
EXHIBITOR SERVICE MANUAL

New England Public Works Expo

Boxboro Regency Hotel & Conference Center

Boxborough, MA

September 19-20, 2018

CAPITAL
convention contractors

153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700

GENERAL INFORMATION

Dear Exhibitor,

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

Each 8' x 10' and 10' x 10' booth package includes:

| | |
|--------------------|-------------------|
| 8' High back drape | Two chairs |
| 3' High side drape | Wastebasket |
| 6' draped table | Exhibitor ID sign |

Drape Color: Blue

Carpet: Exhibit Hall is carpeted

Exhibitor Move-in and Move-out Schedule

| | | | |
|---|------------|--------------|-----------------------|
| Outdoor Exhibit Set-up: | Tuesday, | September 18 | 8:00 a.m. – 6:00 p.m. |
| Indoor Exhibit Set-up: | Tuesday, | September 18 | 8:00 a.m. – 6:00 p.m. |
| Indoor Exhibit Set-up: (Note: Hand carry ONLY) | Wednesday, | September 19 | 6:30 a.m. – 8:00 a.m. |
| Exhibit Hours: | Wednesday, | September 19 | 8:00 a.m. – 3:00 p.m. |
| | Thursday, | September 20 | 8:00 a.m. – 2:00 p.m. |
| Exhibitor Dismantle: | Thursday, | September 20 | 2:00 p.m. – 6:00 p.m. |

Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **September 5, 2018**. *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-481-1150. Order forms for other contractors should be returned to the specific contractor providing these services.

Important Shipping Procedures

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

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **September 12, 2018**. *A 35% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to **September 18, 2018**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

We look forward to working with you!

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

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WE ACCEPT: **American Express** **VISA** **MasterCard**

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

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THIRD PARTY PAYMENT POLICY

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

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

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

☐ All Capital Services

☐ Freight Handling

☐ Furniture/Carpet

☐ Booth Cleaning

☐ Labor

☐ Other (specify) _____

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

Exhibiting Firm

Company Name _____ Booth # _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

ORDER SUMMARY

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

Calculate your order total:

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

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

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

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

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

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

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

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

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LIABILITY AND INSURANCE BULLETIN

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

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

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

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LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

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

MATERIAL HANDLING

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for **ALL** common carrier and van line trucks. **The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon, pick-up truck or box truck owned by the exhibiting company.
- Exhibitors may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

EXHIBIT INSTALLATION AND DISMANTLING

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

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own.

The following is required should they provide their own:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

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

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

TIPPING

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

SAFETY

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

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US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

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

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

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

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

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

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

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

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TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: September 5, 2018

| | QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|---|-----|-----------------------|---------------|-------------|--------|
| TABLES-DRAPED | | 4' X 2' - 30" HIGH | \$101.40 | \$126.35 | |
| | | 6' X 2' - 30" HIGH | \$112.85 | \$140.90 | |
| | | 8' X 2' - 30" HIGH | \$124.30 | \$154.95 | |
| COUNTER HEIGHT TABLES-DRAPED | | 4' X 2' - 40" HIGH | \$124.30 | \$154.95 | |
| | | 6' X 2' - 40" HIGH | \$146.65 | \$183.55 | |
| | | 8' X 2' - 40" HIGH | \$169.50 | \$211.65 | |
| TABLES-UNDRAPED | | 4' X 2' - 30" HIGH | \$56.15 | \$70.70 | |
| | | 6' X 2' - 30" HIGH | \$67.10 | \$84.25 | |
| | | 8' X 2' - 30" HIGH | \$78.50 | \$98.30 | |
| COUNTER HEIGHT TABLES-UNDRAPED | | 4' X 2' - 40" HIGH | \$62.90 | \$78.50 | |
| | | 6' X 2' - 40" HIGH | \$73.85 | \$93.60 | |
| | | 8' X 2' - 40" HIGH | \$85.30 | \$107.10 | |
| TABLES-COCKTAIL FINISHED TOP | | 30" ROUND - 30" HIGH | \$101.40 | \$126.35 | |
| | | 30" ROUND - 40" HIGH | \$112.85 | \$140.90 | |
| TABLE RISERS | | 4' X 10" HIGH | \$68.65 | \$85.30 | |
| | | 6' X 10" HIGH | \$79.55 | \$100.35 | |
| TABLES-4TH SIDE DRAPE | | 6' OR 8' TABLE | \$51.50 | \$63.95 | |
| | | 6' OR 8' COUNTER | \$51.50 | \$63.95 | |
| CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments | | 8' HIGH PER LINEAR FT | \$10.90 | \$15.60 | |
| | | 3' HIGH PER LINEAR FT | \$7.80 | \$9.90 | |

