

SHOW FACTS

Hartford Artisan Showcase CT Convention Center, Hartford, CT November 10-11, 2018

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BOOTH EQUIPMENT

Each 10' x 10' booth space includes 8' high back drape on three sides, one 5'x10' storage area and one 7"x44" booth ID sign.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:
Friday, November 2, 2018. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Friday, November 9, 2018 from 12:00pm - 7:00pm

Show Hours:

Saturday, November 10, 2018 from 10:00am - 7:00pm

Sunday, November 11, 2018 from 10:00am - 5:00pm

Exhibitor Move-Out:

Sunday, November 11, 2018 from 5:00pm - 10:00pm

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER
THESE RULES MAY IMPACT YOU AS A VENDOR
SEE PAGE 7 FOR FURTHER INFORMATION**



ONLINE ORDERING

**Looking for an easier way to place you order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

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

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

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

**Deadline to place online orders: Monday, November 5, 2018.
Floor prices apply after Friday, November 2, 2018.**



CREDIT CARD AUTHORIZATION

Hartford Artisan Showcase, CT Convention Center, Hartford, CT, November 10-11, 2018

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: _____

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CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, November 2, 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	208.00	278.00	
	9' x 20' Carpet	410.00	480.00	
	9' x 30' Carpet	615.00	685.00	
	9' x 40' Carpet	820.00	890.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)

SPECIAL CUT CARPETING				
Booth Size:	ft. x	ft.=	sq. ft. x	3.95=

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	124.00	154.00	
	2' x 6' x 30" high	158.00	188.00	
	2' x 8' x 30" high	192.00	220.00	
	2' x 4' x 40" high	158.00	188.00	
	2' x 6' x 40" high	191.00	221.00	
	2' x 8' x 40" high	225.00	255.00	

UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	99.50	120.50	
	2' x 6' x 30" high	120.50	150.50	
	2' x 8' x 30" high	151.00	181.00	
	2' x 4' x 40" high	95.00	125.00	
	2' x 6' x 40" high	125.50	155.50	
	2' x 8' x 40" high	156.50	186.50	

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	

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:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Advance price deadline: Friday, November 2, 2018. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

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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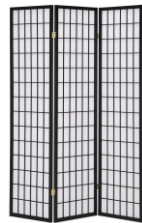
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ADDITIONAL BOOTH ACCESSORIES

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



Tote Bag Holder



Room Divider



Faux Tree



Bookcase



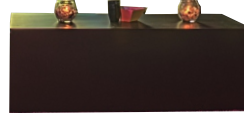
Literature Rack



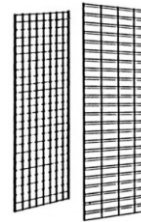
Gondola



Lighted Product Display Case



Coffee Table



Gridwall

Actual products may vary from images shown

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

Advance price deadline: Friday, November 2, 2018. Orders placed after deadline date will be assessed a 25% late fee. 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. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

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LIABILITY AND INSURANCE BULLETIN

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

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

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

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

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

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

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

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



UNION LABOR REGULATIONS

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

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

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

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

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

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

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

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

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

The employees used MUST be full time employees of the Exhibiting Company.

Employment ID to verify full time employment status may be requested.

Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:

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

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

See the Demers Exhibitor Services Desk with any questions.

ADVANCED SHIPMENTS OF FREIGHT

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers). All direct deliveries to the Convention Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services. Applicable material handling / drayage fees will apply.

FLAMEPROOFING / FIRE REGULATIONS

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

INSURANCE

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

