with outbound machinery shipments must complete a Bill of Lading at the Demers Service Desk (located on the show floor).

Exhibitors may arrange at the Demers Service Desk for the selected house carrier (YRC) to ship their freight with no additional outbound material handling fees.

Exhibitors using Demers for outbound shipping who did not use Demers for inbound shipping will be charged the full drayage price of their shipments.

Exhibitor is responsible for making prepaid outbound shipping arrangements. Any freight left on the show floor without a Demers Bill of Lading will be assessed a one (1) hour labor charge in addition to outbound shipping charges (actual total charges to be determined).

RETURN OF EMPTY CRATES MAY TAKE UP TO ONE (1) HOUR AFTER THE SHOW CLOSES.

**Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018**



SPOTTING FEES

The Spotting Fee for any size vehicle or self-propelled machinery is \$350.00.

The following conditions apply:

- Gas tank (non-diesel) must be less than 1/4 full
- Gas cap must be locking or must be taped closed
- Keys must be surrendered to venue security
- One battery cable must be disconnected

☐

Please check box to utilize this service.

Demers staff will escort your vehicle while it is being moved on the show floor. Please check in at the Demers Service Desk upon your arrival. Please provide the appropriate contact information below:



**Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018**



MACHINERY DRAYAGE RATES

USE THIS FORM FOR ALL DIRECT SHIPMENTS OF MACHINERY
TO THE CT CONVENTION CENTER

Rates Shown Below Apply Only To Machinery.
Machinery Must Be Shipped Directly to the Convention Center.
All Other Display Materials Will Be Charged Standard Material Handling Rates.

Unload Labor

STRAIGHT TIME 8:00am to 4:30pm, Monday through Saturday
OVERTIME 4:31pm to 8:00pm, Monday through Saturday
DOUBLE TIME 8:01pm to 7:59am, Monday through Saturday, and all day Sunday and Holidays

Rates Shown Are Per Carton Weight (per 100lbs.)

WEIGHT / LBS.	STRAIGHT TIME	OVER-TIME	DOUBLE TIME	SPECIAL HANDLING - ST	SPECIAL HANDLING - OT	SPECIAL HANDLING - DT
0 - 2,500	\$ 39.25	\$ 46.55	\$ 55.70	\$ 46.55	\$ 55.70	\$ 67.10
2,501 - 5,000	\$ 36.25	\$ 41.50	\$ 49.40	\$ 41.50	\$ 49.40	\$ 55.95
5,001 - 10,000	\$ 31.25	\$ 36.55	\$ 41.90	\$ 36.55	\$ 41.90	\$ 47.20
10,001 - 20,000	\$ 28.75	\$ 33.25	\$ 38.15	\$ 33.45	\$ 38.15	\$ 42.80
20,001 +	\$ 26.25	\$ 30.30	\$ 34.40	\$ 30.30	\$ 34.40	\$ 38.45

Special Handling Rates are charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner, or when weight exceeds 5,000 lbs. per item, as determined by Demers Exposition Services. Examples of this are:

- Rigging Equipment on/off a truck using jacks, chains, rollers, skates, straps and/or cables.
- Use of multiple forklifts due to machinery length, lack of lifting points, or type of transporting vehicle.

Exhibitor is responsible for costs incurred by Demers for measures needed to unload and reload machinery in unique or extraordinary circumstances.

All shipments must have proper inbound Bill of Lading and Certified Weight Tickets. Mixed shipments require separate certified weight tickets or they will not qualify for the machinery rates and will instead be charged Standard Material Handling Rates. No Exceptions.