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

CIRCLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY HUNTER GREEN
WHITE RED BLACK

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

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

SUB TOTAL \$ _____
MA TAX 6.25 % \$ _____
GRAND TOTAL \$ _____

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

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

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

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 5, 2018

| | QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|--------------------|-----|--|---------------|-------------|--------|
| CHAIRS | | UPHOLSTERED BAR STOOL | \$67.10 | \$84.25 | |
| | | PADDED ARM CHAIR | \$56.15 | \$70.70 | |
| | | PADDED SIDE CHAIR | \$51.50 | \$65.00 | |
| | | FOLDING CHAIR | \$16.10 | \$20.80 | |
| | | | | | |
| ACCESSORIES | | 6' DISPLAY CASE W/SHELVES | \$397.80 | \$497.65 | |
| | | STANDARD COUNTER 41.5"W X 21.75"D X 42"H | \$199.15 | \$250.10 | |
| | | 4' X 8' DISPLAY BOARD | \$159.10 | \$199.15 | |
| | | LITERATURE RACK | \$85.30 | \$107.10 | |
| | | CHROME 22" x 28" SIGN HOLDER | \$67.60 | \$84.50 | |
| | | BAG RACK | \$73.85 | \$92.55 | |
| | | GARMENT RACK | \$73.85 | \$92.55 | |
| | | TRIPOD EASEL | \$28.60 | \$36.90 | |
| | | RAFFLE DRUM | \$68.65 | \$85.30 | |
| | | 7 GALLON WASTEBASKET | \$18.70 | \$22.90 | |
| | | 8' ALUMINUM BACK POST W/BASE | \$28.60 | \$36.90 | |
| | | 6'-10' ADJUSTABLE CROSS BAR | \$17.15 | \$20.80 | |

| | | |
|----------------------|----|--------|
| SUB TOTAL | \$ | _____. |
| MA TAX 6.25 % | \$ | _____. |
| GRAND TOTAL | \$ | _____. |

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

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

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

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

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

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Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome Sign Holder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: September 5, 2018

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.
All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY BURGUNDY RED FOREST GREEN BLACK
 (If no color is chosen, GREY will be delivered automatically)

STANDARD CARPET

| QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|-----|-------------|---------------|-------------|--------|
| | 9 x 10 | \$135.20 | \$169.50 | |
| | 9 x 20 | \$270.40 | \$339.05 | |
| | 9 x 30 | \$405.60 | \$507.00 | |

PADDING & VISQUEEN

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

| SQ FT | DESCRIPTION | Advance Price | Floor Price | Amount |
|-------|--------------|---------------|-------------|--------|
| | Padding 1/2" | \$1.55 | \$2.10 | |
| | Visqueen | \$1.55 | \$1.80 | |

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$3.10 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$4.15 sq. ft. = _____

PRESTIGE CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$5.70 sq. ft. = _____
 Please call Exhibitor Services for Prestige Carpet Color Choices

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

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

| | | |
|---------------------|----|-------|
| SUB TOTAL | \$ | _____ |
| MA TAX 6.25% | \$ | _____ |
| GRAND TOTAL | \$ | _____ |

