

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

New Haven Business Expo

Chevy Theater, Wallingford, CT
November 18, 2009

EXHIBITOR INFORMATION & ORDER FORMS

Demers Exposition Services, Inc. has been selected by Show Management to serve as your official Show Decorator.

Your Booth

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

- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One (1) 6' draped table
- Two (2) tubular folding chairs

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 **Wednesday, November 11, 2009**. The forms are:

- **Furnishings & Accessories Order Form** *After 11/11/09 floor prices apply*
- **Labor Services Order Form**
- **Sign Order Form** *(Custom Orders)*

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.
- 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	105.00	116.00	
	9' x 20' Carpet	195.00	225.00	
	9' x 30' Carpet	277.00	342.00	
	9' x 40' Carpet	339.00	441.00	
Carpet Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Emerald Green				
SPECIAL CUT CARPETING Includes Taping				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$1.30 = _____				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	40.00	51.00	
	Padded side chair	33.00	41.00	
	Tubular folding chair	20.00	25.00	
	Upholstered bar stool	43.00	58.00	

SPECIAL DRAPERY/SKIRTING				
QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	9.50	11.50	
	3' high drapery per linear foot	9.00	10.00	
	13'-long table skirting	55.00	70.00	
Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Burgundy				

DRAPED TABLES				
Drape Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	73.00	78.00	
	2' x 6' x 30" high	88.00	96.00	
	2' x 8' x 30" high	95.00	109.00	
	2' x 4' x 40" high	87.00	91.00	
	2' x 6' x 40" high	101.00	109.00	
	2' x 8' x 40" high	112.00	124.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	8.00	8.50	
	Clothes Tree (Chrome)	55.00	80.00	
	Easel (Tripod Display)	40.00	45.00	
	Garment Rack	70.00	100.00	
	Panelboard (4' x 8')	160.00	200.00	
	Pegboard (4' x 8' White)	177.00	190.00	
	Stage (4' x 4' all heights)	57.00	103.00	
	Stage (4' x 4' w/carpet & skirt)	100.00	191.00	
	Stanchion Post (Chrome)	37.00	53.00	
	Stanchion Cord/linear foot	8.00	9.00	
	Waste Basket	17.00	23.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	42.00	39.00	
	2' x 6' x 30" high	48.00	45.00	
	2' x 8' x 30" high	55.00	58.00	
	2' x 4' x 40" high	49.00	51.00	
	2' x 6' x 40" high	56.00	58.00	
	2' x 8' x 40" high	62.00	60.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	30.00	25.00	
	6' x 10" undraped	32.00	29.00	
	4' x 10" draped	50.00	55.00	
	6' x 10" draped	55.00	80.00	

Drape Color: Gray Blue Red Black White Green Burgundy

- ORDER SUMMARY -

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money Order

Advance price deadline: Wednesday, November 11, 2009 Floor prices apply after this date.

All items are for rental for the duration of the show only. 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 show.

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

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

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

	Advance Price	After 11/11/09	QUANTITY		Color Ink	Total Price
			Horizontal	Vertical		
7" x 11"	21.25	27.50				
7" x 11" Easelback	25.00	31.25				
7" x 44"	25.00	31.25				
7" x 44" Easelback	30.00	36.25				
11" x 14"	31.25	37.50				
11" x 14" Easelback	35.00	40.00				
14" x 22"	37.50	43.75				
14" x 22" Easelback	42.50	48.75				
22" x 28"	55.00	61.25				
22" x 28" Easelback	60.00	66.25				
28" x 44"	65.00	71.25				
28" x 44" Easelback	72.50	78.75				

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

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

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

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

-- ORDER SUMMARY --

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

Payment Enclosed: Company Check Credit Card Authorization Money Order

For advance pricing, payment must be received with your order by Wednesday, November 11, 2009.

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

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LABOR ORDER FORM

	Date	Time	# Laborers	X	# Hours per Laborer	X	Hourly Rate * \$52.00 or ** \$78.00	=	\$
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 = \$52.00 per laborer hour**
8:00 a.m. to 4:30 p.m. weekdays

****Overtime Rate = \$78.00 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 (\$100.00 minimum).*

Labor: \$ _____

PLAN B Supervision (25% of labor; \$100.00 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: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

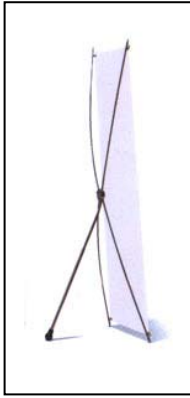
Authorized by: _____ FAX: _____

Signature: _____ Date: _____

Email Address: _____

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Sign Stand Order Form



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



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



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

- ORDER SUMMARY -

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

Payment Enclosed:

Company Check Credit Card Authorization Money Order

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

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