

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

Home Show at Harbor Yard

Arena at Harbor Yard, Bridgeport, CT
March 27-28, 2010

EXHIBITOR INFORMATION & ORDER FORMS

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

Schedule: Show hours are Saturday, March 27, 2010 from 10:00 am-7:00 pm and Sunday, March 28, 2010 from 10:00 am-5:00 pm.

Your Booth

- One (1) 8' high backwall drape
- Two (2) 3' high side drapes
- One (1) I.D. sign

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

Attached are **Exhibitor Order Forms** that you must complete for any booth needs in addition to or instead of what is provided (see above). Full payment must accompany all orders by **Monday, March 22, 2010** otherwise noted. The forms are:

- **Furnishings & Accessories Order Form** *After 3/22/10, floor prices apply*
- **Material Handling Services Order Form** (please see accompanying **Liability and Insurance Bulletin**)
Exhibitor's freight can be shipped in advance to Demers Warehouse, or directly to the Show site however, shipments to the Show site can arrive at the facility on setup day(s) only. Exhibiting company's own trucks may bring in shipments and shipments may be unloaded and taken to exhibitor's booth by that company's own personnel; however, no *mechanized* devices or equipment will be permitted (e.g., pallet jacks, fork lifts, etc.). Shipments arriving (and outbound at the close of the show) via all other carriers, including UPS, FEDEX and AIRBORNE, must be handled by Demers Exposition Services, Inc. only; other material handling service providers are not permitted.

Also included is our **Credit Card Authorization Form**. Payment must include CT Sales Tax (6%) on all sales tax items. Payment can be made by cash, Company Check, Money Order, or Credit Card. If you use a Credit Card, you must complete and sign the **Credit Card Authorization** section at the top of the form and include it with your order(s). Credit Card orders will also be accepted via FAX to our office. There will be no invoicing; purchase orders are not a form of payment; personal checks will not be accepted. If a statement of charges is required, please include a self-addressed, stamped envelope with your order(s).

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

Demers Exposition Services, Inc.
Attachments

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CREDIT CARD AUTHORIZATION

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

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (visa master card 3 digit # on back Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ **DATE:** _____

Company Name: _____ Booth #: _____

Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ FAX: _____ Date: _____

Email Address: _____

CREDIT AND PAYMENT POLICY

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

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

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

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FURNISHINGS & ACCESSORIES ORDER FORM

CARPETING

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

Carpet Color: Gray Blue Red Burgundy Emerald Green

SPECIAL CUT CARPETING Includes Taping

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

CARPET PADDING

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

DRAPED TABLES

Drape Color: Gray Blue Red Black White Green Burgundy

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

UNDRAPED TABLES

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

WOOD TABLE RISERS

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

Drape Color: Gray Blue Red Black White Green Burgundy

Advance price deadline: **Monday, March 22, 2010** Floor prices apply after this date.

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

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

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

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

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

CHAIRS

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

SPECIAL DRAPERY/SKIRTING

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

Color: Gray Blue Red Black White Green Burgundy

ACCESSORIES

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

- ORDER SUMMARY - -

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

Payment Enclosed:

Company Check Credit Card Authorization Money Order

DEMERS EXPOSITION SERVICES, INC.

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Arena at Harbor Yard, Bridgeport, CT
March 27-28, 2010

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MATERIAL HANDLING SERVICES ORDER FORM

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

ADVANCE SHIPPING ADDRESS – TO DEMERS WAREHOUSE

Please use enclosed labels on all pieces

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

Demers Warehouse will receive crated shipments and provide up to 30 days storage prior to the event. Uncrated shipments or loose materials will not be received at Demers Warehouse. Shipments can be received weekdays (excluding Holidays) 8:30 a.m.-3:30 p.m. **Deadline: Monday, March 22, 2010**

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

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

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

Late Shipments: Demers reserves the right to accept or refuse shipments arriving at Demers Warehouse after the deadline referenced above. If accepted, exhibitor will be charged an additional \$6.00 per cwt, \$50.00 minimum.

DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

TO: (Name of Exhibitor & Booth Number)
FOR: **Home Show at Harbor Yard**
c/o Demers Exposition Services, Inc.
Arena at Harbor Yard
10 Park City Plaza
Bridgeport, CT 06604

Demers will receive UPS, FEDEX, Airborne and U.S. Postal Service shipments at the event site on move-in day(s) only. Arrival at any time other than exhibitor move-in day(s) will be refused.

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

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

Outbound Shipments: Exhibitors who have freight going outbound after the event **must present a bill of lading at Demers Service Desk at the event site.** Exhibitors can make arrangements with their carriers to take their shipment(s) at the close of the event, or arrange with Demers to return shipment(s) to Demers warehouse for outbound shipping. If returning to DES Warehouse, an additional \$32.00 per cwt (100 lbs.) will be charged (minimum charge \$64.00). Shipments returned to Demers Warehouse at the close of event for outbound shipping can be picked up by Exhibitor's carrier beginning **Tuesday, March 30, 2010** (Warehouse hours are M-F, 8:30 a.m.-3:30 p.m. except Holidays). **Exhibitor is responsible for making prepaid outbound shipping arrangements.**

PLEASE COMPLETE THE FOLLOWING:

| | CARRIER | # PIECES | SHIPMENT WEIGHT | x RATE per 100 lbs.* | MINIMUM CHARGE/SHIPMENT* | ESTIMATED CHARGES |
|----------------------|------------|-------------|--------------------|-------------------------|-----------------------------|----------------------|
| SHIPMENT 1 | | | lbs. | \$49.00 or \$47.00 | \$98.00 or \$94.00 | \$ |
| SHIPMENT 2 | | | lbs. | \$49.00 or \$47.00 | \$98.00 or \$94.00 | \$ |
| SHIPMENT 3 | | | lbs. | \$49.00 or \$47.00 | \$98.00 or \$94.00 | \$ |
| SHIPMENT 4 | | | lbs. | \$49.00 or \$47.00 | \$98.00 or \$94.00 | \$ |
| RETURN TO DES | DES | | lbs. | \$32.00 | \$64.00 | \$ |

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

LATE SHIPMENT(s) to DES Warehouse

| | | |
|-------------|-----------------|----|
| \$ 6.00/cwt | \$50.00 minimum | \$ |
|-------------|-----------------|----|

TOTAL ESTIMATED CHARGES

| |
|----|
| \$ |
|----|

Payment Enclosed: Company Check Credit Card Authorization Money Order

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

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

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

**DEMERS
EXPOSITION SERVICES, INC.**

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PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

TO: _____

EXHIBITING COMPANY

Home Show at Harbor Yard-3/27-28/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street
Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

RUSH!

TO: _____

EXHIBITING COMPANY

Home Show at Harbor Yard-3/27-28/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street
Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

Home Show at Harbor Yard-3/27-28/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

Arena at Harbor Yard
10 Park City Plaza
Bridgeport, CT 06604

Carrier _____

Number _____ of _____ pieces

DES

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

RUSH!

TO: _____

EXHIBITING COMPANY

Home Show at Harbor Yard-3/27-28/10

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

Arena by Harbor Yard
10 Park City Plaza
Bridgeport, CT 06604

Carrier _____

Number _____ of _____ pieces

DES

Liability and Insurance Bulletin

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

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

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

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

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

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

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

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

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LABOR ORDER FORM

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

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

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

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

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

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

SUPERVISION

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

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

Exhibitor Representative Name

OR

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

Labor: \$ _____

PLAN B Supervision (25% of labor; \$50.00 minimum): \$ _____

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

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

Company Name: _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

Email address: _____