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

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

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

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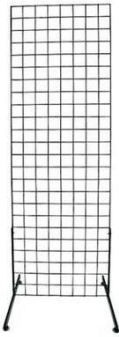
GRID WALL ORDER FORM

Advance Order Price Deadline: September 5, 2018

| | QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|----------------------------------|-----|--|---------------|-------------|--------|
| GRID WALLS w/ T-BASE LEGS | | 2' WIDE X 8' HIGH GRID WALL SECTIONS (black) | \$54.45 | \$70.80 | |
| | | 2' WIDE X 6' HIGH GRID WALL SECTIONS (black) | \$45.75 | \$59.50 | |
| ACCESSORIES | | 7-BALL WATERFALL HOOK (black) | \$7.00 | \$9.00 | |
| | | 4" GRID WALL HOOKS (black) | \$1.00 | \$1.30 | |
| | | 6" GRID WALL HOOKS (black) | \$1.00 | \$1.30 | |
| | | 8" GRID WALL HOOKS (black) | \$1.00 | \$1.30 | |
| | | 10" GRID WALL HOOKS (black) | \$1.25 | \$1.60 | |
| | | 12" GRID WALL HOOKS (black) | \$1.25 | \$1.60 | |

SUB TOTAL
MA TAX 6.25 %
GRAND TOTAL

\$ _____
 \$ _____
 \$ _____



GRID WALL w/ T- BASE LEGS



7-BALL WATERFALL HOOK



GRID WALL HOOK

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

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- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

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

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

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LABOR ORDER FORM

DEADLINE ORDER DATE: September 5, 2018

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

RATES:

- ☐ **Straight Time: \$ 64.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 96.00 per man-hour** - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

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

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

ORDERS PLACED AFTER September 5, 2018 WILL BE CHARGED AN ADDITIONAL 25%

Labor Options (choose one)

☐

Exhibitor Supervised Labor

☐

Capital Supervised Labor

EXHIBITOR SUPERVISION

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

Company Representative: _____

Phone: _____

CAPITAL SUPERVISION

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

Set Up Information Required:

Booth display being shipped to: ☐ Warehouse ☐ Show site Scheduled delivery date _____

Shipment consists of: ☐ Crates ☐ Cartons ☐ Carpets/pads

If no carpet is being shipped, is carpet ordered through Capital? ☐ Yes ☐ No

Blueprints & Exhibit instructions: ☐ Attached ☐ Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

☐ Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)

☐ Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

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 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LABOR ORDER FORM (CONTINUATION)

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

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

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

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

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

☐ **Exhibitor Carrier Choice:** _____

☐ **Official Show Carrier: YRC Ground *Must arrive by:** _____

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

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

EMAIL, MAIL OR FAX FORM TO:

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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

FORKLIFT ORDER FORM

DEADLINE ORDER DATE: September 5, 2018

General Information

- Forklifts with operators and helpers are available to assist you with your set-up, unskidding and/or spotting of machinery once it has been delivered to your booth. **DO NOT** order forklifts to unload your truck or deliver your freight to your booth from the loading dock.
- There is a **5,000 lb. maximum capacity**. Larger forklift and crane service is available by advance request.
- Starting times are guaranteed only in those instances where labor is requested for the start of the workday.
- Twenty-four hour notice is required for cancellation of services. If such notice is not provided, and an order has been placed and the exhibitor has not checked in, exhibitors will be charged a one-hour minimum fee.
- Exhibitor must check in at the Capital Service Desk to pick up forklift orders and check out upon the completion of work.