Payment Enclosed: Company Check Credit Card Authorization Money Order

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

TOTAL ESTIMATED CHARGES

Item Weight:	
Applicable Rate:	\$
SubTotal:	\$
6.35% Service Charge	\$
8% Administrative Fee	\$
TOTAL ESTIMATED CHARGES	\$

Company Name: _____ Booth# (if known): _____
Address: _____ Phone: _____
City/State/Zip: _____ Date: _____
Authorized by: _____ Signature: _____
Email: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

CLEANING ORDER FORM

Order Online and Save the 8% Administrative Fee

Vacuuming of booth carpet per booth space @ \$55.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING

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

Porter service per booth space @ \$55.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

Porter Service

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

Order Online and Save the 8% Administrative Fee

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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**Demers
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LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Journeyman 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; and weekends
 DOUBLE TIME Holidays

Rates: per person/per hour	
Discount Price	Showsite Price
\$85.50	\$110.00
\$128.25	\$165.00
\$171.00	\$220.00

Two Hour Minimum Per Laborer

**Advance Pricing Deadline:
March 9, 2018**

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

INSTALLATION LABOR

Demers Exposition Supervised Labor

Installation of your exhibit will be completed at our discretion prior to show opening.
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.

Emergency Contact: _____ Phone #: _____
 Display Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at 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) = \$ _____						
8% Admin Fee = \$ _____						
Total = \$ _____						

**Labor will not be assigned until
all empties are returned to booths**

DISMANTLE LABOR

Demers Exposition Supervised Labor

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 #: _____
 Display 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) = \$ _____						
8% Admin Fee = \$ _____						
Total = \$ _____						

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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**Demers
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FORK LIFT PICK SERVICE

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE

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).

**Advance Pricing Deadline:
July 16, 2018**

		<u>DISCOUNT PRICE</u>		<u>SHOWSITE PRICE</u>	
		<u>Per Pick</u>	<u>Extra Assistant</u>	<u>Per Pick</u>	<u>Extra Assistant</u>
Straight Time	8:00am to 4:30pm, Monday – Friday	\$125.00	\$95.74	\$135.00	\$105.11
Overtime	All other times and Weekends	\$187.50	\$143.61	\$202.50	\$157.66
Double Time	Holidays	\$250.00	\$191.48	\$270.00	\$210.22

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 without the need for special rigging. Please note the price is per each pick off and back on your truck. Once materials are brought to your booth you be allotted 4 minutes of time to place item in your booth. If you require more time to position items in your booth, IN BOOTH FORK LIFT SERVICE must be ordered.

MOVE IN PICKS

Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						8% Admin Fee	
						Total	

MOVE OUT PICKS

Description	Date	Start Time	# of Picks	Rate	Total Weight		Estimate Total
						Sub-total	
						8% Admin Fee	
						Total	

Order Online and save the assessed 8% Administrative Fee!

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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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 cannot be used in lieu of material handling services.

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

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

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30pm, Monday – Friday	\$135.10	\$95.74	\$155.65	\$105.11
Overtime	All other times and Weekends	\$155.75	\$125.14	\$200.13	\$155.70
Double Time	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	
						8% Admin Fee	
						Total	

Advance Pricing Deadline:
July 16, 2018

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	
						8% Admin Fee	
						Total	

Order Online and save the assessed 8% Administrative Fee!

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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UNION LABOR REGULATIONS

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

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

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

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

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

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

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

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

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

The employees used MUST be full time employees of the Exhibiting Company.
Employment ID to verify full time employment status may be requested.

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

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

See the Demers Exhibitor Services Desk with any questions.

ADVANCED SHIPMENTS OF FREIGHT

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers).

All direct deliveries to the Convention Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services.

Applicable material handling / drayage fees will apply.

FLAMEPROOFING / FIRE REGULATIONS

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

INSURANCE

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

**Equipment Fleet Management Conference,
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LIABILITY AND INSURANCE BULLETIN

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

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

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

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

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

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

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

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

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



ELECTRICITY & INTERNET

Equipment Fleet Management Conference,
CT Convention Center, Hartford, CT, July 30 - August 1, 2018

Electricity and Internet Services are exclusive to the Connecticut Convention Center.

Please order these and other non-AV utility services directly from the Center.

Other services exclusive to the Convention Center include the following:

internet

electricity

telephone

food & beverage

water fill and drain

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

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

(860) 604-6790

www.ctconventions.com/exhibitors