Work Options: ☐ Spotting of Equipment ☐ Installation/Dismantle of Header ☐ Uncrating ☐ Unskidding ☐ Other _____

ON-SITE ORDERS WILL BE CHARGED AN ADDITIONAL 25% TO HOURLY RATES. FULL PAYMENT MUST ACCOMPANY ALL ORDERS

FORKLIFT LABOR WITH OPERATOR

- ☐ **Straight Time: \$ 195.00 per man-hour** - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 292.50 per man-hour** - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

| DATE | TIME | # OF LIFTS | TOTAL HOURS | RATE PER HOUR | ESTIMATED COST |
|---------------|------|------------|-------------|---------------|----------------|
| INSTALLATION: | AM | | | | |
| | PM | X | | | |
| | AM | | | | |
| | PM | X | | | |
| DISMANTLE: | AM | | | | |
| | PM | X | | | |

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

ADDITIONAL RIGGERS LABOR

- ☐ **Straight Time: \$ 64.00 per man-hour.** 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- ☐ **Overtime: \$ 96.00 per man-hour.** before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

| DATE | TIME | # OF MEN | TOTAL HOURS | RATE PER HOUR | ESTIMATED COST |
|---------------|------|----------|-------------|---------------|----------------|
| INSTALLATION: | AM | | | | |
| | PM | X | | | |
| | AM | | | | |
| | PM | X | | | |
| DISMANTLE: | AM | | | | |
| | PM | X | | | |

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

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

EMAIL, MAIL OR FAX FORM TO:

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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: September 5, 2018

BOOTH CLEANING

BOOTH CLEANING INCLUDES: Vacuuming of booth and emptying of wastebaskets once daily.

| Booth Dimensions | Total Area | Advance Price | Floor Price | Cost per day |
|------------------|------------------------------------|----------------------------|-----------------------------|--------------|
| _____ X _____ | = _____ 100 square foot minimum | \$0.45 per sq. ft./per day | \$0.56 per sq. ft./per day. | \$ _____ |

Choose One

- ☐ Cleaning – Pre-show one time only
- ☐ Cleaning – All show days

PORTER SERVICE

PORTER SERVICE INCLUDES: Emptying of wastebaskets in your booth once every **hour**, show hours only.
 Daily rate is based upon booth size.

| Choose Option | Booth Size | Advance Price Cost Per Day | Floor Price Per Day | # of Show Days | Total |
|---------------|--------------------------------|----------------------------|---------------------|----------------|-------|
| | Up to 1,000 square feet | \$96.70 | \$121.15 | | |
| | 1,001 to 2,000 square feet | \$119.60 | \$149.75 | | |
| | 2,001 to 3,000 square feet | \$131.05 | \$163.80 | | |
| | Greater than 3,000 square feet | \$153.40 | \$191.90 | | |

Please Note: If special cleaning services are required, please contact Capital's Exhibitor Services Department.

TO GUARANTEE BOOTH CLEANING SERVICE AVAILABILITY, this service must be ordered and paid in advance of the show!

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

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

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

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

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

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

Exceptions are:

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

Official Service Contractors are appointed to:

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

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

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

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by August 19, 2018 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____ Booth # _____

Name of Service Contractor: _____

Contractor Street Address _____

City/State _____ Zip Code _____

Contractor Phone () _____ Fax () _____ Email address _____

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MATERIAL HANDLING DEFINITIONS

What is Additional Handling?

Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: September 12, 2018

To: Exhibitor Name/ Booth #

For: New England Public Works Expo

c/o Capital Convention Contractors

153 Northboro Road - Suite 6

Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: September 18, 2018

To: Exhibitor Name/ Booth #

For: New England Public Works Expo

Capital Convention Contractors

c/o Buxboro Regency Hotel & Conference Center

242 Adams Place

Boxborough, MA 01719

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

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

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____

Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME _____ PHONE # () _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services.** Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- **Drivers MUST check in at the loading dock by 4:00 PM on September 20, 2018 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt or a \$50.00 minimum charge, whichever is greater.

CHECK appropriate arrangements:

- ☐ Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- ☐ Freight arrangements will be handled by exhibitor. NAME OF CARRIER: _____

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772

Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MATERIAL HANDLING RATE SCHEDULE

Rate Classifications

- Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighted on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after September 12, 2018.
- Early Shipments to Warehouse: Any shipment arriving prior to August 19, 2018.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$7.00 per cwt or \$50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

- Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
 - Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control.

Rate Classifications:

■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: September 12, 2018

| | Price Per CWT | 200 lb. minimum |
|--|----------------------|------------------------|
| Crated | \$ 62.00 | \$124.00 |
| Additional Handling | \$ 78.00 | \$156.00 |
| Crated Overtime Inbound/Outbound* | \$ 21.70 | \$ 43.40 |
| Additional Handling Overtime Inbound/Outbound* | \$ 27.30 | \$ 54.60 |
| <i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i> | | |
| ■ Additional Surcharges | | |
| Early Shipments to Warehouse Crated* | \$ 21.70 | \$ 43.40 |
| Early Shipments to Warehouse Additional Handling* | \$ 27.30 | \$ 54.60 |
| Late to Warehouse* | \$ 21.70 | \$ 43.40 |

■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: September 18, 2018

| | | |
|--|-----------------|------------------|
| Crated | \$ 58.00 | \$116.00 |
| Additional Handling | \$ 73.00 | \$146.00 |
| Uncrated | \$ 79.00 | \$158.00 |
| Crated Overtime Inbound/Outbound* | \$ 20.30 | \$ 40.60 |
| Additional Handling Overtime Inbound/Outbound* | \$ 25.55 | \$ 51.10 |
| Uncrated Overtime Inbound/Outbound* | \$ 27.65 | \$ 55.30 |
| ■ Additional Surcharges | | |
| Off-Target Fee Crated* | \$ 20.30 | \$ 40.60 |
| Off-Target Fee Additional Handling* | \$ 25.55 | \$ 51.10 |
| Off-Target Fee Uncrated* | \$ 27.65 | \$ 55.30 |
| Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater) | \$ 7.00 per cwt | \$ 50.00 minimum |

| | First Piece | Additional Pieces |
|---|--------------------|--------------------------|
| ■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) .. | \$ 35.00 | \$ 20.00 |

**In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs.

For example, if the rate is \$50.00 per 100 lbs.:

3 Separate Shipments:

54 lbs. charged @ 200 lbs. \$100.00

59 lbs. charged @ 200 lbs. \$100.00

72 lbs. charged @ 200 lbs. \$100.00

Total: 185 lbs. Total Cost: \$300.00

1 Consolidated Shipment:

3 pieces (1 shipment)

185 lbs. @ 200 lbs. = \$100.00

Total Savings: \$200.00

Sub-Total: \$ _____

Total: \$ _____

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **September 20, 2018 4:00 PM.**

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

Show: New England Public Works Expo

Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
September 12, 2018**



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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

Show: New England Public Works Expo

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Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
September 12, 2018**

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Boxboro Regency Hotel & Conference
Center
242 Adams Place
Boxborough, MA 01719

Show: New England Public Works Expo

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATE(S):
September 18, 2018 ONLY

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Boxboro Regency Hotel & Conference
Center
242 Adams Place
Boxborough, MA 01719

Show: New England Public Works Expo

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATE(S):
September 18, 2018 ONLY

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

From: _____
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Boxborough, MA 01719

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Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATE(S):
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Piece # ____ of ____

DELIVERY DATE(S):
September 18, 2018 ONLY

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CUSTOM EXHIBIT PACKAGE ORDER FORM

Advance Order Price Deadline: September 5, 2018

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

Included in your custom booth package:

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



ALL THIS FOR ONLY \$1,476.80 (Tax not included)

Material & Colors for Backwall - Choose One

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

Carpet Colors – Choose One

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

Header Copy – please print clearly

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

Skirt Colors - Choose One

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

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

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

| | |
|----------------------------|--------------------|
| SUB TOTAL | \$ 1,476.80 |
| Late Orders Add 25% | \$. |
| MA TAX 6.25 % | \$. |
| GRAND TOTAL | \$. |

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

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

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

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

SIGN ORDER FORM

Sign Order Deadline: September 5, 2018

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

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

| QTY | SIZE | Advance Price | Floor Price | Amount |
|-----|-----------|---------------|-------------|--------|
| | 7" x 44" | \$34.30 | \$51.50 | |
| | 14" x 22" | \$43.70 | \$65.00 | |
| | 22" x 28" | \$73.85 | \$111.80 | |
| | 28" x 44" | \$96.70 | \$144.55 | |

ADDITIONAL SIGN OPTIONS

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

| QTY | DESCRIPTION | Advance Price | Floor Price | Amount |
|-----|----------------------|---------------|-------------|--------|
| | Logo | \$113.90 | \$141.95 | |
| | Over 10 words | \$1.55 | \$2.60 | |
| | Cardboard Easel Back | \$4.95 | \$7.80 | |
| | Directional Arrow | \$6.00 | \$8.85 | |

BANNERS

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

| QTY | Dimensions | SQ.FT. | Advance Price | Floor Price | Total |
|-------|---------------|-----------------|---------------------|---------------------|----------|
| _____ | _____ X _____ | = _____ X _____ | \$16.10 per sq. ft. | \$28.60 per sq. ft. | \$ _____ |

| | |
|----------------------|----------|
| SUB TOTAL | \$ _____ |
| MA TAX 6.25 % | \$ _____ |
| GRAND TOTAL | \$ _____ |

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

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

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

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 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

FILE FORMATS ACCEPTED:

Adobe Illustrator CS5, Photoshop CS5, .EPS, HI-RES PDF, HI-RES TIFF and HI-RES JPEG

FILE SET UP INFORMATION:

- All files are preferred to be set up using Adobe Illustrator and/or Photoshop.
- Please provide low resolution pdfs when possible for soft proof.
- All artwork should be setup in CMYK workspace.
- Specify PANTONE (PMS) color values using the Pantone Solid Coated library for all crucial colors, especially logos and background colors.
- Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly, please specify a Pantone color or provide a physical color reference, or color will print 'as is.'
- All raster artwork should be submitted at 100ppi at full size at the least.
- Please provide .25" bleed when designing for trimming. Crop marks should be setup in Illustrator.
- Please provide a vector file for logos, taglines and trademarks.
- Please outline text when submitting final artwork. Or provide font files if editing is necessary.

LARGE FORMAT FILES SAVING INFO:

Working in PHOTOSHOP:

- Photoshop "raster" files are to be set up at 100ppi at 100% of final size in CMYK workspace.
- Save a flattened version of your layered file as a Photoshop .EPS, Set Preview to TIFF (8 bits/pixel), Set Encoding to JPEG (maximum quality)

Working in ILLUSTRATOR:

- We recommend .25" bleed when designing for trimming purposes. Please provide crop marks.
- Please setup file at 100% when possible. If scaling needed, please note scale info on file.
- We recommend text and logos to be setup in Illustrator. Please specify Pantone (PMS) color when needed.
- Place/Link Photoshop.EPS files or raster images in Illustrator (please do not embed to keep file size small) Keep all Photoshop.EPS files in one folder along with the supporting Illustrator file.
- Uncheck 'Create PDF Compatible File' when saving .ai file. (This will keep file size small)

FTP UPLOAD INFO:

<https://launchpad.37signals.com/basecamp/1767385/signin>
user: graphicsupload
password: preview12

Exhibit Services Order Form
Boxboro Regency Hotel & Conference Center

242 Adams Place, Boxborough, MA 01719
Phone: (978) 263-8701 Fax: (978) 266-9429

Please indicate below the services you require and the method of payment.
Prices are a one-time fee for the length of the show (not per day).

| | |
|------------------------|------------------|
| Show Name | Show Date |
| Company | |
| Contact | |
| Telephone | () |
| Address | |
| On Site Contact | Booth # |














Electrical Services:

| Quantity | Service | Advance Order | Day of Event | Total |
|----------|--|----------------|-----------------|-------|
| | Shared 120V supply (10 amp max) (2 plugs) | \$75.00 | \$110.00 | |
| | Dedicated 120V, 20 amp supply (4 plugs) | \$95.00 | \$125.00 | |

Other configurations available, Contact the Engineering Department at (978) 889-1740 for more information.

| Quantity | Service | Advance Order | Day of Event | Total |
|----------|--|-----------------|-----------------|-------|
| | 208V single phase, 20 amp (max)* | \$95.00 | \$125.00 | |
| | 208V single phase, 60 amp (max)* | \$125.00 | \$160.00 | |
| | 208V single phase, 100 amp (max)* | \$140.00 | \$170.00 | |

*Please check the type of connector being used on the chart below. If your connector is not shown, please write the connector designation in the space provided.

| Connector Number |  L5-15, 125 VAC |  L5-20, 125 VAC |  L5-30, 125 VAC |  L6-15, 250 VAC |  L6-20, 250 VAC |  L6-30, 250 VAC |
|---|---|---|---|---|---|---|
|  L7-15, 277 VAC |  L7-20, 277 VAC |  L7-30, 277 VAC |  L14-20 125/250 VAC |  L14-30 125/250 VAC |  L15-20 250 VAC |  L15-30 250 VAC |

Telephone Services: Cost of Telephone Lines DO NOT include the cost of calls

| # of Days | Service | Advance Order | Day of Event | Total |
|-----------|-------------------------|-----------------|-----------------|-------|
| | Telephone Line | \$75.00 | \$110.00 | |
| | Direct Dial Line | \$110.00 | \$140.00 | |
| | Speaker Phone | \$65.00 | \$140.00 | |

Payment:

| | |
|-------------------------|--|
| Cardholder Name | |
| Credit Card Type | |
| Card Number | |
| Expiration Date | |
| Signature | |

Fax order to (978) 266-9429. All payments made by check must be received no later than 7 days prior to Show date.

Mail all checks to the address above, Attention: Executive Office, payable to Holiday Inn Boxborough.

If the form of payment is credit card, you must provide a copy of the front and back of the credit card or provide the security code for authorization. The security code may be written below or called into our office.

Orders without pre-payment will not be processed. All prices include a 21% Taxable Administrative Fee

Exhibit Equipment Only Services Order Form
Boxboro Regency Hotel & Conference Center

242 Adams Place, Boxborough, MA 01719
Phone: (978) 263-8701 Fax: (978) 266-9429

Floor Order Applies to Orders Received Within 72 Hours of the Show Set Up Date.

Please indicate below the services you require and the method of payment. Prices are a one-time fee for the length of your show (not per day), excluding high speed internet access. Fax order with credit card authorization form to (978) 266-9429 and all payments made by check must be received no later than 7 days prior to Show date. Mail all checks to the address above, attention the Executive Office, payable to Holiday Inn Boxborough.

IF THE FORM OF PAYMENT IS CREDIT CARD, YOU MUST PROVIDE A COPY OF THE FRONT & BACK OF THE CREDIT CARD OR PROVIDE THE SECURITY CODE FOR AUTHORIZATION. THE SECURITY CODE MAY BE WRITTEN BELOW OR CALLED INTO OUR SALES OFFICE.

General Information

Show Name: _____

Show Date: _____

| | |
|------------------------|----------------|
| Company | |
| Contact | |
| Telephone | () |
| Address | |
| On Site Contact | Booth # |

Equipment Rental (All items below are taxable) 6.25% State Tax + 21% Taxable Administrative Fee

| # | Equipment Rental | Advance Order | Floor Order | Total |
|---|------------------------|---------------|-------------|-------|
| | 42" flat panel monitor | \$395.00++ | | |
| | 32" flat panel monitor | \$275.00++ | | |
| | 20" data monitor | \$175.00++ | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Payment Procedures

Credit Card Type: _____ **Credit Card Authorization Form:** Yes ___ No ___ **Grand Total**
Cardholder Name: _____ **Card #** _____ **Exp Date** _____
CC security code _____ **Check Amount Enclosed** _____

Orders without pre-payment will not be processed

Internal Use Only

All prices include a 21% Taxable Administrative Fee and 6.25% Mass State tax

++ indicates per day charge